

Company number: 2724405

Charity Number: 1013084

# The Institute for Optimum Nutrition

Report and financial statements  
For the year ended 30 June 2023

# The Institute for Optimum Nutrition

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### For the year ended 30 June 2023

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# The Institute for Optimum Nutrition

## Reference and administrative information

For the year ended 30 June 2023

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**Company number** 2724405 – incorporated in the United Kingdom

**Charity number** 1013084 – registered in England and Wales

**Registered office and operational address**  
Ambassador House  
Paradise Road  
Richmond  
TW9 1SQ

**Trustees** Trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows:

Miss J Bridger	
Mrs R Hampson	Chair
Ms S Hillman	
Ms C Pestell	(Joined June 2023)
Mrs D S Mills	
Ms L Ranganathan	
Mrs A Wyles	Treasurer

<b>Key management personnel</b>	Chris Mansi	Chief Executive
	Heather Rosa	Dean
	Charlton Berthold	Head of Finance

**Bankers** CAF Bank Ltd  
25 Kings Hill Avenue  
West Malling  
Kent  
ME19 4JQ

**Solicitors** Russell–Cooke  
2 Putney Hill  
London  
SW15 6AB

**Auditor** Sayer Vincent LLP  
Chartered Accountants and Statutory Auditor  
Invicta House  
110 Golden Lane  
London  
EC1Y 0TG

## The Institute for Optimum Nutrition

### Trustees' annual report

#### For the year ended 30 June 2023

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The Trustees present their report and the audited financial statements for the year ended 30 June 2023.

Reference and administrative information set out on page 1 form part of this report. The financial statements comply with current statutory requirements, the Articles of Association and the Statement of Recommended Practice – Accounting and Reporting by Charities: SORP applicable to charities preparing their accounts in accordance with FRS 102.

## Objectives and activities

The charitable objects as set out in the Articles of Association are;

“To advance education of the public and health professionals in all matters relating to nutrition”.

And

“The preservation and protection of health of the general public by giving advice, assistance and where necessary treatment through nutrition”.

The Institute’s principal aim is to further the knowledge and practice of optimum nutrition. The primary means by which it seeks to meet its objective is through the training of Nutritional Therapists in the principles of optimum nutrition, as complementary to orthodox medicine, as a part of integrated functional medicine training. Trained Nutritional Therapists, through their practice, promote the principles of optimum nutrition both within the medical profession and the public at large, focusing on prevention of disorders through healthy eating and reducing reliance on remedial medicine, in accordance with the guidance set out by the Complementary and Natural Healthcare Council (CNHC regulator), the accrediting body Nutritional Therapy and Education Commission (NTEC) and the professional body the British Association for Nutrition and Lifestyle Medicine (BANT).

The Institute is accredited by the British Accreditation Council for all its courses. The University of Portsmouth validates the BSc (Hons) Nutritional Therapy, Graduate Diploma Integrative Functional Nutrition (aimed at medics and other allied healthcare professionals) and Credit Bearing Short Courses.

Our other activities, such as continuing professional development (CPD), *Optimum Nutrition* eNewsletter, webinars and podcast support our programme to increase awareness and provide evidence-informed information to the public on the benefits of nutrition to health and wellbeing. The Institute’s short courses are CPD credited through BANT (the professional body).

## Public Benefit

The Trustees review the aims, objectives, and activities of the charity at Board meetings and annually when reviewing the strategic plan. The business plan for 2023 – 2028 was approved during the year. The plan confirms the work of the charity is to educate people on the benefits of personalised nutrition and lifestyle practice to wellbeing. The increasing incidence of obesity, diabetes and other

## The Institute for Optimum Nutrition

### Trustees' annual report

#### For the year ended 30 June 2023

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chronic conditions is putting significant pressure on the health economy. Through increasing the number of Nutritional Therapy Practitioners, courses, clinics, media communications (e.g. newsletter), and forms of information accessible to the general public (*Food as Fuel* and *Food for Thought* online series, podcasts and blogs), we are working to improve the health outcomes of the general population through the promotion of dietary changes in line with evidence-based research, providing a public benefit that is in accordance with ION's charitable aims and objectives. This report also looks at what the charity has achieved and the outcomes of its work within the last twelve months.

The priorities for the financial year 2022/23 were:

- To increase the number of courses provided by the Institute.
- To work in collaboration with partners to develop new courses.
- To increase the number of students attending the Institute's validated awards and short courses.

The business plan sets out the vision and mission for ION. The ION vision statement is: **Optimum nutrition for all throughout life.**

The ION mission statement is: **To educate and enthuse, instilling personalised nutrition as the foundation of health for all.**

#### **The Institute's core values are:**

To nourish, empower and transform through our education and practice, and to be inclusive and responsible in our approach.

We nourish people, through engaging with learning, empowering confident decision making that can transform self and others.

We are inclusive, highlighting and celebrating diversity in all aspects of our work.

We are responsible through our commitment to quality standards in our message, evidence-informed education, employment practices and corporate citizenship.

During the year, Trustees, senior managers and staff reviewed and agreed the business plan and strategy for 2023 – 2028.

The business plan 2023 – 2028 sets out our Key Outcomes, which are to:

- To be a trainer of choice
- To be an employer of choice
- Be financially sound and growing

Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning its future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives that have been set.

## Achievements and performance in the delivery of public benefit

All our charitable activities focus on supporting our charitable aims and objective: optimum nutrition for all throughout life; to educate and enthuse, instilling personalised nutrition as the foundation of health for all, and they are undertaken to further the Institute for Optimum Nutrition's charitable purposes for the public benefit.

The beneficiaries are primarily individuals wishing to train as practitioners in nutritional therapy or to maintain their professional knowledge through continuing professional development as well as those that wish to add integrative functional nutrition to their existing health care practice (i.e. medics, GPs, osteopaths, pharmacists). Additionally, our beneficiaries include people with health issues who wish to access the *Optimum Nutrition* Training Clinic, those who have an interest in all matters relating to health and wellbeing, and who listen to the *Optimum Nutrition* podcast, watch *Optimum Nutrition* webinars, read and share ION's *Optimum Nutrition* eNewsletter to gain further insights for their own wellbeing. Connecting with the general public, providing clear and evidence-based information is a key aspect of ION's work.

*The Optimum Nutrition* eNewsletter and Podcast showcase interviews with guests from the world of nutrition and touch on some common health conditions, with the aim of inspiring listeners and readers through their health and wellbeing journey. During the year, the current episodes had a total of 2584 views (across 14 episodes). The episode with the highest number of downloads was "The Importance of Nutrition and Diet in ADHD with Dr Alex Richardson".

During the year, training clinics have provided guidance to our clients about food and lifestyle, impacting health and wellbeing outcomes. Our trainee clinicians, supported by professional practitioners (clinical supervisors) provide personalised nutrition and lifestyle recommendations helping clients to re-engage positively with food, which is a corner stone to the therapeutic process. A total of 468 appointments were conducted through the training clinic.

A key event in the Institutes calendar is our graduation ceremony. We were delighted, this year, to have been able to join with our graduates who came together in central London to celebrate their achievements.

Trustees are grateful to Social Investment Bank for the Resilience and Recovery Fund's loan and NatWest Social and Community Capital loan, used to support the continued development of the organisation.

#### Highlights of the year include:

- Commencement of the full-time BSc (Hons) Nutritional Therapy course, validated through the University of Portsmouth.
- Introduction of the Diet and Health CBSC (Credit Bearing Short Courses)
- Introduction of the HE Certificate in Personalised Diet and Health
- Commencement of delivery of year three of the BSc (Hons) Nutritional Therapy course, validated through the University of Portsmouth.
- BSc (Hons) Nutritional Therapy graduates achieved: 1:1 = 11% and 2:1 = 56%
- Graduate Diploma Integrative Functional Nutrition graduates achieved distinction 40% and merit 53%.
- 468 clinic appointments delivered.
- 383 people attended live and on-demand CPD courses
- The third podcast series launched in June 2023
- Overall BSc (Hons) Nutritional Therapy student numbers increased by 28%.
- Twenty-four students completed validated credit bearing short courses (19 in clinical practice)

#### Key Priorities

**To increase the number of courses provided by the Institute and work in collaboration with partners to develop new courses.**

As the profession has continued to develop, the Institute recognised the need for personalised nutrition training for those working in the health and wellbeing industry. The graduate diploma integrative functional nutrition is a fast-track pathway for medics and allied health care professionals to expand their practice and work as nutritional therapists. The Institute also recognised the need for other practitioners in the health and wellbeing sector to understand the principles of personalised nutrition and provide general advice to clients on diet and lifestyle to enhance the wellbeing outcomes for their clients which led to the creation of two new awards.

During the academic year we validated a credit bearing short course – *Diet and Health*, this university-validated short course provides a thorough grounding in the principles of diet and lifestyle approaches to health and wellbeing. The course is suitable for people who want to inform their current work role or practice, or just want to improve their personal knowledge and development.

Additionally, we validated a *Cert HE Personalised Diet and Health*, this course provides a thorough grounding in the principles of personalised diet and lifestyle approaches to health and wellbeing, and with a solid grounding in health sciences. This course is suitable for people wishing to develop their personal knowledge, inform their current work role or practice (e.g., health coaches, personal trainers, complementary therapists, etc.) or commence a new career as a diet and lifestyle educator.

## The Institute for Optimum Nutrition

### Trustees' annual report

#### For the year ended 30 June 2023

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We also diversified our offer through the introduction of a full-time degree and certificate in higher education. The Institute can graduate nutritional therapists within three years should they follow the full-time option.

The Graduate Diploma modules and the initial module of the degree and behaviour change modules are validated as credit bearing short courses. This will enable people to take these modules as independent courses, which can be credited towards the Graduate Diploma award or towards the degree. These short courses provide flexibility for people to fit their studies and CPD into busy lives.

Our CPD course provision ensures that practising clinicians are able to keep their knowledge current and in line with new research and practice guidelines. The courses are delivered live online and on demand. Numbers at the live events are limited to enable participants to interact with the presenter throughout the day.

#### **Increase the number of students attending the Institute's validated awards and short courses.**

Whilst the numbers of students on the BSc (Hons) Nutritional Therapy increased by 28%, overall, student numbers commencing the degree courses were lower than the previous year.

There is no doubt that the economic climate has created challenges for people to self-fund higher education courses.

The work undertaken to increase the number of awards that students can study will support this priority as we move forward. Providing students with awards that provide them with a route to employment earlier will help them to build their business and continue their studies whilst earning.

Additionally, we will increase our marketing activities to raise awareness of our range of courses and increase student numbers in the coming year.

## Plans for the future

The priorities for the financial year 2023/24 were agreed:

- Financial security
- Marketing and student recruitment
- Premises review

The Institute has used reserves during the year to invest in new course developments and manage resources during challenging economic environment. It is expected that the return on investment will be seen in the next couple of years and beyond. The Institute has faced some significant challenges during the year as well as positive changes and exciting new developments. The Trustees would like to extend their thanks to the management team for their leadership and to all

staff for their hard work, dedication and commitment to ION and its charitable aims and objectives, during what has been an exceptional year.

## Financial review

There is no doubt this has been a challenging financial year. We have seen high rates of inflation and a significant increase in the cost of living. ION, as with the higher education sector has seen fewer students deciding to embark on long term training courses.

Overall student numbers were lower than the previous financial year by 14%. The nutritional therapy diploma course stopped accepting new students in 2020, as the professional body BANT (British Association for Nutritional and Lifestyle Medicine) raised the threshold for entry to the profession to degree level. As a result, student numbers for the ION nutritional therapy diploma course reduced by 61%. There are still some students completing this award. The effect of the change in the professional body requirement is that the course requires a longer time and higher cost commitment for students.

During the year, the third year of the part-time nutritional therapy course was rolled out which increased overall numbers for the BSc (Hons) Nutritional Therapy by 28%. We also introduced the full-time degree course for September cohorts.

Aware of the financial pressures expected during the year Trustees approved a deficit budget, which is expected to be recovered in the five-year plan. Ultimately, reduced costs compared to budget were not enough to offset the lower than budget total income as a result of the reduced student numbers, giving rise to a below budget deficit for the financial year. This deficit has resulted in the use of reserves to support the organisations activities. Reserves were reduced by £390k, ending the year with reserves of £85k, of which £14k are restricted.

During the year, bank loan capital repayments totalled £100k: the bank loan from NatWest Social & Community Capital, which had £41k outstanding at the start of the year, was fully repaid in April 2023, and £59k of the Social Investment Bank loan with an interest rate of 7% was also repaid. A new £250k loan agreement was entered into with NatWest Social & Community Capital in April 2023 with an interest rate of 5.5%, with the first tranche of £150k drawn down in May 2023. This tranche is mainly being used for IT and marketing activities, and is being repaid in equal monthly instalments of capital plus interest, the final repayment due in June 2028. There are no plans currently to draw down the second tranche of £100k.

## Going concern

The Trustees have considered detailed cash projections for the sixteen months from the date of this report. The current global economic downturn and general cost of living pressures are seen as the largest driver on student numbers, from who nearly all our income is received. The Trustees have therefore modelled the impact of lower student numbers on income and our ability to

maintain sufficient cash levels. However, there are inherent uncertainties regarding the forecasts, particularly the level of student intake, which, to a certain extent, is beyond the Institute's control in as much as it is driven by the current global economic downturn and general cost of living pressures. We anticipate that the next financial year (2024/25) will continue to be challenging, though with a slight improvement in student numbers. Looking further ahead, early in the 2025/26 financial year several factors will combine to give the opportunity to hugely reduce the Institute's cost base, including the end of the lease on its current premises as well as other operating leases. We anticipate that this will improve the Institute's reserves levels for that and future years.

In the forecasts, in all except the most pessimistic scenarios modelled, cash levels were shown to be sufficient throughout the sixteen months forecast. However, if these most pessimistic scenarios were to come about, the Institute would have insufficient cash funds, meaning there is material uncertainty on the Institute's ability to continue as a going concern. Despite this, based on our 40 years of being at the forefront of nutritional therapy training, providing high quality courses that our students value, along with the careful cost management that is in place and the material reduction in the Institute's cost base expected in 2025/26 as described above, the Trustees have every expectation that there will be sufficient income to cover projected expenditure.

The Institute therefore continues to adopt the going concern basis in preparing its financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting policies note to the accounts.

## Reserves Policy

The Trustees regularly monitor the charity's reserves to ensure that an adequate level is maintained to meet its stated objectives for the development of educational courses, and the furtherance of knowledge and acceptance of the principles of optimum nutrition.

Reserves are needed to cover any potential shortfall in income, allowing time for Trustees to make appropriate cost adjustments, and to develop and maintain the Institute's educational programmes. The Trustees consider the minimum desirable level of reserves should be £550k, sufficient to cover approximately three months of operating expenditure, as a medium to long-term target. We aim to achieve it over time through careful control of costs and an increase in course income during the life of the Institute's strategic five year plan. As explained in the going concern section above, recent economic and other factors have led to lower student numbers, resulting in the need for reserves to be used to manage the impact of the consequential lower income.

Reserves at 30 June 2023 were £84,892 of which £14,000 is restricted for research purposes and £10,903 designated for fixed assets, leaving free reserves of £59,989. At this point we are using reserves to grow revenue through focusing on our flagship degree course, in order to increase adoption within our primary market segment of mature students, and by innovating on new ways to identify and market to newer audiences within the UK and internationally.

## Remuneration Policy

The HR and Remuneration Committee consider the remuneration of all staff, including Senior Management, benchmarking against market rates for academic and corporate roles at least every three years. The lowest pay point is the London Living Wage.

Annual pay awards are linked to organisation performance and decided by the Board of Trustees.

## Investment policy and objectives

Under the Articles of Association, the charity has the power to invest in any way the Trustees consider appropriate.

The Trustees seek maximum return on any investments while maintaining maximum security of the funds. The Head of Finance will be investigating potential investment vehicles for cash balances to maximise returns. Trustees will continue to review investment options as cash reserves build.

## Fundraising practice

The Institute is funded mainly through course fees and other charitable trading income. The Institute has not actively fundraised or used any external body to raise funds. There have been no complaints about the Institute's fundraising practices.

## Structure, governance and management

The organisation is a charitable company limited by guarantee, incorporated on 16 June 1992 and registered as a charity on 22 July 1992.

The Articles of Association provide for Members of the Institute to be Fellows and Fellowship is granted only on invitation by the Board of Trustees. Each Fellow commits to contribute £1 in the event of the charity winding up.

The Trustees undertake a skills audit prior to the recruitment of new Trustees and this informs the content of the job description and the essential skills required for the recruitment and selection process. The post is advertised via a range of appropriate job sites and noticeboards, and prospective Trustees are interviewed and references taken up prior to being co-opted to the Board. The nomination is then confirmed to Fellows at the subsequent Annual General Meeting. The Trustees are elected by the Fellows of the Institute at the Annual General Meeting. The maximum number of Trustees is nine and the minimum three. Trustees become Fellows of the Institute upon nomination to the Board. The Chair of the Board is elected by the Board of Trustees. All Trustees give their time voluntarily. Trustees are able, where they provide specialist services to the organisation, to receive compensation for their time. Any expenses reclaimed from the charity are set out in note 5 to the accounts.

## The Institute for Optimum Nutrition

### Trustees' annual report

#### For the year ended 30 June 2023

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Trustees undergo relevant training. All new Trustees undertake in-house induction training covering their roles and responsibilities and an overview of the Institute's activities and governance procedures. Trustees also attend training courses provided by the Institute on aspects or changes to charitable governance or statutory compliance as defined by their own audit. Trustees are provided with best practice reports recommended by the Charity Commission as part of their induction.

Trustees of the charity meet at least four times a year to direct its affairs. Committees review specific areas of the charity's business and report to the Board. The structure and reporting process enables Trustees to plan and monitor the strategic direction of the charity. The Chair of Trustees and the Chief Executive are in contact before each meeting to agree a formal agenda and papers.

The day-to-day operation of the business of the charity is delegated to the Chief Executive – Chris Mansi and her Senior Management Team. There are functional managers for each of the key areas of the business.

The Board has a number of sub-committees and steering groups, chaired by the different Trustees, which assist the monitoring of the performance of the business.

The committees met with varying frequency during the year and oversee the activities and performance of the organisation as detailed below:

#### **The Finance, Audit and Technology Committee** (meets at least four times a year)

The Finance, Audit and Technology Committee monitors financial performance, ensuring resources are used efficiently and effectively in achieving our objectives. It agrees the budget, monitors performance against this during the year and makes recommendations to the Board. The committee ensures appropriate financial systems and processes are in place to support the activities of the organisation. It oversees the audit process; reviews audited accounts and Trustees' report and makes recommendations on these to the Board of Trustees. The committee monitors development activity to ensure it meets our objectives and the Public Benefit requirement. It also monitors the development, implementation and revision of the ICT strategy. The committee reviews and makes recommendations on all financial and ICT policies, including the reserves policy.

The committee is chaired by Anita Wyles (Treasurer), the vice-chair is Laksh Ranganathan. The other member of the committee is Rachel Hampson. The committee is also attended by the Head of Finance, Business Manager and CEO.

#### **The HR and Remuneration Committee** (meets at least twice a year)

The HR and Remuneration Committee monitors the HR and Remuneration Strategy and ensures appropriate policies relating to staff recruitment, retention and development are in place.

The committee is chaired by Sue Hillman. The other member of the committee is Laksh Ranganathan. The committee is also attended by the CEO, Business Manager, Dean and Finance Manager.

## The Institute for Optimum Nutrition

### Trustees' annual report

For the year ended 30 June 2023

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**The Joint Staff Consultation Committee** (meets at least twice a year and reports into the HR and Remuneration Committee)

The JSCC allows staff and management to exchange views and discuss issues, and for management to share information and hear the views of all staff groups. The issues for discussion will relate to organisational performance and proposed changes that may affect staff, although this will not be a forum for negotiating pay, terms and conditions.

Views coming to the JSCC will inform management decisions. Representatives elected by each of the staff areas will take on the important roles of gathering views, representing these in the meetings and then feeding back to their staff group.

The committee is chaired by Sue Hillman. The other members of the committee are CEO, Business Manager, one staff representative from academic services, one staff representative from corporate services and one staff representative to cover all departments.

**The Education Committee** (meets at least twice a year)

The Education Committee monitors academic strategy and ensures viability of all courses.

The committee is chaired by Rachel Hampson. The other members of the committee are Dian Shepperson–Mills, Jo Bridger and Carmai Pestell. The committee is also attended by the CEO, Dean and Head of Undergraduate Courses.

**The Marketing and Communications Committee** (meets at least four times a year)

The Marketing and Communications Committee ensures appropriate strategies and resources are in place to support ION's activities. The committee met four times during the year to support the development of the strategy and oversee activities.

The committee is chaired by Jo Bridger. The other members of the committee are Rachel Hampson, Sue Hillman, and Laksh Ranganathan. The committee is also attended by the CEO and Business Manager and other members of the staff team as appropriate to the agenda.

## Risk management

The Institute's annual review of the business includes consideration of the major risks to which the charity is exposed and the risk management strategy to contain those exposures and to mitigate significant risks. Low student numbers are seen as the greatest risk to the Institute and the Trustees have modelled how this impacts income and our ability to maintain sufficient cash levels. The current global economic downturn and general cost of living pressures are seen as the largest driver, which are outside our control.

Mitigation of risks is managed through review of our cost base and planning for 2025 when significant costs will be reduced. The lease on the Institute's premises is a significant liability and this, along with other costs, are being reviewed with a view to relinquishing unnecessary costs where

possible. Trustees have reviewed and redirected investment in marketing activity, in order to continue to recruit sufficient students as far as possible, including updated marketing strategies, supporting the development of current students to aid retention and promotion of payment plan options. Collaborations with third parties and provision of new course options allows students to practice at different level whilst they continue their studies.

Longer term strategies include applying for registration with OfS in order to provide prospective students with access to student finance and to attract different demographics to ION's courses.

The Trustees believe all the current risks are monitored and have done all that is feasible to address the uncertainty.

## **Statement of responsibilities of the Trustees**

The Trustees (who are also directors of The Institute for Optimum Nutrition for the purposes of company law) are responsible for preparing the Trustees' annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

For each financial year, company law requires the Trustees to prepare financial statements that give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently.
- Observe the methods and principles in the Charities SORP.
- Make judgements and estimates that are reasonable and prudent.
- State whether applicable UK Accounting Standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis, unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable 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 charitable company and, hence, for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## The Institute for Optimum Nutrition

### Trustees' annual report

#### For the year ended 30 June 2023

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In so far as the Trustees are aware:

- There is no relevant audit information of which the charitable company's auditor is unaware; and
- The Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The total number of such guarantees at 30 June 2023 was 20 (2022: 20). The Trustees are directors of the charity, some Trustees are also members which entitles them to voting rights at the AGM. The Trustees have no beneficial interest in the charity.

## Auditor

Sayer Vincent LLP was re-appointed as the charitable company's auditor during the year and has expressed its willingness to continue in that capacity.

The Trustees' annual report has been prepared in accordance with the special provisions applicable to companies' subject to the small companies' regime.

Approved by the Trustees on 28<sup>th</sup> February 2024 and signed on their behalf by

Rachel Hampson  
Chair of Trustees

## Independent auditor's report

To the members of

The Institute for Optimum Nutrition

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### Opinion

We have audited the financial statements of The Institute for Optimum Nutrition (the 'charitable company') for the year ended 30 June 2023 which comprise the statement of financial activities, balance sheet, statement of cash flows and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- Give a true and fair view of the state of the charitable company's affairs as at 30 June 2023 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- Have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- Have been prepared in accordance with the requirements of the Companies Act 2006.

### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Material uncertainty relating to going concern

We draw attention to note 1d in the financial statements, which indicates that the trustees reflect on the current financial position of the charity and the fact that the forecasts for the next 12 months include material levels of future funding that are yet to be secured. As stated in note 1d, these events or conditions, indicate that a material uncertainty exists that may cast significant doubt on the company's ability to continue as a going concern. Our opinion is not modified in respect of this matter.

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate. Our evaluation of the trustees' assessment of the entity's ability to continue to adopt the going concern basis of accounting included reviewing the forecasts and budgets prepared by management and assessing the valuation and impact of potential cost-saving measures.

## Independent auditor's report

To the members of

**The Institute for Optimum Nutrition**

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Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

## Other Information

The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

## Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- The information given in the trustees' annual report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- The trustees' annual report has been prepared in accordance with applicable legal requirements.

## Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' annual report. We have nothing to report in respect of the following matters in relation to which 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 trustees' 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' exemptions in preparing the trustees' annual report and from the requirement to prepare a strategic report.

## Independent auditor's report

To the members of

The Institute for Optimum Nutrition

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### Responsibilities of trustees

As explained more fully in the statement of trustees' responsibilities set out in the trustees' annual report, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

### Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud are set out below.

### Capability of the audit in detecting irregularities

In identifying and assessing risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, our procedures included the following:

- We enquired of management and the board of trustees, which included obtaining and reviewing supporting documentation, concerning the charity's policies and procedures relating to:
  - Identifying, evaluating, and complying with laws and regulations and whether they were aware of any instances of non-compliance;
  - Detecting and responding to the risks of fraud and whether they have knowledge of any actual, suspected, or alleged fraud;
  - The internal controls established to mitigate risks related to fraud or non-compliance with laws and regulations.
- We inspected the minutes of meetings of those charged with governance.

## Independent auditor's report

### To the members of

### The Institute for Optimum Nutrition

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- We obtained an understanding of the legal and regulatory framework that the charity operates in, focusing on those laws and regulations that had a material effect on the financial statements or that had a fundamental effect on the operations of the charity from our professional and sector experience.
- We communicated applicable laws and regulations throughout the audit team and remained alert to any indications of non-compliance throughout the audit.
- We reviewed any reports made to regulators.
- We reviewed the financial statement disclosures and tested these to supporting documentation to assess compliance with applicable laws and regulations.
- We performed analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud.
- In addressing the risk of fraud through management override of controls, we tested the appropriateness of journal entries and other adjustments, assessed whether the judgements made in making accounting estimates are indicative of a potential bias and tested significant transactions that are unusual or those outside the normal course of business.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities is available on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

## Use of our report

This report is made solely to the charitable 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 charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Noelia Serrano (Senior statutory auditor)

8 March 2024

for and on behalf of Sayer Vincent LLP, Statutory Auditor  
Invicta House, 110 Golden Lane, LONDON, EC1Y 0TG

**The Institute for Optimum Nutrition**

**Statement of financial activities** (incorporating an income and expenditure account)

**For the year ended 30 June 2023**

	Note	Unrestricted £	Restricted £	2023 Total £	Unrestricted £	Restricted £	2022 Total £
<b>Income from:</b>							
Donations		471	-	<b>471</b>	536	-	536
Charitable activities	2						
Educational courses		1,734,189	-	<b>1,734,189</b>	1,951,211	-	1,951,211
Information dissemination activities		30,063	-	<b>30,063</b>	67,141	-	67,141
Investments		5,098	-	<b>5,098</b>	565	-	565
<b>Total income</b>		<b>1,769,821</b>	<b>-</b>	<b>1,769,821</b>	<b>2,019,453</b>	<b>-</b>	<b>2,019,453</b>
<b>Expenditure on:</b>							
Charitable activities							
Educational courses		1,802,589	-	<b>1,802,589</b>	1,860,154	54,143	1,914,297
Information dissemination activities		357,504	-	<b>357,504</b>	348,441	-	348,441
<b>Total expenditure</b>	3a	<b>2,160,093</b>	<b>-</b>	<b>2,160,093</b>	<b>2,208,595</b>	<b>54,143</b>	<b>2,262,738</b>
<b>Net (expenditure) for the year and movement in funds</b>		<b>(390,272)</b>	<b>-</b>	<b>(390,272)</b>	<b>(189,142)</b>	<b>(54,143)</b>	<b>(243,285)</b>
<b>Reconciliation of funds:</b>							
Total funds brought forward		461,165	14,000	<b>475,165</b>	650,307	68,143	718,450
<b>Total funds carried forward</b>		<b>70,893</b>	<b>14,000</b>	<b>84,893</b>	<b>461,165</b>	<b>14,000</b>	<b>475,165</b>

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in Note 15 to the financial statements.

The Institute for Optimum Nutrition

Balance sheet

Company no. 2724405

As at 30 June 2023

	Note	£	2023 £	£	2022 £
<b>Fixed assets:</b>					
Tangible assets	9		<b>10,902</b>		9,757
			<b>10,902</b>		9,757
<b>Current assets:</b>					
Debtors	10	<b>382,432</b>		408,386	
Cash at bank and in hand		<b>637,207</b>		961,258	
		<b>1,019,639</b>		1,369,644	
<b>Liabilities:</b>					
Creditors: amounts falling due within one year	11	<b>(705,718)</b>		(706,655)	
<b>Net current assets</b>			<b>313,921</b>		662,989
<b>Total assets less current liabilities</b>			<b>324,823</b>		672,746
Creditors: amounts falling due after one year	13		<b>(239,930)</b>		(197,581)
<b>Total net assets</b>	14		<b>84,893</b>		475,165
<b>The funds of the charity:</b>	15				
Restricted income funds			<b>14,000</b>		14,000
Unrestricted income funds:					
Designated funds		<b>10,902</b>		9,757	
General funds		<b>59,991</b>		451,408	
Total unrestricted funds			<b>70,893</b>		461,165
<b>Total charity funds</b>			<b>84,893</b>		475,165

Approved by the Trustees on 28 February 2024 and signed on their behalf by

Rachel Hampson  
Chair of the Board of Trustees

Statement of cash flows

For the year ended 30 June 2023

	2023		2022	
	£	£	£	£
<b>Cash flows from operating activities:</b>				
Net (expenditure) for the reporting period (as per the statement of financial activities)	(390,272)		(243,285)	
Depreciation charges	4,104		2,490	
Dividends, interest and rent from investments	(5,098)		(565)	
Interest on borrowing	14,852		13,396	
Increase in debtors	25,954		34,281	
(Decrease) in creditors	(8,953)		(26,430)	
<b>Net cash (used in) operating activities</b>	<b>(359,413)</b>		<b>(220,113)</b>	
<b>Cash flows from investing activities:</b>				
Dividends, interest and rents from investments	5,098		565	
Purchase of fixed assets	(5,249)		(10,006)	
<b>Net cash (used in) investing activities</b>	<b>(151)</b>		<b>(9,441)</b>	
<b>Cash flows from financing activities:</b>				
Repayments of borrowing – capital	(99,635)		(82,965)	
Repayments of borrowing – interest	(14,852)		(13,396)	
Cash inflows from new borrowing	150,000		–	
<b>Net cash provided by / (used in) financing activities</b>	<b>35,513</b>		<b>(96,361)</b>	
<b>Change in cash and cash equivalents in the year</b>	<b>(324,051)</b>		<b>(325,915)</b>	
Cash and cash equivalents at the beginning of the year	961,258		1,287,173	
<b>Cash and cash equivalents at the end of the year</b>	<b>637,207</b>		<b>961,258</b>	

Analysis of cash and cash equivalents and of net debt

	At 1 July 2022 £	Cash flows £	Other non- cash changes £	At 30 June 2023 £
Cash at bank and in hand	961,258	(324,051)	–	637,207
<b>Total cash and cash equivalents</b>	<b>961,258</b>	<b>(324,051)</b>	<b>–</b>	<b>637,207</b>
Loans falling due within one year	(96,469)	6,969	–	(89,500)
Loans falling due after more than one year	(161,992)	(57,334)	–	(219,326)
<b>Total</b>	<b>702,797</b>	<b>(374,416)</b>	<b>–</b>	<b>328,381</b>

**1 Accounting policies**

**a) Statutory information**

The Institute for Optimum Nutrition is a charitable company limited by guarantee and is incorporated in the United Kingdom.

The registered office address and principal place of business is Ambassador House, Paradise Road, Richmond, TW9 1SQ.

**b) Basis of preparation**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) – (Charities SORP FRS 102), The Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy or note.

In applying the financial reporting framework, the trustees have made a number of subjective judgements, for example in respect of significant accounting estimates. Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. The nature of the estimation means the actual outcomes could differ from those estimates. Any significant estimates and judgements affecting these financial statements are detailed within the relevant accounting policy below.

**c) Public benefit entity**

The charitable company meets the definition of a public benefit entity under FRS 102.

**d) Going concern**

As disclosed in the Trustee's Report, the current global economic downturn and general cost of living pressures have had a significant impact on the Institute. In assessing its going concern status, the Trustees have prepared detailed cash flow forecasts and projections and applied stress test scenarios to those forecasts. The Trustees have also taken into consideration further potential funding and how the Charity has adapted positively to the effect of reduced student numbers by improving marketing activity and reducing the cost base.

Trustees consider that, given the current financial position of the charity and the fact that material levels of future funding are yet to be secured, there are material uncertainties about the Institute's ability to continue as a going concern. In light of the financial position, in addition to the improved marketing activity, the reduced cost base and other actions as disclosed in the Trustees' Report, the Trustees have identified further measures that could be taken to ensure the charity continues to operate, should it be necessary. Therefore, the Trustees have every expectation that there will be, through a combination of increased student numbers and a reduced cost base, sufficient income to cover projected expenditure and consider that these factors support the conclusion that the charity remains a going concern.

The Charity therefore continues to adopt the going concern basis in preparing its financial statements.

**e) Income**

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the income have been met, it is probable that the income will be received and that the amount can be measured reliably.

Course fees are recognised within the financial statements when receivable by way of performance of services. Course fees that are unpaid at the year-end are included within trade debtors. Course fees received in advance of course commencement after the year-end date are carried forward within creditors as deferred income.

Non-refundable student registration fees are recognised on receipt.

Income received in advance of the provision of a specified service is deferred until the criteria for income recognition are met.

**f) Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

**g) Fund accounting**

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund.

Unrestricted funds are donations and other incoming resources received or generated for the charitable purposes.

Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

**1 Accounting policies (continued)**

**h) Expenditure and irrecoverable VAT**

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All expenditure is charitable expenditure.

Expenditure on charitable activities includes the costs of delivering courses and other educational activities and of producing our magazine and running our clinics to further the purposes of the charity and their associated support costs.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

**i) Allocation of support costs**

Resources expended are allocated to the particular activity where the cost relates directly to that activity. However, the cost of overall direction and administration of each activity, comprising the salary and overhead costs of the central function, is apportioned on the following basis which are an estimate, based on income, of the amount attributable to each activity.

Where information about the aims, objectives and projects of the charity is provided to potential beneficiaries, the costs associated with this publicity are allocated to charitable expenditure.

Support and governance costs are re-allocated to each of the activities on the following basis which is an estimate, based on income, of the amount attributable to each activity

● Educational courses	97%
● Information dissemination activities	3%

Governance costs are the costs associated with the governance arrangements of the charity. These costs are associated with constitutional and statutory requirements and include any costs associated with the strategic management of the charity's activities.

**j) Operating leases**

Rental charges are charged on a straight line basis over the term of the lease.

**k) Tangible fixed assets**

Items of equipment are capitalised where the purchase price exceeds £1,000. Depreciation costs are allocated to activities on the basis of the use of the related assets in those activities. Assets are reviewed for impairment if circumstances indicate their carrying value may exceed their net realisable value and value in use.

Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The useful lives are as follows:

● Short leasehold improvements	Over the life of the lease
● Fixtures and fittings	3 years
● Computer equipment	4 years

**l) Debtors**

Trade and other debtors are recognised at the settlement amount due after any discount offered. Prepayments are valued at the amount prepaid net of any discounts due.

**m) Cash at bank and in hand**

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**n) Creditors and provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

**o) Financial instruments**

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

**p) Pensions**

The charitable company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charitable company in an independently administered fund. The pension cost charge represents contributions payable under the scheme by the charitable company to the fund. The charitable company has no liability under the scheme other than for the payment of those contributions.

**q) Finance Leases**

Assets purchased under finance leases are capitalised as fixed assets. Obligations under such agreements are included in creditors. The difference between the capitalised cost and the total obligation under the lease represents the finance charge. Finance charges are written off to the statement of financial activities over the period of the lease so as to produce a constant periodic rate of charge.

2 Income from charitable activities

	2023		2022			
	Unrestricted £	Restricted £	Total £	Unrestricted £	Restricted £	Total £
Diploma and Degree courses	1,510,854	–	<b>1,510,854</b>	1,506,776	–	1,506,776
Science Access courses	128,200	–	<b>128,200</b>	287,429	–	287,429
CPD Short courses	36,179	–	<b>36,179</b>	63,195	–	63,195
Enrolment fees	55,210	–	<b>55,210</b>	83,561	–	83,561
Other courses income	3,746	–	<b>3,746</b>	10,250	–	10,250
Sub-total for educational courses	1,734,189	–	<b>1,734,189</b>	1,951,211	–	1,951,211
Magazine, membership and marketing	18,630	–	<b>18,630</b>	47,062	–	47,062
Clinical income	11,433	–	<b>11,433</b>	20,079	–	20,079
Sub-total for information dissemination	30,063	–	<b>30,063</b>	67,141	–	67,141
Total income from charitable activities	1,764,252	–	<b>1,764,252</b>	2,018,352	–	2,018,352

The Institute for Optimum Nutrition

Notes to the financial statements

For the year ended 30 June 2023

3a Analysis of expenditure (current year)

	Charitable activities				2023 Total £	2022 Total £
	Educational Courses £	Information Dissemination Activities £	Governance costs £	Support costs £		
Staff costs (Note 5)	694,041	195,759	36,805	318,021	<b>1,244,626</b>	1,257,068
Contract and casual staff	-	-	-	-	-	6,775
Lecturers' and tutors' fees	60,711	-	-	-	<b>60,711</b>	79,007
Clinical costs	-	23,484	-	-	<b>23,484</b>	42,050
Magazine and membership costs	-	25,500	-	-	<b>25,500</b>	36,830
Marketing and promotion costs	-	72,903	-	-	<b>72,903</b>	82,991
Room and equipment hire	2,822	-	-	-	<b>2,822</b>	3,257
Course costs	191,634	-	-	-	<b>191,634</b>	171,444
Trustee training and expenses	-	-	540	-	<b>540</b>	1,402
Auditor's remuneration	-	-	11,484	-	<b>11,484</b>	10,039
Premises Costs	-	-	-	192,906	<b>192,906</b>	171,138
Office and IT costs	4,947	13,618	-	311,244	<b>329,809</b>	371,198
Legal and professional fees	-	-	-	3,674	<b>3,674</b>	29,539
	<b>954,155</b>	<b>331,264</b>	<b>48,829</b>	<b>825,845</b>	<b>2,160,093</b>	2,262,738
Support costs	801,070	24,775	-	(825,845)	-	-
Governance costs	47,364	1,465	(48,829)	-	-	-
<b>Total expenditure 2023</b>	<b>1,802,589</b>	<b>357,504</b>	<b>-</b>	<b>-</b>	<b>2,160,093</b>	2,262,738
Total expenditure 2022	1,914,297	348,441	-	-		2,262,738

The Institute for Optimum Nutrition

Notes to the financial statements

For the year ended 30 June 2023

3b Analysis of expenditure (prior year)

	Charitable activities				2022 Total £
	Educational Courses £	Information Dissemination Activities £	Governance costs £	Support costs £	
Staff costs (Note 5)	727,231	128,234	34,997	366,606	1,257,068
Contract and casual staff	-	-	-	6,775	6,775
Lecturers' and tutors' fees	79,007	-	-	-	79,007
Clinical costs	-	42,050	-	-	42,050
Magazine and membership costs	-	36,830	-	-	36,830
Marketing and promotion costs	-	82,991	-	-	82,991
Room and equipment hire	3,257	-	-	-	3,257
Course costs	171,444	-	-	-	171,444
Trustee training and expenses	-	-	1,402	-	1,402
Auditor's remuneration	-	-	10,039	-	10,039
Premises Costs	-	-	-	171,138	171,138
Office and IT costs	2,982	29,562	-	338,654	371,198
Legal and professional fees	-	-	-	29,539	29,539
	983,921	319,667	46,438	912,712	2,262,738
Support costs	885,331	27,381	-	(912,712)	-
Governance costs	45,045	1,393	(46,438)	-	-
<b>Total expenditure 2022</b>	<b>1,914,297</b>	<b>348,441</b>	<b>-</b>	<b>-</b>	<b>2,262,738</b>

**4 Net expenditure for the year**

This is stated after charging:

	2023 £	2022 £
Depreciation	4,104	2,490
Interest payable on bank loans and finance leases	14,852	13,396
Operating lease rentals:		
Property	149,728	122,585
Other	26,376	23,373
Auditor's remuneration (excluding VAT):		
Audit	8,400	8,400
	<u>8,400</u>	<u>8,400</u>

**5 Analysis of staff costs, trustee remuneration and expenses, and the cost of key management personnel**

Staff costs were as follows:

	2023 £	2022 £
Salaries and wages	1,113,693	1,134,233
Social security costs	108,677	99,932
Employer's contribution to defined contribution pension schemes	22,256	22,903
	<u>1,244,626</u>	<u>1,257,068</u>

The following number of employees received employee benefits (excluding employer pension costs and employer national insurance) during the year between:

	2023 No.	2022 No.
£60,000 – £69,999	1	1
£70,000 – £79,999	–	1
£80,000 – £89,999	1	–
	<u>1</u>	<u>–</u>

The total employee benefits (including employer pension contributions and employer national insurance) of the key management personnel were £241,331 (2022: £232,267).

Seven members of staff were made redundant during the year and received total redundancy payments of £16,293 (2022: one member of staff received £1,780).

The charity Trustees were not paid or received any other benefits from their role as Trustees of the charity in the year (2022: £nil).

Trustees' expenses represent the payment or reimbursement of travel and subsistence costs totalling £400 (2022: £1,172) incurred by 3 (2022: 5) members relating to attendance at meetings of the Trustees.

**6 Staff numbers**

The average number of employees (head count based on number of staff employed) during the year was as follows:

	2023 No.	2022 No.
Information Dissemination	8.2	6.3
Educational courses	33.5	36.5
Support	2.1	3.0
	<u>43.8</u>	<u>45.8</u>

**7 Related party transactions**

The following Trustee was paid fees for lecturing in accordance with the amendment to the articles of association that was approved in 2003.

	2023 £	2022 £
J Lynch	-	52
	<u>-</u>	<u>52</u>

There are no donations from related parties which are outside the normal course of business and no restricted donations from related parties.

**8 Taxation**

The charitable company is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

**9 Tangible fixed assets**

	Fixtures and fittings £	Computer equipment £	Short leasehold improvements £	Total £
<b>Cost</b>				
At the start of the year	25,807	24,733	144,580	195,120
Additions in year	-	5,249	-	5,249
At the end of the year	<u>25,807</u>	<u>29,982</u>	<u>144,580</u>	<u>200,369</u>
<b>Depreciation</b>				
At the start of the year	25,807	14,976	144,580	185,363
Charge for the year	-	4,104	-	4,104
At the end of the year	<u>25,807</u>	<u>19,080</u>	<u>144,580</u>	<u>189,467</u>
<b>Net book value</b>				
At the end of the year	<u>-</u>	<u>10,902</u>	<u>-</u>	<u>10,902</u>
At the start of the year	<u>-</u>	<u>9,757</u>	<u>-</u>	<u>9,757</u>

All of the above assets are used for charitable purposes.

**10 Debtors**

	2023 £	2022 £
Trade debtors	201,169	211,318
Other debtors	82,992	82,960
Prepayments	98,271	114,108
	<u>382,432</u>	<u>408,386</u>

Other debtors includes £82,992 deposit on the lease at Ambassador House, which is due in over one year.

**11 Creditors: amounts falling due within one year**

	2023 £	2022 £
Bank Loans	89,500	96,469
Trade creditors	50,026	83,662
Taxation and social security	26,756	32,204
Other creditors	6,413	17,765
Accruals	41,629	70,500
Deferred income (note 12)	491,394	406,055
	<u>705,718</u>	<u>706,655</u>

**12 Deferred income**

Deferred income comprises course fees received in advance, net of early payment discounts, for courses commencing after the year-end.

	2023 £	2022 £
Balance at the beginning of the year	406,055	379,281
Amount released to income in the year	(406,055)	(379,281)
Amount deferred in the year	491,394	406,055
Balance at the end of the year	<u>491,394</u>	<u>406,055</u>

**13 Creditors: amounts falling due after one year**

	2023 £	2022 £
One to five years	239,930	197,581
	<u>239,930</u>	<u>197,581</u>

Amounts falling due after one year comprise accruals of **£20,604** (2022: £35,589) and bank loans of **£219,326** (2022: £161,992)

Bank loans are secured by a first ranking debenture over all the assets.

**14a Analysis of net assets between funds (current year)**

	General unrestricted £	Designated £	Restricted £	Total funds £
Tangible fixed assets	-	10,902	-	10,902
Net current assets	299,921	-	14,000	313,921
Long term liabilities	(239,930)	-	-	(239,930)
<b>Net assets at the end of the year</b>	<b>59,991</b>	<b>10,902</b>	<b>14,000</b>	<b>84,893</b>

**14b Analysis of net assets between funds (prior year)**

	General unrestricted £	Designated £	Restricted £	Total funds £
Tangible fixed assets	-	9,757	-	9,757
Net current assets	648,989	-	14,000	662,989
Long term liabilities	(197,581)	-	-	(197,581)
<b>Net assets at the end of the year</b>	<b>451,408</b>	<b>9,757</b>	<b>14,000</b>	<b>475,165</b>

**15a Movements in funds (current year)**

	At 1 July 2022 £	Income & gains £	Expenditure & losses £	Transfers £	At 30 June 2023 £
<b>Restricted funds:</b>					
Research	14,000	-	-	-	14,000
<b>Total restricted funds</b>	<b>14,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>14,000</b>
<b>Unrestricted funds:</b>					
Designated funds:					
Fixed Asset Reserve Fund	9,757	-	-	1,145	10,902
Total designated funds	9,757	-	-	1,145	10,902
<b>General funds</b>	<b>451,408</b>	<b>1,769,821</b>	<b>(2,160,093)</b>	<b>(1,145)</b>	<b>59,991</b>
<b>Total unrestricted funds</b>	<b>461,165</b>	<b>1,769,821</b>	<b>(2,160,093)</b>	<b>-</b>	<b>70,893</b>
<b>Total funds</b>	<b>475,165</b>	<b>1,769,821</b>	<b>(2,160,093)</b>	<b>-</b>	<b>84,893</b>

15b Movements in funds (prior year)

	At 30 June 2021 £	Income & gains £	Expenditure & losses £	Transfers £	At 30 June 2022 £
<b>Restricted funds:</b>					
Research	14,000	-	-	-	14,000
Resilience and Recovery Grant	54,143	-	(54,143)	-	-
<b>Total restricted funds</b>	<b>68,143</b>	<b>-</b>	<b>(54,143)</b>	<b>-</b>	<b>14,000</b>
<b>Unrestricted funds:</b>					
Designated funds:					
Fixed Asset Reserve Fund	2,241	-	-	7,516	9,757
Total designated funds	2,241	-	-	7,516	9,757
<b>General funds</b>	<b>648,066</b>	<b>2,019,453</b>	<b>(2,208,595)</b>	<b>(7,516)</b>	<b>451,408</b>
<b>Total unrestricted funds</b>	<b>650,307</b>	<b>2,019,453</b>	<b>(2,208,595)</b>	<b>-</b>	<b>461,165</b>
<b>Total funds</b>	<b>718,450</b>	<b>2,019,453</b>	<b>(2,262,738)</b>	<b>-</b>	<b>475,165</b>

15c Movements in funds – purposes of funds

Purposes of restricted funds

**Research:** The Institute holds a donation of £14k and plans are in place to spend this on research in the next five years.

**Resilience and Recovery Grant:** The Institute received a £100,000 grant in 2020.21 from Social Investment Business to support with working capital as the business transitions to the provision of degree courses. This was used to support additional staff costs of delivering the degree.

Purposes of designated funds

**Fixed Asset Reserve:** This has been established to represent the net book value of fixed assets, net of finance lease creditors.

16 Operating lease commitments

The charity's total future minimum lease payments under non-cancellable operating leases is as follows for each of the following periods

	Property		Other	
	2023 £	2022 £	2023 £	2022 £
Less than one year	123,335	123,335	33,688	23,874
One to five years	169,586	292,922	36,596	30,677
Over five years	-	-	8,478	-
	<b>292,921</b>	<b>416,257</b>	<b>78,762</b>	<b>54,551</b>

17 Legal status of the charity

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1.