

**Report of the Directors and**  
**Audited Financial Statements for the Year Ended 31 December 2012**

**for**

**THE INTELLECTUAL PROPERTY REGULATION**  
**BOARD LIMITED**

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

(Company Limited by Guarantee)

**Contents of the Financial Statements**  
**for the Year Ended 31 December 2012**

	<b>Page</b>
<b>Company Information</b>	1
<b>Report of the Directors</b>	3
<b>Statement of Directors' responsibilities</b>	4
<b>Report of the Independent Auditors</b>	5
<b>Income and Expenditure Account</b>	7
<b>Balance Sheet</b>	8
<b>Notes to the Financial Statements</b>	9
<b>Detailed Income and Expenditure Account</b>	13

# **THE INTELLECTUAL PROPERTY REGULATION**

## **BOARD LIMITED**

(Company Limited by Guarantee)

### **Company Information**

**for the Year Ended 31 December 2012**

**DIRECTORS:**

M Heap  
C Wolfe  
T Alexander  
L Harland  
D Keenan  
N Fox  
D Bream  
C Mercer (Resigned 5 June 2013)  
R Burford  
J Turner  
P Portwood  
J Clegg  
D Musker  
R Burt

**SECRETARY:**

A Wright

**REGISTERED OFFICE:**

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

**REGISTERED NUMBER:**

06624948 (England and Wales)

**THE INTELLECTUAL PROPERTY REGULATION**  
**BOARD LIMITED**  
(Company Limited by Guarantee)  
**Company Information**  
**for the Year Ended 31 December 2012**

**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 2012**

The directors present their report with the financial statements of the company for the year ended 31 December 2012.

**PRINCIPAL ACTIVITY**

The principal activity of the company in the year under review was that of undertaking the regulation of the professions of Patent Attorneys and Trade Mark Attorneys.

**DIRECTORS**

The directors who have held office during the period from 1 January 2012 to the date of this report are as follows:

M Ralph - resigned 28 March 2012  
M Ramage - resigned 2 May 2012  
M Heap - appointed 27 March 2012  
C Wolfe - appointed 2 May 2012  
T Alexander - appointed 23 May 2012  
L Harland - appointed 14 June 2012  
D Keenan - appointed 14 June 2012  
N Fox - appointed 12 July 2012  
D Bream - appointed 12 July 2012  
C Mercer - appointed 6 August 2012 and resigned 5 June 2013  
R Burford - appointed 1 November 2012  
J Turner - appointed 1 November 2012  
P Portwood - appointed 1 November 2012  
J Clegg - appointed 1 November 2012  
D Musker - appointed 22 November 2012

R Burt was appointed as a director after 31 December 2012 but prior to the date of this report.

**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

Date: 5 September 2013

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

(Company Limited by Guarantee)

**Statement of Directors' responsibilities**  
**for the Year Ended 31 December 2012**

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.

**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.

**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 2012 on pages seven to twelve. 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 4, 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. 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 2012 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 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: 5 September 2013



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

(Company Limited by Guarantee)

**Income and Expenditure Account  
for the Year Ended 31 December 2012**

	Notes	2012 £	2011 £
<b>INCOME</b>	2	<b>658,409</b>	573,720
Administrative expenses		<u>(609,868)</u>	<u>(402,830)</u>
<b>OPERATING SURPLUS</b>	3	<b>48,541</b>	170,890
Interest receivable and similar income	4	<u>1,030</u>	<u>534</u>
<b>SURPLUS ON ORDINARY ACTIVITIES BEFORE TAXATION</b>		<b>49,571</b>	171,424
Tax on surplus on ordinary activities	5	<u>(211)</u>	<u>(94)</u>
<b>SURPLUS FOR THE FINANCIAL YEAR</b>		<u><b>49,360</b></u>	<u>171,330</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 2012**

	Notes	2012 £	2011 £
<b>FIXED ASSETS</b>			
Tangible assets	6	1,704	1,788
<b>CURRENT ASSETS</b>			
Debtors	7	2,467	2,664
Cash at bank and in hand		<u>425,898</u>	<u>349,295</u>
		428,365	351,959
<b>CREDITORS</b>			
Amounts falling due within one year	8	<u>(189,059)</u>	<u>(162,097)</u>
<b>NET CURRENT ASSETS</b>		<u>239,306</u>	<u>189,862</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>241,010</u>	<u>191,650</u>
<b>RESERVES</b>			
Income and expenditure account	9	75,010	59,450
General contingency reserve	10	75,000	50,000
Disciplinary appointments reserve	10	-	10,000
Board appointments reserve	10	8,500	10,000
Disciplinary hearings reserve	10	-	8,200
IT/Website reserve	10	32,500	34,000
Education reserve	10	-	1,200
Alternative Business Structures (ABS) Reserve	10	-	18,800
Planned Office Restructuring Reserve	10	<u>50,000</u>	<u>-</u>
		<u>241,010</u>	<u>191,650</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 5 September 2013 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 2012**

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**

	2012	2011
	£	£
Registration fees	<u>658,409</u>	<u>573,720</u>

The income was generated entirely within the United Kingdom.

3. **OPERATING SURPLUS**

The operating surplus is stated after charging:

	2012	2011
	£	£
Depreciation - owned assets	1,598	1,532
Auditors' remuneration	<u>1,500</u>	<u>1,500</u>

4. **INTEREST RECEIVABLE AND SIMILAR INCOME**

	2012	2011
	£	£
Deposit account interest	<u>1,030</u>	<u>534</u>

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

(Company Limited by Guarantee)

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 December 2012**

5. **TAXATION**

**Analysis of the tax charge**

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

	2012	2011
	£	£
Current tax:		
UK corporation tax	<u>211</u>	<u>94</u>
Tax on surplus on ordinary activities	<u>211</u>	<u>94</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 £
<b>COST</b>	
At 1 January 2012	5,889
Additions	1,514
Disposals	<u>(662)</u>
At 31 December 2012	<u>6,741</u>
<b>DEPRECIATION</b>	
At 1 January 2012	4,101
Charge for year	1,598
Eliminated on disposal	<u>(662)</u>
At 31 December 2012	<u>5,037</u>
<b>NET BOOK VALUE</b>	
At 31 December 2012	<u>1,704</u>
At 31 December 2011	<u>1,788</u>

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

	2012	2011
	£	£
Other debtors	<u>2,467</u>	<u>2,664</u>

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

(Company Limited by Guarantee)

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 December 2012**

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

	2012	2011
	£	£
Trade creditors	17,395	22,491
Taxation and social security	3,969	4,733
Other creditors	<u>167,695</u>	<u>134,873</u>
	<u>189,059</u>	<u>162,097</u>

Included in other creditors is a sum of £50,121 (2011: £75,661) in respect of the LSB Levy. The accrual relates to the period April to December 2012, whilst the accounting period of the LSB runs from April to March.

9. **RESERVES**

	Income and expenditure account £
At 1 January 2012	59,450
Surplus for the year	49,360
Transfer(to)/from other reserves	<u>(33,800)</u>
At 31 December 2012	<u>75,010</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 – 1.1.12 £	Transfer(to)/from Income and Expenditure account £	Balance carried forward – 31.12.12 £
General contingency reserve	50,000	25,000	75,000
Disciplinary appointment reserve	10,000	(10,000)	-
Board appointment reserve	10,000	(1,500)	8,500
Disciplinary hearings reserve	8,200	(8,200)	-
IT/Website reserve	34,000	(1,500)	32,500
Education reserve	1,200	(1,200)	-
Alternative Business Structures (ABS) reserve	18,800	(18,800)	-
Planned Office Restructuring reserve	-	50,000	50,000
	<u>132,200</u>	<u>33,800</u>	<u>166,000</u>

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

(Company Limited by Guarantee)

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 December 2012**

**11. RELATED PARTY DISCLOSURES**

During the year ended 31 December 2012, the company incurred fees from ITMA and CIPA, guarantors of the company, totalling £10,641 (2011: £12,006) and £29,226 (2011: £34,774) respectively, in respect of the provision of registration service to the company.

During the year ended 31 December 2012, ITMA and CIPA, guarantors of the company, recovered expenses totalling £28,372 (2011: £28,843) and £1,440 (2011: £1,440) in respect of accommodation and IT services to the company.

Included in creditors at 31 December 2012, is an amount owed to ITMA and CIPA, guarantors of the company, totalling £17,417 (2011: £24,443) and £255 (2011: £228) respectively.

During the period since appointed, fees amounting to £37,784 (2011:£Nil) 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.

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

(Company Limited by Guarantee)

**Detailed Income and Expenditure Account  
for the Year Ended 31 December 2012**

	2012		2011	
	£	£	£	£
<b>Registration fees</b>		<b>658,409</b>		<b>573,720</b>
<b>Other income</b>				
Deposit account interest		<u>1,030</u>		<u>534</u>
		<b>659,439</b>		<b>574,254</b>
<b>Expenditure</b>				
Registration services costs	39,868		48,047	
LSB & LeO Levy	84,578		114,249	
ABS costs	101,164		-	
Chairman fees	20,210		23,650	
Board appraisals	-		460	
Board member fees	34,784		33,250	
Board appointments	3,604		-	
Consultancy fees	1,900		16,269	
Wages and salaries	120,450		91,083	
Employers' NIC	12,515		9,609	
Staff development and training	359		540	
Education	5,839		-	
Legal and professional fees	2,612		3,702	
Auditors' remuneration	1,500		1,500	
Accountancy	3,192		3,192	
Disciplinary hearings	73,113		800	
Disciplinary panel	8,133		-	
Website expenses	37,464		1,178	
Rent, services & running costs	28,372		28,843	
Meetings, events & reception	10,764		6,661	
Stationery	592		637	
Travel and accommodation	12,001		12,735	
Insurance	1,442		1,452	
Sundry expenses	1,197		750	
Computer expenses	2,048		2,173	
		<u>607,701</u>		<u>400,780</u>
		<b>51,738</b>		<b>173,474</b>
<b>Finance costs</b>				
Bank charges		<u>569</u>		<u>518</u>
Carried forward		<b>51,169</b>		<b>172,956</b>

This page does not form part of the statutory financial statements

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

(Company Limited by Guarantee)

**Detailed Income and Expenditure Account**  
**for the Year Ended 31 December 2012**

	2012		2011	
	£	£	£	£
Brought forward		51,169		172,956
<b>Depreciation</b>				
Computer equipment		<u>1,598</u>		<u>1,532</u>
<b>NET SURPLUS</b>		<u><u>49,571</u></u>		<u><u>171,424</u></u>