

BRITISH INSTITUTE OF PROFESSIONAL PHOTOGRAPHY

A Company Limited By Guarantee - Registered in England No 178503

REPORT OF THE DIRECTORS ("THE COUNCIL") FOR THE YEAR ENDED 31 DECEMBER 1996

THE COUNCIL

The Directors are pleased to present their annual report and the accompanying financial statements for the year ended 31 December 1996. The Institute has continued to carry out the functions and objectives as laid down in the Memorandum of Association and fully expects to continue with such activities in the forthcoming year. It is the opinion of Council Members (the Directors), that the state of the Institute's affairs at the date of the Balance Sheet was satisfactory. The results for the year are shown in the Income and Expenditure Account, and the surplus for the year will be added to reserves.

The Council of the Institute met on six occasions during 1996. Five of the six meetings were held at the Institute's headquarters at Ware, with one meeting being held at the Parkside Hotel, Pontefract, West Yorkshire.

Institute Officers

The Officers of the Institute are the President, the Vice President (for part of the year usually known as the President-Elect), the Immediate Past President, the Honorary Treasurer and the Executive Secretary. With the exception of the Executive Secretary, who is a salaried official of the Institute, the Officers are all qualified members of the Institute and members of Council. The President, Vice President (President-Elect) and the Immediate Past President are ex officio members of the Standing Committees, and continue to hold office for so long as they occupy one of those three posts.

At the first meeting of Council following the Annual General Meeting in May, Chris Titmus LBIPP succeeded Eric Strange FBIPP as President, and Christopher Hurst LBIPP was elected to the post of Honorary Treasurer, and at a later date was also elected Vice President. Throughout the year, the Executive Secretary and Company Secretary has been Alex Mair.

Council Membership

At the start of 1996, Council comprised fifteen persons, being the three "presidential" officers, plus the Honorary Treasurer, the Chairmen of the Admissions and Qualifications, Editorial and Education and Training Committees, the Chairman and Deputy Chairman of the Regional Chairmen's Committee, plus five elected and one co-opted member.



The Chairmen of these committees (and the Deputy Chairman of RCC) are elected by the committees themselves, subject to the approval of Council, and also serve as members of the Council. The final ex officio seat is that of the Honorary Treasurer, whose post also includes the duties of chairmanship of the Finance and Resources Committee. It is the responsibility of Council, as distinct from the committee itself, to fill this particular post. As has been already mentioned, Christopher Hurst was appointed to this post.

Council Elections

Under the current terms of the Articles of Association, elections to Council are held every two years, and 1996 was one of those years. The following table shows all the members of the Council during 1996, together with their individual attendance records:

R G Baston ABIPP	2 out of 2
A A Bugbird FBIPP	2/2
N Childs FBIPP	4/4
Miss I Cooper ABIPP	4/4
R E Glover FBIPP	0/2
C Green FBIPP	1/2
D M Henthorne ABIPP	2/2
C M Hurst LBIPP	4/4
J Keith LBIPP	3/4
E Jenkins FBIPP	2/2
J Lowe ABIPP	5/6
R Lowe FBIPP	4/4
P O'Keefe ABIPP	2/3
Mrs K Rahman ABIPP	2/2
Ms P Shirreff-Thomas ABIPP	6/6
R Sims ABIPP	6/6
D W Stirling FBIPP	1/4
E D Strange FBIPP	5/6
J S Tampin FBIPP	2/4
R S Taylor FBIPP	5/6
C J Titmus LBIPP	6/6
P J Way HonFBIPP	2/2
R M Young LBIPP	2/2

As at 31 December 1996, Council comprised fourteen persons, being the three "presidential" officers, (the post of Honorary Treasurer being combined with that of Vice President), the Chairmen of the Admissions and Qualifications, Editorial and Education and Training Committees, the Chairman and Deputy Chairman of the Regional Chairmen's Committee, plus six elected members.

MAJOR EVENTS THROUGHOUT THE YEAR

The National Print Exhibition has enjoyed a most successful year, being shown in a record number of prestigious locations. Representative of the very broad expertise amongst Institute members, the Exhibition is fast gaining a justifiable reputation as being a major marketing asset for the Institute, generating genuine praise from members of the public, and generating real income in the form of increased business for the membership. More on this important initiative appears within the report of the Admissions and Qualifications Committee.

A major new event, staged by Charles Green FBIPP and Peter Dyer FBIPP, was the dinner held at the House of Commons for all new Associates and Fellows from the Admissions and Qualifications day held earlier in the year. The event was undoubtedly a success on all fronts, so much so that a healthy waiting list for tickets developed as the day drew close. The hard work of the organising team, backed by the administrative skills of Headquarters, ensured that the evening was enjoyed by all.

The Institute accepted an invitation from The Royal Photographic Society to take part in their Photo Forum Exhibition at the end of March. With thousands of photographers attending over the weekend, and with part of the National Print Exhibition on display, the event was judged worthwhile by all involved.

There have, of course, been a number of other important activities taking place throughout the year, and you will find these reported under the respective headings which appear later in this Report.

AWARDS

Presidential awards are in the nature of a personal "thank you" from the President of the day to individuals who, over a number of years, have made notable contributions not only to the Institute but also the profession at large. During his term of office, Eric Strange made awards to Khalida Rahman ABIPP, Ian Coates FBIPP, Squadron Leader Victor Kinnin RAF FBIPP and John Stacey, Chief Executive of the Photography and Photographic Processing Industry Training Organisation.

STANDING COMMITTEES

Admissions and Qualifications Committee and Institute Membership

It is always sad when an era draws to a close, which is exactly what happened when Robert Glover FBIPP stood down as Chairman of the Admissions and Qualifications Committee in May 1996. His leadership, dedication and help has been an inspiration to all those involved with the work of the Committee. His will be a hard act to follow. In Norman Childs FBIPP, Council has every confidence that the Admissions and Qualifications Committee will continue seamlessly in the furtherance of its objectives.

The meeting of the sectors day at Pearse House scored some notable successes. Among these was Stephen Allen FBIPP, who achieved his Fellowship status at the third attempt. This epitomises the passion and determination which Stephen brings to his image making and is a lesson to us all. Another was a beautiful submission of digital inspired portraiture by Barrie Thomas FBIPP. It is worth stressing that the Institute welcomes applications for qualifications in digital and electronic imagery. Candidates are urged to seek guidance as to the appropriate category and correct procedure in which to make a submission.

The chairmanship of the National Print Exhibition passed into the very capable hands of Ray Lowe FBIPP, who has given the Exhibition a tremendous boost. After a refreshingly increased number of entries at judging day, the current Exhibition is made up of very exciting work from a great variety of members. Ray has been ably assisted by Su Kaye ABIPP, who has been active in sourcing new and prestigious locations for 1997. Lord Lichfield FBIPP will be opening the Exhibition on the Isle of Wight, at the home of the celebrated doyen and socialite photographer, Julia Margaret Cameron. A number of Business Link offices will also host our photography during the coming year, getting the Institute into the local business community.

Ray Lowe has, in his own inimitable way, managed to obtain continuing sponsorship from Polaroid and has created a new forum for the event by re-introducing the "Photographer of the Year Awards". These will be staged at FOCUS97 at the NEC.

The Licentiate Panel has once again been headed by Brian Hunt FBIPP, enjoying a series of successful meetings up and down the country, including FOCUS and the KJP/Hargreaves Show at Trentham Gardens.

Admissions and Qualifications is committed to supporting the new initiative of Special Interest Groups within the Institute. Led by Pat Shirreff-Thomas ABIPP, it is seen as a new way forward to enhancing the opportunities for members to achieve higher standards through qualifications, as well as opportunities for members to meet and discuss common areas of activity.

In order to survive, the Institute must move with the times. This inevitably means change. However, changes must take place against the backdrop of maintaining standards whilst being flexible to meet members needs. The Admissions and Qualifications Committee will do everything in its power to ensure that the balance is maintained.

The work of the Committee depends in no small part to the expertise and backup available from Headquarters staff. As for many years now, Dee Prior has acted as the Admissions and Qualifications Secretary, carrying out her varied duties with the level of dedication and professionalism which has become synonymous with the post. For the first part of the year, Dee was assisted by Alison Royce, before changes elsewhere in the organisation provided Alison with the opportunity to move to running the Membership Records Department, something she has accomplished single-handedly and with great dedication.

Editorial Committee and "The Photographer"

Throughout the year the Committee has been under the chairmanship of Ron Taylor FBIPP. The Committee has continued to oversee the production of The Photographer, which has continued to act as the Institute's main form of communication with the membership. 1996 has seen considerable changes to the Journal, with Steve Bavister taking over as Editor from the June issue. The reaction to Steve's appointment, and his undoubted impact on the Journal has been universally popular, both with Institute members and the outside profession. It has always been one of the objectives of the Committee to make The Photographer the premier publication within the profession and this objective is now considerably closer to fruition. The Committee works tirelessly in the background to ensure that all Institute publications are produced to the highest standard and it is gratifying to note that during the year they have continued to do this whilst operating on a substantially reduced subsidy from central funds.

The Committee has once again been most well served by Pat Wrigley, who acts as Secretary to the Journal, handling the myriad enquiries and communications which are received every day concerning the Journal. In addition, she has continued to act as PA to the Executive and Company Secretary. In processing the large volumes of reader reply responses which the Journal generates, Pat has been assisted by Christine Abbott, who continues to act as the general administrative assistant, helping wherever the seasonal demands of certain Headquarters tasks demand.

Education and Training Committee

The Committee has been chaired by Roy Sims ABIPP meeting on four occasions throughout the year.

During this period the Committee has been able to complete the revisions for the re-validation process for the PQE courses, sending guidelines to all colleges. It is anticipated that the revised regulations will be dispatched early in the new year, further emphasising the critical role of the Institute Moderator. The PQE courses continue to maintain the very highest of standards and success rates of progression to employment within the industry.

James MacDonald, College Liaison Officer, continues to maintain a high profile within the photographic colleges. He is also playing a key role in the FUJI/BIPP student competition. The database that he is developing will be of considerable value to both industry and the individual students. In addition, the FUJI/BIPP college workshops have been a great success, and it is hoped to expand on these in the future.

There has been close co-operation with the Admissions and Qualifications Committee, with the approval for the recognition of graduates from a wide range of media courses for membership at Associate level. In addition, the minimum age for application for Licentiateship has been reduced to eighteen years, enabling more students from Diploma and other courses to apply.

The new recruitment strategy, being introduced under the guidance of Eric Strange, will encourage ex-students to reconsider joining the Institute. It will also provide initiatives for course directors to enrol students in bulk to obtain an effective discount.

Through a proposal from the President, Chris Titmus, colleges are being encouraged to hold an "Open Day" when members will be invited to visit college departments. The Committee have identified that colleges are ideal venues for centre meetings.

Throughout the year the Committee have been working closely with the Photography and Photographic Processing Industry Training Organisation (PPPITO), to develop a number of initiatives which include:

A bridging course to enable college graduates to obtain NVQ's. This utilises the co-operation between industry and the colleges and is programmed to occur during the college downtime in the summer vacation, utilising verifiers from industry. The pilot proposal includes a specific course for the photographic processing industry. Funding is being sought from a DTI scheme.

Proposals have been submitted to develop a computer based training programme for the processing laboratories, in conjunction with the French company SINAPSE.

The development of a promotional CD-ROM to promote careers in photography, and to celebrate the Institute's centenary.

Identified support for the introduction of the "Modern Apprenticeship" scheme within the Institute's band of recognised colleges.

The "Dearing Report" identified the position of Professional bodies who validate courses, particularly in Higher Education. The Chairman has attended two meetings on behalf of the Institute. There is increasing evidence of the influence of current NVQ's on the photographic programmes being delivered by a number of colleges. The Institute will be called upon to re-affirm its position.

1996 saw the welcome reintroduction of the Thomas Welch Gowar Memorial Prize, open to final year students from participating colleges. The Institute is delighted to be administering the Prize on behalf of the Trustees.

The Academy has enjoyed another successful year, largely due to the efforts of the Academy Sub-Committee and Rosemary Flatt, who joined the Institute during the year as Academy Administrator. Her dedication to learning a new job ensured that the efforts of Ian Coates and Headquarters staff Brenda Cox and Mark Berry were not lost through a difficult period of transition.

On a less positive note, the Committee have greatly missed the contributions from two members, owing to a prolonged period of ill health. It is sincerely hoped that both can return at some point in the near future.

There has been a lack of progress in establishing a sound working relationship with the Association of Photographers. The role that they play in supporting colleges is exemplary and it is important that the mutual positions are resolved.

Opportunities for 1997 and beyond are bright, but continued dedication and effort will need to be maintained if they are to bear fruit. The establishment of the Institute's "Professional Development Programme" will create the chance for further sponsorship and expansion.

As European integration continues, then the Institute, and in particular the Education and Training and Admissions and Qualifications Committees, will need to ensure that they have proposals ready to present to CEDEFOP, the European centre for the development of vocational training, for comparative qualifications. Such an initiative will require the support and encouragement of appropriate National and European Members of Parliament.

The well-being of the Education and Training function rests heavily on the continued funding of the College Liaison Officer, and any proposal to reduce such funding will pose a serious threat to the credibility of the Institute as a validating body. The achievements of James MacDonald to date have been outstanding, and he is highly respected both by college staff and their students. He has, together with Eric Strange, created a level of credibility amongst many colleges and courses and this needs to be maintained and developed. The loss of membership and subsequent revenue should not impair the function of educational support. The prime source of future members are the students of today, so the role of the College Liaison Officer is critical to the future of the Institute.

The reduction of funding within education in general and Further and Higher education in particular is most unfortunate. Photographic and media courses in particular are seriously disadvantaged with a lack of capital funding. This emphasises the importance of the close working relationship, and specific arrangements, for student work experience.

In conclusion, it is clear that the Education and Training Committee must continue its role of ensuring that the Institute maintains the highest validating standards and that every effort is made to secure closer links with colleges and students, representing as they do the largest sources of potential new members.

Finance and Resources Committee and Accounts for the year ended 31 December 1996

For the first part of the year the Committee was under the chairmanship of Ross Young LBIPP. Following the Council elections, Christopher Hurst was appointed as Honorary Treasurer and Chairman of the Finance and Resources Committee, effective from 29 May 1996.

The newly elected Council inherited a deficit budget of £16,000, which had been agreed by their predecessors. This was considered to be unacceptable and measures were put in place to reduce the budgeted deficit as much as possible without significantly affecting membership services. Efforts in this area were largely successful and, coupled with slightly higher than expected subscription revenue, have led to the modest surplus shown in the accounts.

Considerable changes took place with the production of "The Photographer" midway through the year. Since these changes the financial performance of the Journal has been significantly better than budgeted. This has helped to make good over half of the losses incurred in the first part of the year.

The statutory accounts which follow this report again show considerably more detail than is required by law. In addition, members attending the Annual General Meeting should receive an additional sheet of information which specifically details the costs of running the HQ function.

Details of the fixed assets are shown in Note 5 of the financial statements. In the opinion of the Directors, the value of the Institute's freehold land and buildings is substantially higher than the book value included in the financial statements. A professional valuation was carried out on 9 December 1991, as noted within Note 5, and the Directors do not consider that the cost of a further valuation can be justified at the present time.

In accordance with Section 385 of the Companies Act 1985, a resolution proposing the reappointment of Benten & Co as auditors of the Institute will be put to the Annual General Meeting.

Jean Cherry has continued to provide expert assistance in the Finance Department, where she handles the majority of the approximately twenty two thousand separate transactions which pass through the Institute each year, helping to ensure that all monies received and spent are accurately and correctly recorded.

Regional Chairmen's Committee

The RCC provides the forum for representatives from the ten local Regions to express the views of their Members, and it is these summarised views which are presented to Council by the two RCC Members who have seats on Council. This chain of communication is most valuable to the local Member, as he knows that there is a mechanism in place whereby his views can reach the highest level of the Institute. The Committee also plays an extremely useful role in providing the tool for the exchange of views between the various Regions. Throughout the year, the Committee has been ably assisted by Brenda Cox from Headquarters staff, who takes a keen interest and concern in all regional matters.

The commitment from all RCC Members, and in particular the Chairman and Deputy Chairman, is considerable. Not only are these Members active at their own respective regional levels, they are also prepared to take on the commitment of furthering the Institute in the much wider context of the RCC. Council would like to express its sincere thanks to all Members who have served on the RCC during the year, and wishes the Regions well in their individual activities.

OTHER ACTIVITIES

Special Interest Groups

Following concern from many members that the Institute does not take seriously their particular specialisation or field of photography, the matter was raised at Council on a number of occasions by Pat Shirreff-Thomas. There has subsequently been much discussion throughout the year, much of it at cross purposes and often born out of misunderstandings as to the purpose and value of Special Interest Groups. Recent new initiatives, presented before Council, have been well received and some have already been implemented by the Audio Visual Group, who would like their members to gain greater technical knowledge as well as seek higher qualifications. Further initiatives will also mean that the Institute will have to address in the near future how to motivate its membership to meet together over common interests and common goals at low cost. The current method of regionalisation only partly addresses this difficulty. Individuals who operate or who have skills outside the main core of membership, must have an opportunity to meet one another.

Industrial Photography Group

The Committee successfully presented the INFOT96 conference, once again held at the Beeches Management Centre in Birmingham. This year's conference marked a first in the long history of INFOT in that a computer originated presentation was given. In addition, there was a most successful marketing seminar, focusing on the importance of sales strategies.

In line with previous INFOT's, a substantial financial return was made to Institute funds. The Committee would like to thank all the speakers and the delegates for making INFOT96 such a success.

The one area of disappointment to the Committee was the absence of student delegates, despite special efforts to encourage their attendance.

After six very successful years, Keith Duerden FBIPP stood down as Chairman of the Committee, and it is to him that many grateful thanks are due. His experience and enthusiasm will not be lost however, as Keith has decided to continue serving on the Committee. Eric Jenkins FBIPP has now assumed the position of Chairman.

It is anticipated that 1997 will bring a reappraisal of members needs, as those working in the field of industrial photography have seen tremendous changes in the last few years, and the Committee is mindful that it must remain ready and willing to adapt to the changing environment.

Audio Visual Group

The year started slowly with the Committee feeling frustrated by a continued lack of ability to make any progress on the Group's business plan. However, following the election of the new Council, the plan was approved and it then took the Committee just three days to meet, update the plans and commence implementation. The questionnaire, a foundation stone of the Groups plan to research existing membership who would wish to seek further involvement within Audio Visual, was produced ready for distribution in the December/January 1997 issue of The Photographer. Further copies were made available on two stands at the Business Presentation Exhibition at Wembley in November 1996. At this exhibition a photo call was staged and, with the willing and much appreciated co-operation of the President, two Fellowships were presented, one to Adrian Bowles FBIPP, a producer of Multimedia and the other to Anthony Matheson FBIPP, a writer and director of international reputation. Subsequently, a third Fellowship was awarded to Peter Sarner FBIPP, who is a well respected producer and creator of all aspects of visual media for theme park entertainment.

Press releases were circulated to various magazines including Audio-Visual and by January 1997 ideas for a public relations campaign will be completed so that a co-ordinated campaign takes place throughout the year. The business plan includes holding "Tec Night" evenings which are aimed to produce variety as well as technical interest. In addition, the Committee wishes to stage "elections" early in 1997 with the object of encouraging new enthusiastic members into the decision making team. Throughout the year, the Group has been under the chairmanship of Terry Bowles FBIPP. 1997 looks extremely bright for the Audio Visual Group, and they are determined to make it a success.

Medical Photography Group

The Committee met on three occasions during the year, under the chairmanship of Stephen Young FBIPP. Discussions continued on the role of the special interest groups with Pat Shirreff-Thomas attending the meetings. The Committee also finalised plans for moving from membership of the Committee by co-option to nomination and election. The first election is scheduled to take place in May 1997, with details and nomination papers being circulated during March.

The Qualifying Examination in Medical Photography in May 1996 was sat by nine candidates and six were successful. This was an increase in the number of candidates from recent years. The Committee believe that the new Distance Learning Course targeted specifically at candidates for this examination is not only helping them in their studies but also raising awareness of the examination.

As part of the reorganisation the examiners have now left the main Committee to form an Examination Board sub-committee. Discussions with the Institute of Medical Illustrators (IMI) and the British Ophthalmic Photographers Association on the rationalisation of examinations in medical photography made no progress during the year because of the validation of the IMI Diploma as a BSc in Medical Illustration.

EXTERNAL RELATIONS

Industry Suppliers

As in previous years, the Institute has continued to enjoy, and is most grateful for, the support of many manufacturers and suppliers, both large and small, in pursuit of many diverse activities, both at a national and local level. In particular, Council would like to thank Fuji for their continued support of the Academy training function, and Polaroid for their continued support of the National Print Exhibition.

Outside bodies and other Photographic Associations

The Institute continues as a full member of the British Photographic Association and as a member of the British Copyright Council and the British Photographers Liaison Committee. John Henshall FBIPP has served as the representative on the BPA Council, whilst the Company Secretary Alex Mair has served as the representative on the BPLC and the BCC. In addition, the Institute is a member of the Photography and Photographic Processing Industry Training Organisation. During the year the Institute has taken the initiative in joining the World Council of Professional Photographers and the Federation of European Photographers. Indeed, Eric Strange has been appointed Vice President of the WCPP. Council is of the opinion that active participation within these two organisations will bring long term benefits to the Institute.

Institute Staff

As in previous years, the Institute and Council has been heavily dependent on the expertise of staff at Headquarters in seeing that Council objectives are carried out. 1996 has been no different and it is to all staff members that Council expresses its most sincere thanks, as the efforts of HQ staff, carried out in a professional and dedicated fashion, contribute so much to the well-being of the Institute.

A handwritten signature in black ink, appearing to read "C. J. Titmus".

Chris Titmus LBIPP
President
February 1997

**BRITISH INSTITUTE OF PROFESSIONAL PHOTOGRAPHY
STATEMENT OF THE RESPONSIBILITIES OF THE DIRECTORS
("THE COUNCIL")**

Company law requires the Directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Institute and of its results for that period. In preparing those financial statements, the Directors are required to:

Select suitable accounting policies and then apply them consistently;

Make judgements and estimates that are reasonable and prudent;

State whether applicable Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;

Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Institute will continue in business.

The Directors are responsible for keeping proper accounting records which disclose, with reasonable accuracy, at any time the financial position of the Institute and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the Institute and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

REPORT OF THE AUDITORS TO THE MEMBERS OF BRITISH INSTITUTE OF PROFESSIONAL PHOTOGRAPHY

We have audited the financial statements on pages 13 to 17 which have been prepared under the historical cost convention and the accounting policies set out on page 15.

Respective Responsibilities of Directors and Auditors

As described on page 11, the directors are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements, and to report our opinion to you.

Basis of opinion

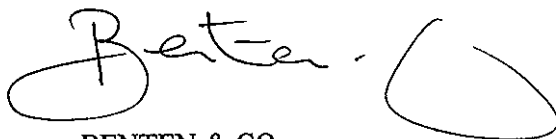
We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the Institute's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion the financial statements give a true and fair view of the state of the Institute's affairs as at 31st. December 1996 and of its surplus for the year ended and have been properly prepared in accordance with the provisions of the Companies Act 1985 applicable to small companies.

13th February 1997



**BENTEN & CO
REGISTERED AUDITORS
CHARTERED CERTIFIED ACCOUNTANTS
SAFFRON WALDEN, ESSEX**

BRITISH INSTITUTE OF PROFESSIONAL PHOTOGRAPHY

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31st DECEMBER 1996

	Note	1996	1995
Income			
Subscriptions	[1b]	325617	323782
Publications		131574	173701
Conferences and Exhibitions		11557	320
National Convention		-	40546
Academy Patrons		25025	24849
Academy Delegates		19975	13617
Admissions and Qualifications Fees		15996	14295
BIPP Enterprises		4668	4766
Commission receivable		578	624
College validation		3001	2526
House of Commons Awards Dinner		10325	-
Miscellaneous income		475	-
		<hr/>	<hr/>
		548791	599026
Expenses and cost of activities			
	[2]		
Administration expenses		209998	214775
Cost of publications		200526	256795
Cost of activities		55330	53119
National Convention		-	76426
Academy		44997	38468
Office and equipment expenses		28325	25735
BIPP Enterprises		3159	2295
House of Commons Awards Dinner		7382	-
		<hr/>	<hr/>
		(549717)	(667613)
		(926)	(68587)
Investment income			
Interest receivable		3245	3451
Rents received		259	1438
		<hr/>	<hr/>
		3504	4889
		2578	(63698)
Taxation			
Corporation tax on investment income	[4]	(850)	(997)
Surplus (deficit) for the year		<hr/> £ 1728	<hr/> £ (64695)

The attached notes on pages 15 to 17 form part of the financial statements

**BRITISH INSTITUTE OF PROFESSIONAL PHOTOGRAPHY
STATEMENT OF TOTAL RECOGNISED GAINS AND LOSSES
FOR THE YEAR ENDED 31st DECEMBER 1996**

	1996	1995
Surplus (deficit) for the year	£ <u>1728</u>	£ <u>(64695)</u>

BALANCE SHEET AS AT 31st DECEMBER 1996

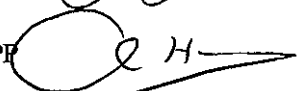
	Note	1996	1995
Fixed assets			
Tangible assets	[5]		
Freehold property		17519	18316
Furniture and equipment		3387	6281
Computers and business machines		758	3696
		<u>21664</u>	<u>28293</u>
Current assets			
Stock	[1d]	3748	4271
Debtors	[6]	32591	36217
Cash at bank and in hand		89745	82340
National Savings deposit bond		13680	12846
		<u>139764</u>	<u>135674</u>
Current liabilities (amounts falling due within one year)			
Creditors	[7]	53901	62420
Corporation tax		850	997
		<u>54751</u>	<u>63417</u>
Net current assets		85013	72257
Net assets		<u>106677</u>	<u>100550</u>
Reserves			
Operating reserves	[8]	(21491)	(23219)
The R. V. Dent Bequest Fund	[9]	128168	123769
Total reserves		£ <u>106677</u>	£ <u>100550</u>

C J TITMUS LBIPP



President

C M HURST LBIPP



Honorary Treasurer

The attached notes on pages 15 to 17 form part of the financial statements. The financial statements were approved by the Council of the Institute on 12th February 1997. The Institute is a company limited by guarantee, registered in England and Wales number 178503.

BRITISH INSTITUTE OF PROFESSIONAL PHOTOGRAPHY

NOTES ACCOMPANYING AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 1996

1 Accounting policies

a) Basis of Financial Statements

The financial statements for the year ended 31st December 1996 are drawn up under the historical cost convention in accordance with generally accepted fundamental accounting concepts. The financial statements include the results of all the activities of the Institute; all these activities are continuing.

The Institute has taken advantage of the exemption in Financial Reporting Standard 1 from the requirement to produce a cashflow statement on the grounds that it is a small company.

b) Income from subscriptions

Income is credited to the income and expenditure account when subscriptions are due.

c) Depreciation

Provision for depreciation has been made at the following annual rates on a straight line basis to write off their cost over their expected useful lives.

Freehold property	2%
Furniture and office equipment	20%
Computers and business machines	33%

d) Stock

The stock of sales materials has been valued at the lower of cost and net realisable value.

e) Allocations to Regions

Monies allocated to local Regions for the purpose of funding their activities are written off in the year of allocation. The financial statements of the Institute do not otherwise include any income, expenses, assets or liabilities of the local Regions. However, it is a requirement of the Institute that each Region submits financial statements audited by qualified accountants.

2	Expenses and cost of activities	1996	1995
	These include:		
	Audit fee (Including "The Photographer" £250)	£ 2850	£ 2850
	Salaries and social security costs	£ 136531	£ 146573

3 Salaries and social security costs

The average number of staff during the year was	9	9
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Staff costs are made up as follows:

Salaries	125658	134851
Social security costs	10873	11722
	<u>£ 136531</u>	<u>£ 146573</u>

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NOTES ACCOMPANYING AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 1996 *(Continued)*

4 Corporation tax

Provision for Corporation tax on investment income has been made at an effective rate of 24.25% (1995-25%)

5 Tangible assets

	Freehold Property	Furniture & Equipment	Computers & Business Machines	Total
Cost				
At 1st January 1996	35471	52344	45498	133313
Additions	-	491	971	1462
At 31st December 1996	£ <u>35471</u>	£ <u>52835</u>	£ <u>46469</u>	£ <u>134775</u>
Depreciation				
At 1st January 1996	17155	46063	41802	105020
Charge for the year	797	3385	3909	8091
At 31st December 1996	£ <u>17952</u>	£ <u>49448</u>	£ <u>45711</u>	£ <u>113111</u>
Net 31st December 1996	£ <u>17519</u>	£ <u>3387</u>	£ <u>758</u>	£ <u>21664</u>
Net 31st December 1995	£ <u>18316</u>	£ <u>6281</u>	£ <u>3696</u>	£ <u>28293</u>

The current use market value of the freehold property at Ware was professionally valued at 9th December 1991 at £180000.

6 Debtors	1996	1995
"The Photographer"	13581	24455
Outstanding membership subscriptions	3520	3221
VAT	-	824
Other debtors	6557	1372
Prepayments	8933	6345
	£ <u>32591</u>	£ <u>36217</u>

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**NOTES ACCOMPANYING AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st DECEMBER 1996 (Continued)**

7 Creditors	1996	1995
Trade creditors	15814	14837
"The Photographer"	5264	18373
PAYE and social security costs	3257	3601
VAT	48	-
Other creditors	27396	24499
Accruals	2122	1110
	£ 53901	£ 62420
 8 Operating reserves	 1996	 1995
Surplus (deficit) for the year	1728	(64695)
Opening operating reserves	(23219)	41476
	£ (21491)	£ (23219)
 9 The R.V. Dent Bequest	 1996	 1995
Original bequest plus interest as at 1/1/96	123769	118850
Interest earned to 31/12/96	4399	4919
	£ 128168	£ 123769

10 Capital commitments

At 31st December 1996 there were no commitments for capital expenditure.

11 Contingent liabilities

At 31st December 1996 there were no known liabilities for which provision has not been made in the financial statements.

12 Subscription income

A geographical analysis of income from subscriptions is as follows:

	1996	1995
United Kingdom	302824	299142
Europe	9769	7392
Rest of the World	13024	17248
	£ 325617	£ 323782