



ANNUAL REPORT & ACCOUNTS

for the

YEAR ENDED 31 DECEMBER 2004



BRITISH INSTITUTE OF PROFESSIONAL PHOTOGRAPHY

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A company limited by Guarantee Registered Office as above Registered in England No. 178503

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A letter from the President

Dear Member

I am pleased to enclose a review of our performance in 2004.

As the premier qualifying body for professional image makers, Qualifications and Continuing Professional Development are at the heart of the BIPP's activities.

This year has seen a record number of photographers join the BIPP via the FastTrack Qualifying Programme which offers photographers mentor support and training courses to help them prepare, not only for their qualifications, but also for the demands of a professional photographer's working life.

The Academy of Professional Photography is expanding its range of courses into new areas to meet the needs of a wider audience. These great value courses are widely regarded as the place to learn about the latest techniques in professional imaging from the top experts. I would like to encourage our members to take advantage of this excellent opportunity to develop skills and techniques.

The new web site enables members without web sites to obtain a much needed online presence and directs extra traffic to members' existing web sites. This new facility has transformed the search facility for buyers of photography, who can now view each photographer's portfolio in quick succession. Research has shown that potential customers prefer to contact those members who have their portfolio displayed and therefore I recommend that members upload their photos and promotional text on the BIPP web site.

The BIPP strives to respond to the feedback from the membership and improvements are continually being made to membership benefits. Members are also encouraged to take an active role in their regional groups in order to maintain this vital network of local groups.

The council have approved the recruitment of a Chief Executive Officer in 2005. The Chief Executive Officer will be responsible for implementing a strategy, which will add value to our membership and ensure the BIPP continues to be well regarded in the Photographic Industry.

I thank all members for their support.

With kind regards and best wishes



Chris Harper LBIPP
President

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 2004

The Directors are pleased to present their annual report and the accompanying financial statements for the year ended 31 December 2004.

Principal Activity

The company's principal activity is that of a qualifying body for professional image makers. The BIPP represents, supports and promotes professional image making and image makers.

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 deficit for the year will be deducted from the reserves. The Council of the Institute met on four occasions during 2004.

Institute Officers

The Officers of the Institute are the President, the Vice President (or 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 elected Officers are ex officio members of the Standing Committees and continue to hold office for so long as they occupy one of these four posts.

Council and Executive Membership (The Directors)

At the Annual General Meeting in September, held this year at Cheltenham Film Studios, Cheltenham, Ton van Zeijl ABIPP succeeded Tony Freeman LBIPP as President.

Chris Harper LBIPP became President in 2005 due to the resignation of Ton van Zeijl ABIPP.

The following tables show all the members of the Council and Executive during 2004, together with their respective attendance records:

Sue Anderson ABIPP	1 out of 1	Peter O'Keefe FBIPP	2 - 2
Iain Bain LBIPP	4 - 4	Neil Onslow FBIPP	1 - 4
Denis Brady ABIPP	2 - 2	Khalida Rahman FBIPP	4 - 4
Michael Brown FBIPP	3 - 4	Llewellyn Robins FBIPP	1 - 1
Tony Freeman LBIPP	4 - 4	Roy Sims FBIPP	2 - 2
John Hannavy FBIPP	1 - 2	Alan Stone FBIPP	1 - 1
Chris Harper LBIPP	2 - 2	Keeley Stone ABIPP	1 - 2
John Henshall FBIPP	2 - 2	Ron Taylor FBIPP	4 - 4
Roy Lewis FBIPP	3 - 3	Ton van Zeijl ABIPP	4 - 4
Jim Lowe FBIPP	4 - 4	Bob Willingham LBIPP	3 - 3
Ray Lowe FBIPP	4 - 4		

Auditors

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

Small company rules

This report has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and in accordance with the Financial Reporting Standard for Small Entities (effective June 2002).

STANDING COMMITTEES

Admissions & Qualifications Committee

Chairman - Roy Lewis FBIPP

I took up office in May 2004 after a successful annual Sectors meeting at Fitzwilliam College, Cambridge. This was the second year of joint Qualifications with our partner in standards the MPA. As a panel member for both the BIPP and MPA for some 12 years, I applaud the ground breaking achievements of past Chairman of A&Q, Llewellyn Robins and Ray Lowe, who between them have helped standardise the structure of Qualifications within the two main organisations in Europe.

Well done, Llewellyn and as I write this report congratulations, Ray and good luck in your Presidency of the MPA. Llewellyn does not get away that easily as he is now group chairman of the social sector. My thanks also go out to Mark Sykes FBIPP and Alan Wildsmith-Towle FBIPP for all their efforts as sector chairmen over the past 2 years.

Our new group Chairman in the commercial sector is Paul Cooper FBIPP who I know will continue maintaining standards within our Qualification structure.

Eric Jenkins FBIPP is the Group chairman for Scientific, and the Licentiate Panel; he also chairs a Special Interest group and is the main driving force behind Infot. I don't know where Eric finds the time but he does and all I can say is a big "Thank You" for all your efforts.

We had a record number of applications over the year via our joint Qualifications panel (The Professional Photographic Qualifying Board). Our Licentiate qualification meetings are split between the MPA Head office in Darlington and the hometown of our own headquarters, Ware. I would like to thank all our Fellows who gave their time freely to assess panels over the past year.

This coming year will see Joint Assessment Evenings in all regions, of the BIPP and the MPA. The evenings will consist of members / non members / students being given the opportunity of their work being assessed by joint Fellows of the Board, in an effort to steer them in the right direction whether it be to join our organisations or up-grade. Heading the team will be Ray Lowe FBIPP (with a little help from board members). A big thank you to all our sponsors but a special mention to Graham Rutherford of Fuji for his unquestionable support over many years.

Academy still moves forward under the chairmanship of Jim Lowe, with many courses being sold as soon as they become available, FastTrack is still buoyant, and is still an excellent vehicle for members to become qualified. I would also like to thank Rosemary Flatt for all her hard work over the years as Academy administrator.

In August 2004 a panel of Judges viewed in excess of 2,500 images under the chairmanship of Dennis Hylander FBIPP (what a marathon). My thanks go to Dennis for selecting a well-balanced team.

In October 2004 we saw the first joint Awards Weekend at the Hilton Coventry. It was brought together under the banner of The British Professional Photography Awards. On Sunday, we had a celebration lunch where new Licentiate, Associate and Fellows received their certificates; Fellowship medals were also presented. Both Presidents gave Presidential Awards; Mario Acerboni in their role as sponsors of the lunch also presented their awards.

We had 7 Presidents from various organisations in Europe at the Lunch as well as the P.P.A President from America. 200 guests were hosted by Mario Acerboni and I would like to thank them for their kind support.

It continued on into the evening, 450 people from our Industry gathered under one roof; the event was over subscribed, because everybody wanted to be there. I could write pages on how fantastic it was and all I would say is, congratulations to everybody who received an award at this event. If you want to attend in 2005 get your tickets early!

A big thank you to the steering committee, and my special thanks go to Linda & Colin Buck. Without their input and expertise this event would not have been as successful.

One person I would like to give a special mention is Dee Prior at BIPP HQ. Dee keeps me on the straight and narrow; her knowledge of our Institute is invaluable to me and her personal support unquestionable. Thank you Dee.

Over the last year we had a closer working relationship with the Education & Training Committee, we had a joint meeting in September and there are signs that we could merge in 2005 under the banner of (Qualifications-Education-Training) Q.E.T.

The backbone of our Institute lies in standards. Our revenue is driven by our membership. It is of paramount importance that we do not lose sight of our roots.

I see the closer working relationships with other photographic organisations and associations a major move in the right direction; it will help us achieve our long-term goals, under the banner of The Professional Photographic Qualifying Board. I thank my Board for their continued support. Board members are: -

Michael Brown FBIPP (E&TC), Paul Cooper FBIPP, Eric Jenkins FBIPP, Jim Lowe FBIPP, Ray Lowe FBIPP, Llewellyn Robins FBIPP, Roy Sims FBIPP

Awards

At the annual Admissions and Qualifications day, the Peter Grugeon Award for best Fellowship application was made to Gerry O'Leary FBIPP and for best Associateship application to Friedrun Reinhold FBIPP.

The prize for best Licentiateship application was made to Paul Darnley LBIPP.

The Tom Gowar Award, a monetary prize awarded by Trustees, for final year students in Higher Education photography courses was made to Lara Kay of Falmouth College of Arts.

The Lichfield Award for the most creative use of people in an image in the British Professional Photography Awards was made to Richard Dutkowski FBIPP.

Presidential Awards were made to Sue Lowe and Jim Lowe FBIPP, Ray Peplow LBIPP and Jon Cohen.

Editorial/Publications Committee and "*The Photographer*"

Chairman – Ron Taylor FBIPP

Over the past year the industry has continued to change where in a tough year photographers continued to feel the pinch. Digital now takes an ever-increasing share of the work and with it a change in emphasis both in manufacturers and suppliers. Independent pro labs and dealers have been closing in recent years but this year (2004) has seen manufacturers forced to reassess their approach to the professional market with the speed with which digital was decimating the traditional market. It is apparent the professional photographer is no longer the priority he once was in many manufacturers' eyes.

Consolidation has been the buzz word with companies who can share their expertise forming partnerships in an attempt to compete with larger multi-nationals. More consolidation means in future there could be less choice with the power of a few attempting to dictate the market.

All this has combined to make the year difficult, but challenging. The Photographer has remained pre-eminent amongst the leading magazines, enjoying a reputation for providing early information on equipment and trends in the photographer's market place, and a worthwhile publication in which to advertise. At the same time The Photographer continues to provide BIPP members with one of their major member benefits.

Education & Training Committee

Chairman - Michael Brown FBIPP

The committee met four times during the year, on two occasions at Reading College, hosted by Neil Onslow FBIPP to whom we are most grateful. I was pleased to welcome Neil to the committee in March 2004. Other members were Adrian Ballisat LBIPP, Alan McEwan FBIPP, David Matthews FBIPP, Peter O'Keefe FBIPP, Khalida Rahman FBIPP, Roy Sims FBIPP and Eric Strange FBIPP. Their support and commitment is greatly valued.

Our College Liaison Officers Karen Harvey ABIPP and David Soulsby ABIPP provided an important link with students and staff at the colleges by personal visits and through the student pages of *The Photographer*. In addition, they co-ordinated a series of four Real World Seminars at Falmouth, Salisbury, Newcastle and Reading Colleges. These events were well received, thanks to some excellent speakers who gave their time freely. It is important to record our appreciation to the sponsors, Adobe, Hasselblad and Nikon, without whose support the events could not have taken place.

At the beginning of the year, Skillset, the Sector Skills Council for the Audio-Visual Industries absorbed the photo imaging sector. We have been delighted to work with Skillset on a number of projects and look forward to continuing co-operation.

Finance and Resources Committee

Chairman – Alan Stone FBIPP (Hon. Treasurer)

The financial management of the BIPP is now much more efficient since Accountant Julia Cherry joined the staff at BIPP HQ. Her production of monthly management accounts outlining income and expenditure and membership statistics now gives Council much more in depth and transparent details of the organisations financial management on a regular basis.

The financial result for this year shows a small deficit which is after investing a significant sum on the new web site. The development costs of the new web site will be depreciated in full by the end of 2005.

Throughout 2005, the Finance & Resources Committee, (*made up of the Officers, Julia Cherry and our Marketing Manager Alison Kilbey*), will continue with the prudent management of the organisations finances concentrating on increasing income and reducing expenditure across the whole of the organisations activities, particularly to fund the employment of a new Chief Executive Officer and also to further invest in more membership benefits and business opportunities. The Committee expect the BIPP to be in a stronger financial position by the end of 2005 and this will allow for continuous improvements to be made.

Marketing Committee

Chairman – Tony Freeman LBIPP

This year the marketing committee considered it was essential to concentrate on improving membership benefits for existing members whilst, with the inspirational input of Alison Kilbey, redesigning our literature to attract new members and make current members more aware of their existing benefits.

Although not directly responsible for the web site, the committee saw this as being the major marketing achievement for members, offering qualified members free web pages. This facility is an excellent membership benefit enabling members without web sites to obtain a much-needed online presence and directing extra traffic to members' existing web sites. With photographs and text on their site, members are much more likely to secure work through the BIPP search engine than those members with blank pages. The site is now receiving an average of 7,000 unique visitors per month.

In an effort to provide extra support for members, the marketing committee arranged a live web link for web demonstrations at Focus in 2005. Following feedback, a hard copy directory is due to be published and delivered to buyers and commissioning agents.

With the BIPP loan scheme already proving of merit to members, marketing have negotiated a special new benefit scheme with Quoteline Direct who are offering BIPP members and their families savings of up to 35% on motor and home insurance plus travel insurance and breakdown cover and many other optional benefits. This saves members time and money as the cheapest quote is chosen from over 450 policies with leading insurers.

Another new membership benefit arranged by marketing is P&A Receivables Services, a credit management company. P&A will compliment the collection activities already being carried out by BIPP members who will benefit from their extremely competitive commission rate of only 5% of the recovered debt (£12.50 minimum fee). They have a policy of no result – no fee for all pre-legal collections.

Members who specialise in portraiture were given the opportunity to take part in a Shop Direct portrait promotion. The huge response even took Shop Direct by surprise who had to refuse last minute entries because they were over-subscribed. 15% of portraiture members signed up for the promotion. Shop Direct are hoping to run future promotions with us.

A membership survey was published in the magazine and although the response rate was disappointing, the feedback still proved useful. A credit card survey has also been distributed to the membership. The banks requested this information before they will agree to setting up a credit card machine deal.

The blue book was updated and made more user friendly to help both new members and existing members applying for their next qualification. The blue book was also transferred onto the web site where visitors can be taken directly to the section they need by clicking on the appropriate item in the table of contents.

Academy courses organised by Jim Lowe and staff at Ware have greatly benefited from the involvement of the marketing committee. Feedback from the membership and the A&Q has resulted in the development of new courses. Furthermore, FastTrack is now accessible to all photographers after expanding the choice of foundation courses to also include marketing and commercial courses. We have also attracted sponsorship of Cheltenham Academy courses by Camerasure Alliance and Kodak.

The BIPP is the only association in the UK, which is a member of the FEP. This gives all BIPP members the opportunity to join this vast network of photographers spread throughout nineteen European countries and gain the prestigious QEP qualification. Again, the involvement of Jim Lowe on this committee has secured benefits including free attendance at exciting European photographic congresses like those being held this spring in St Malo, France and Orvieto, Italy. QEP photographers are also featured in a glossy book, which is distributed throughout Europe.

The proposal of a Centre of Excellence that generated goodwill within the industry has now attracted the attention of the Sector Skills Council, Skillset who are working with us to find the best way forward to achieve our goal.

Close links with the professional photographers in Malta has paid dividends and the marketing chairman, Tony Freeman, has even paid out of his own pocket for links to be kept with Photographic Training Overseas after the Fuji sponsorship was diverted. This has been done for continuity and we are in discussions with PTO to re-establish our links in the future.

Thanks to a government grant, a new pop up and banner stand were produced for Photokina 2004. This material is also invaluable for regional events and the Photovision roadshows. The first pilot Photovision roadshow in October 2004 was such a success that a contra deal has been negotiated to ensure BIPP presence at future events. New information boards covering FastTrack, Academy, the web site and membership benefits, were also produced for Focus. These are currently being displayed at each joint Informal Assessment Evening. The new boards and literature have been redesigned in line with the new web site design.

These initiatives have all come about thanks to the close working of the small marketing committee, its co-operation with other committees and the incredible work load undertaken by Alison Kilbey to source and make it all happen.

Regional Chairman's Committee

Chairman - Iain Bain LBIPP

This past year has been, as always, a busy year for the members of this committee, which provides the link between the BIPP Regions and Council. Meetings are always reasonably productive and well attended. An eagerness from its members to be more involved with the Institutes management structure sees us with four Regional Chairmen currently on Council.

The new BIPP.COM is here and definitely an improvement but we all need to get our images and details up on the site to fully realise its true potential.

RCC has been working with HQ staff, particularly Alison Kilbey (Marketing) and Julia Cherry (Finance), on making the running of regions more efficient and looking at ways to improve communication and co-operation between HQ and the Regional Management Committees. This bodes well for smoother running in the future.

Regional co-operation is at the heart of our RCC, both within individual regions and also across the separate regions. The forum that this committee provides enables Regional Chairmen to network with other Chairmen. Ideas and experiences from Regional events are shared and links formed.

The Regional management committees (which are entirely made up of unpaid volunteers) are worthless without the support of the individual regional members. The work these committees undertake is for the benefit of their regional members and for them to be truly successful they need support – whether from volunteering to help or just by attending regional events – so please give them this support.

SPECIAL INTEREST GROUPS

Industrial Photography Group

Chairman – Eric Jenkins FBIPP

The committee have been busy planning INFOT 2005, this is to be held at the usual venue, The Beeches, Birmingham, in early April 2005. Our objective continues to be that of putting together a creative and innovative programme, of interest to all disciplines but in particular that of the Commercial / Industrial photographer. We endeavour to implement a balanced schedule covering current topics and debate, presented by leading image makers and the very best of technical experts.

Medical Photography Committee

Chairman – Stuart Robertson FBIPP

During the past twelve months, the Committee has met on three occasions in March, June and October, at St Thomas's Hospital, London.

Committee member, Ray Phillips FBIPP, as Registrar of the National Board of Registration of Medical Illustrators, has kept the Committee informed of developments in this particular area. State registration looks set to be implemented for healthcare professionals during 2005.

The BIPP's Qualifying Examination in Medical Photography which is held annually in May, was taken by three candidates, and following a meeting of the Examiners and Assessors in June, two passes were awarded.

Thanks to Kodak's generosity, a successful Medical Photographers 'Spring Meeting' took place in April at Kodak House, attended by sixty delegates. This meeting is held jointly with the Institute of Medical Illustrators, the Medical Artists Association, the Ophthalmic Imaging Association, and The Royal Photographic Society.

The committee continues to keep a watching brief on all aspects appertaining to medical photography issues.

EXTERNAL RELATIONS

The Institute has continued to maintain strong links with, and to participate in, the activities of a number of other organisations. We continued as full members of the Photo Imaging Council, the British Copyright Council, the British Photographers Liaison Committee, the Federation of European Professional Photographers and the World Council of Professional Photographers.

The Institute has continued to enjoy and is most grateful for, the support of a number of manufacturers and suppliers, both large and small, in pursuit of its many diverse activities at a national and regional level. In particular, Council would like to thank Fuji, Adobe, Camerasure Alliance, Nikon, Hasselblad and Skillset for their help during the year.

The Benevolent Society of the British Institute of Professional Photography - (A Registered Charity)

Chairman – Philip Way HonFBIPP

The Benevolent Society exists to help when ill health and misfortune hits members in the photographic profession and their dependants; those who cannot help themselves. To enable us to help others, we rely on local fundraising by Regions, major events, personal donations and membership of our 200 club. It is pleasing to report that our income (used to provide much needed help) has continued to increase over the last year. In common with many other charities, the return from investment income has not yet reached that experienced some 5 years ago. For these reasons we have continued to actively promote the '200 Club' throughout the year, as well as publicising our activities in the BIPP magazine. Towards the end of the year we revised our promotional leaflet, which was circulated in *The Photographer* and sent to all members on the anniversary of their membership. We are most grateful to the following companies for their sponsorship of the brochure:

Benten & Co: ISA Accountancy: Towergate Insurance: CPW: Hasselblad (UK)

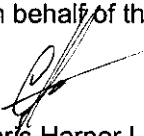
We received the sad news during the year of the unexpected death of one of our beneficiaries. Also, happily, two beneficiaries who were greatly helped over the last five years were able to ask for grants to cease as they were now in a position to cope. In addition to our regular beneficiaries, the Society makes a number of special one-off grants or loans to help out in short-term cases. We have helped a total of 25 members during the year.

We have also been the beneficiary from a photographer's estate. The Society is grateful for this most thoughtful gift.

In conclusion, I would like to thank all my committee for their hard work, perseverance and dedication to our work. In particular, I would like to thank our two principal officers who give generously of their time. Tom Samson FBIPP, who as secretary provides the first contact when a need arises and advises on assistance, and also to Peter Hedgeland ABIPP (Treasurer) who not only provides superb stewardship of our resources, but maintains a regular contact by letter with our beneficiaries, and visits them at least once a year.

My report would not be complete if I did not also thank all staff at HQ (particularly Dee Prior) who continues to help us in so many ways, by helping us to help others.

On behalf of the Board


Chris Harper LBIPP
President

1 August 2005

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.

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

We have audited the financial statements of the Institute for the year ended 31 December 2004, which comprise the Income and Expenditure Account, the Balance Sheet, the Statement of Total Recognised Gains and Losses, and related notes. These financial statements have been prepared in accordance with the Financial Reporting Standard for Small Entities (effective June 2002) under the historical cost convention and the accounting policies set out therein.

Respective responsibilities of directors and auditors

As described in the Statement of the Directors' Responsibilities the company's directors are responsible for the preparation of the financial statements in accordance with applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Directors Report is not consistent with the financial statements, if the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding directors' remuneration and transactions with the company is not disclosed.

We read the Directors' Report and consider the implications for our report if we become aware of any apparent misstatements within it.

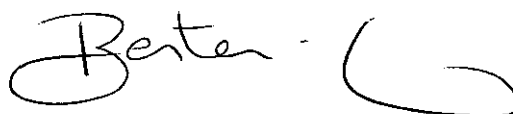
Basis of audit opinion

We conducted our audit in accordance with United Kingdom 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 company'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 company's affairs as at 31 December 2004 and of its deficit for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

A handwritten signature in dark ink, appearing to read 'Benten' followed by a large, stylized flourish or initial.

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

5 AUGUST 2005

BRITISH INSTITUTE OF PROFESSIONAL PHOTOGRAPHY

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31st DECEMBER 2004

	Note	2004	2003
Income			
Subscriptions	[1b]	393,816	342,448
Publications		143,222	153,567
Conferences and Exhibitions		-	8,401
Academy Income		20,631	19,734
Admissions and Qualifications Fees		8,443	7,343
BIPP Enterprises		3,835	3,603
Commission receivable		1,255	1,055
College validation		5,000	5,000
National Print Exhibition		3,962	6,908
Real World Seminar		4,750	4,500
Miscellaneous income		8,012	1,918
		<hr/> 592,926	<hr/> 554,477
Expenses and cost of activities			
	[2]		
Administration expenses		257,975	244,374
Cost of publications		187,141	188,614
Cost of activities		67,714	88,422
Academy		24,294	19,357
Office and equipment expenses		56,489	37,199
BIPP Enterprises		3,201	1,941
Awards Dinners		-	1,863
Bensoc Donation (2002 Surplus)		-	1,797
		<hr/> (596,814)	<hr/> (583,567)
		(3,888)	(29,090)
Investment income			
Interest receivable		<hr/> 2,899	<hr/> 2,478
		(989)	(26,612)
Taxation			
	[4]	-	-
Surplus/(Deficit) for the year		<hr/> £ (989)	<hr/> £ (26,612)

The attached notes on pages 19 to 21 form part of the financial statements.

**BRITISH INSTITUTE OF PROFESSIONAL PHOTOGRAPHY
STATEMENT OF TOTAL RECOGNISED GAINS AND LOSSES
FOR THE YEAR ENDED 31st DECEMBER 2004**

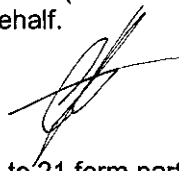
	2004	2003
Surplus/(Deficit) for the year	£ (989)	£ (26,612)

BALANCE SHEET AS AT 31st DECEMBER 2004

	Note	2004	2003
Fixed assets			
Tangible assets	[5]		
Freehold property		12,659	13,304
Furniture and equipment		4,602	2,374
Computers and business machines		4,106	9,989
Website		26,504	-
		47,871	25,667
Current assets			
Stock	[1d]	8,014	5,156
Debtors	[6]	34,354	42,491
Investments		69,868	65,845
Cash at bank and in hand		31,401	76,639
National Savings deposit bond		46,186	19,839
		189,823	209,970
Current liabilities			
(amounts falling due within one year)			
Creditors	[7]	54,418	56,926
		54,418	56,926
Net current assets		135,405	153,044
Net assets		183,276	178,711
Reserves			
Operating reserves	[8]	51,564	52,553
The R.V. Dent Bequest Fund	[9]	131,712	126,158
Total reserves		£ 183,276	£ 178,711

The financial statements which have been prepared in accordance with the special provisions relating to small companies within Part VII of the Companies Act 1985 and with the Financial Reporting Standard for Small Entities (effective June 2002) were approved by the board on 1 August 2005 and signed on its behalf.

Chris Harper LBIPP, President



The attached notes on pages 19 to 21 form part of the financial statements.

BRITISH INSTITUTE OF PROFESSIONAL PHOTOGRAPHY

NOTES ACCOMPANYING AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2004

1 Accounting policies

a) Basis of Financial Statements

The financial statements for the year ended 31st December 2004 have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Small Entities (effective June 2002).

b) Income from subscriptions

Income is credited to the income and expenditure account when subscriptions are due, net of Value Added Tax.

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%
Web site	50%

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 if a region's reserves are £5,000 or more. If a region's reserves are less than £5,000 then their books can be checked by another member of the regional committee.

f) Foreign Currencies

Transactions in foreign currencies are translated into sterling at the rate ruling at the date of transaction. Exchange differences are taken into account in arriving at the operating deficit.

2 Expenses and cost of activities

2004

2003

These include:

Audit fee	£ 3,800	£ 3,400
Salaries and social security costs	£ 157,573	£ 141,885
Depreciation	£ 33,683	£ 11,437
External web site costs	£ 20,571	£ 28,816

3 Salaries and social security costs

The average number of salaried staff during the year was	8
The average number of Council members (Directors) was	13

8
12

Staff costs are made up as follows:

Salaries	146,413	130,552
Social security costs	11,160	11,333
	<u>£ 157,573</u>	<u>£ 141,885</u>

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NOTES ACCOMPANYING AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2004 (Continued)

4 Corporation tax

There is no provision for corporation tax on investment income in the year.

5 Tangible assets

Fixed Assets

	Freehold Property	Furniture & Equipment	Computers	Web Site	Total
Cost					
At 1st January 2004	37,201	61,616	99,095		197,912
Additions	-	3,837		52,050	55,887
At 31 st December 2004	<u>£ 37,201</u>	<u>£ 65,453</u>	<u>£ 99,095</u>	<u>£ 52,050</u>	<u>£ 253,799</u>
Depreciation					
At 1st January 2004	23,897	59,242	89,106	-	172,245
Charge for the year	645	1,609	5,883	25,546	33,683
At 31 st December 2004	<u>£ 24,542</u>	<u>£ 60,851</u>	<u>£ 94,989</u>	<u>£ 25,546</u>	<u>£ 205,928</u>
Net 31st December 2004	<u>£ 12,659</u>	<u>£ 4,602</u>	<u>£ 4,106</u>	<u>£ 26,504</u>	<u>£ 47,871</u>
Net 31st December 2003	<u>£ 13,304</u>	<u>£ 2,374</u>	<u>£ 9,989</u>	<u>£ -</u>	<u>£ 25,667</u>

Web site development costs were capitalised in 2004. 50% was depreciated in 2004, the remaining 50% to be depreciated in 2005.

The market value of the freehold property at Ware was professionally valued in December 2004 at £700,000.

6 Debtors

	2004	2003
Trade Debtors	25,128	30,104
Outstanding membership subscriptions	3,408	2,172
Other debtors	907	3,366
Prepayments	4,911	6,780
VAT		69
	<u>£ 34,354</u>	<u>£ 42,491</u>

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**NOTES ACCOMPANYING AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st DECEMBER 2004 (Continued)**

7 Creditors	2004	2003
Trade creditors	38,487	35,836
PAYE and social security costs	2,790	3,609
VAT	3,303	0
Other creditors	40	4,303
Accruals	9,798	13,178
	£ 54,418	£ 56,926

8 Operating reserves	2004	2003
Surplus/(Deficit) for the year	(989)	(26,611)
Opening operating reserves	52,553	79,164
Closing operating reserves	£ 51,564	£ 52,553

9 The R.V. Dent Bequest	2004	2003
Original bequest plus interest as at 1/1/04	126,158	119,366
Interest and dividends on investments to 31/12/04	2,208	2,309
Interest on building society account to 31/12/04	1,531	1,213
Increase/(Decrease) in market value of investments	1,815	3,270
Total as at 31/12/04	£ 131,712	£ 126,158

10 Income

Subscription Income – geographical analysis

	2004	2003
United Kingdom	377,832	327,135
Rest of the World	15,984	15,313
	£ 393,816	£ 342,448

Publications Income - geographical analysis

	2004	2003
United Kingdom	132,572	143,367
Rest of the World	10,650	10,200
	£ 143,222	£ 153,567

11 Transactions with Directors (Members of Council)

During the year, there were certain transactions with Directors. These were either at cost or at commercial rate.