

Report of the Directors and
Audited Financial Statements for the Year Ended 31 December 2013
for
THE INTELLECTUAL PROPERTY REGULATION
BOARD LIMITED

**THE INTELLECTUAL PROPERTY REGULATION
BOARD LIMITED (REGISTERED NUMBER: 06624948)**

(Company Limited by Guarantee)

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for the Year Ended 31 December 2013**

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**THE INTELLECTUAL PROPERTY REGULATION
BOARD LIMITED**

(Company Limited by Guarantee)

Company Information

for the Year Ended 31 December 2013

DIRECTORS:

M Heap
C Wolfe
T Alexander
L Harland
D Keenan
N Fox
D Bream
R Burford
J Turner
P Portwood
J Clegg
D Musker

SECRETARY:

A Wright

REGISTERED OFFICE:

5th Floor
The Outer Temple
222-225 Strand
London
WC2R 1BA

REGISTERED NUMBER:

06624948 (England and Wales)

AUDITORS:

Sawin & Edwards
Suite 1.3 Vernon House
23 Sicilian Avenue
London
WC1A 2QS

**THE INTELLECTUAL PROPERTY REGULATION
BOARD LIMITED (REGISTERED NUMBER: 06624948)**

(Company Limited by Guarantee)

**Report of the Directors
for the Year Ended 31 December 2013**

The directors present their report with the financial statements of the company for the year ended 31 December 2013.

DIRECTORS

The directors shown below have held office during the whole of the period from 1 January 2013 to the date of this report.

M Heap
C Wolfe (resigned 30 April 2014)
T Alexander
L Harland
D Keenan (resigned 31 March 2014)
N Fox (resigned 31 March 2014)
D Bream
R Burford
J Turner
P Portwood
J Clegg
D Musker
D Seddon (appointed 1 April 2014)
S Towlson (appointed 1 April 2014)

Other changes in directors holding office are as follows:

C Mercer - resigned 5 June 2013
R Burt - appointed 5 June 2013 - resigned 11 December 2013

STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS

So far as the directors are aware, there is no relevant audit information (as defined by Section 418 of the Companies Act 2006) of which the company's auditors are unaware, and each director has taken all the steps that he or she ought to have taken as a director in order to make himself or herself aware of any relevant audit information and to establish that the company's auditors are aware of that information.

AUDITORS

The auditors, Sawin & Edwards, will be proposed for re-appointment at the forthcoming Annual General Meeting.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

ON BEHALF OF THE BOARD:

A Wright - Secretary



11 September 2014

**THE INTELLECTUAL PROPERTY REGULATION
BOARD LIMITED (REGISTERED NUMBER: 06624948)**

(Company Limited by Guarantee)

**Statement of Directors' Responsibilities
for the Year Ended 31 December 2013**

The directors are responsible for preparing the Report of the Directors and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that period. In preparing these financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Report of the Independent Auditors to the Members of
The Intellectual Property Regulation
Board Limited**

(Company Limited by Guarantee)

We have audited the financial statements of The Intellectual Property Regulation Board Limited for the year ended 31 December 2013 on pages six to eleven. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in a Report of the Auditors and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of directors and auditors

As explained more fully in the Statement of Directors' Responsibilities set out on page three, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the directors; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Report of the Directors to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the company's affairs as at 31 December 2013 and of its surplus for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Report of the Directors for the financial year for which the financial statements are prepared is consistent with the financial statements.

**Report of the Independent Auditors to the Members of
The Intellectual Property Regulation
Board Limited**

(Company Limited by Guarantee)

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Directors.



Keeley Edwards (Senior Statutory Auditor)
for and on behalf of Sawin & Edwards
Suite 1.3 Vernon House
23 Sicilian Avenue
London
WC1A 2QS

Date: 11 September 2014

**THE INTELLECTUAL PROPERTY REGULATION
BOARD LIMITED (REGISTERED NUMBER: 06624948)**

(Company Limited by Guarantee)

**Income and Expenditure Account
for the Year Ended 31 December 2013**

	Notes	2013 £	2012 £
INCOME	2	686,306	658,409
Administrative expenses		<u>(564,447)</u>	<u>(609,868)</u>
OPERATING SURPLUS	3	121,859	48,541
Interest receivable and similar income	4	<u>1,586</u>	<u>1,030</u>
SURPLUS ON ORDINARY ACTIVITIES BEFORE TAXATION		123,445	49,571
Tax on surplus on ordinary activities	5	<u>(316)</u>	<u>(211)</u>
SURPLUS FOR THE FINANCIAL YEAR		<u>123,129</u>	<u>49,360</u>

The notes form part of these financial statements

THE INTELLECTUAL PROPERTY REGULATION
BOARD LIMITED (REGISTERED NUMBER: 06624948)

(Company Limited by Guarantee)

Balance Sheet

31 December 2013

	Notes	2013 £	2012 £
FIXED ASSETS			
Tangible assets	6	9,943	1,704
CURRENT ASSETS			
Debtors	7	4,000	2,467
Cash at bank and in hand		<u>471,622</u>	<u>425,898</u>
		475,622	428,365
CREDITORS			
Amounts falling due within one year	8	<u>(121,426)</u>	<u>(189,059)</u>
NET CURRENT ASSETS		<u>354,196</u>	<u>239,306</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>364,139</u>	<u>241,010</u>
RESERVES			
Income and expenditure account	9	99,808	75,010
General contingency reserve	10	175,000	75,000
Board appointments reserve	10	22,937	8,500
IT/Website reserve	10	16,394	32,500
Planned Office Restructuring Reserve	10	50,000	50,000
		<u>364,139</u>	<u>241,010</u>

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Directors on 11 September 2014 and were signed on its behalf by:



M Heap - Director

The notes form part of these financial statements

**THE INTELLECTUAL PROPERTY REGULATION
BOARD LIMITED (REGISTERED NUMBER: 06624948)**

(Company Limited by Guarantee)

**Notes to the Financial Statements
for the Year Ended 31 December 2013**

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Income

The income shown in the accounts consists of income received from registrants and is inclusive of Value Added Tax.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Computer & office equipment - Straight line over 3 years

2. INCOME

	2013	2012
	£	£
Registration fees	611,361	588,916
ABS funding	73,445	69,493
Litigation administration fees	<u>1,500</u>	<u>-</u>
	<u>686,306</u>	<u>658,409</u>

The income was generated entirely within the United Kingdom.

3. OPERATING SURPLUS

The operating surplus is stated after charging:

	2013	2012
	£	£
Depreciation - owned assets	1,685	1,598
Loss on disposal of fixed assets	527	-
Auditors' remuneration	<u>1,560</u>	<u>1,500</u>
Directors' remuneration	<u>-</u>	<u>-</u>

4. INTEREST RECEIVABLE AND SIMILAR INCOME

	2013	2012
	£	£
Deposit account interest	<u>1,586</u>	<u>1,030</u>

**THE INTELLECTUAL PROPERTY REGULATION
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(Company Limited by Guarantee)

**Notes to the Financial Statements - continued
for the Year Ended 31 December 2013**

5. **TAXATION**

Analysis of the tax charge

The tax charge on the surplus on ordinary activities for the year was as follows:

	2013	2012
	£	£
Current tax:		
UK corporation tax	<u>316</u>	<u>211</u>
Tax on surplus on ordinary activities	<u>316</u>	<u>211</u>

The Intellectual Property Regulation Board Limited operates as a Trade Association and only pays corporation tax on bank interest received.

6. **TANGIBLE FIXED ASSETS**

	Computer & office equipment £
COST	
At 1 January 2013	6,741
Additions	10,451
Disposals	<u>(1,611)</u>
At 31 December 2013	<u>15,581</u>
DEPRECIATION	
At 1 January 2013	5,037
Charge for year	1,685
Eliminated on disposal	<u>(1,084)</u>
At 31 December 2013	<u>5,638</u>
NET BOOK VALUE	
At 31 December 2013	<u>9,943</u>
At 31 December 2012	<u>1,704</u>

7. **DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2013	2012
	£	£
Other debtors	<u>4,000</u>	<u>2,467</u>

**THE INTELLECTUAL PROPERTY REGULATION
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(Company Limited by Guarantee)

**Notes to the Financial Statements - continued
for the Year Ended 31 December 2013**

8. **CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2013	2012
	£	£
Trade creditors	33,653	17,395
Taxation and social security	6,048	3,969
Other creditors	<u>81,725</u>	<u>167,695</u>
	<u><u>121,426</u></u>	<u><u>189,059</u></u>

Included in other creditors is a sum of £53,438 (2012: £50,121) in respect of the LSB Levy. The accrual relates to the period April to December 2013, whilst the accounting period of the LSB runs from April to March.

9. **RESERVES**

	Income and expenditure account £
At 1 January 2013	75,010
Surplus for the year	123,129
Transfer(to)/from other reserves	<u>(98,331)</u>
At 31 December 2013	<u><u>99,808</u></u>

10. **OTHER RESERVES**

Other reserves are made up of funds set aside for various projects which have not been completed during the year. The directors have authorised the transfer of funds earmarked for the various projects not yet completed, from the income and expenditure account to separate reserve accounts, which are intended to be specific for their purpose.

	Balance brought forward – 1.1.13 £	Transfer(to)/from Income and Expenditure account £	Balance carried forward – 31.12.13 £
General contingency reserve	75,000	100,000	175,000
Board appointment reserve	8,500	14,437	22,937
IT/Website reserve	32,500	(16,106)	16,394
Planned Office Restructuring reserve	50,000	-	50,000
	<u>166,000</u>	<u>98,331</u>	<u>264,331</u>

**THE INTELLECTUAL PROPERTY REGULATION
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(Company Limited by Guarantee)

**Notes to the Financial Statements - continued
for the Year Ended 31 December 2013**

11. RELATED PARTY DISCLOSURES

During the year ended 31 December 2013, the company incurred fees from ITMA and CIPA, guarantors of the company, totalling £11,028 (2012: £10,641) and £30,210 (2012: £29,226) respectively, in respect of the provision of registration service to the company.

During the year ended 31 December 2013, ITMA and CIPA, guarantors of the company, recovered expenses totalling £39,057 (2012: £28,372) and £2,175 (2012: £1,440) in respect of accommodation and IT services to the company.

Included in creditors at 31 December 2013, is an amount owed to ITMA and CIPA, guarantors of the company, totalling £25,413 (2012: £17,417) and £2,475 (2012: £255) respectively.

During the period since appointed, fees amounting to £73,765 (2012: £37,784) in respect of services provided as board members and other professional services were charged by some of the directors.

12. ULTIMATE CONTROLLING PARTY

The company is limited by guarantee and hence there is no ultimate controlling party.

13. COMPANY GUARANTORS

The Chartered Institute of Patent Attorneys (CIPA) and the Institute of Trade Mark Attorneys (ITMA) are the two guarantors of the company.

14. COMPANY STATUS

The company is limited by guarantee and therefore there is no issued share capital. Its members in the event of a winding up have guaranteed to contribute to the assets of the company, a sum not exceeding £1 each.