(A COMPANY LIMITED BY GUARANTEE) TRUSTEES' REPORT AND UNAUDITED ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2014





INSTITUTE FOR SMALL BUSINESS AND ENTREPRENEURSHIP (A COMPANY LIMITED BY GUARANTEE) LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Dr S Baines Mr A Campbell Professor N Culkin Mr R Edwards

Mr M Gilman

Dr P Jones

Dr C Mac An Bhaird Dr G McElwee

Professor P McGowan

Mr M Roomi Dr K Smith

Dr J Swail Ms L Treanor

Dr R Wapshott Mr S Best

Mr D Higgins Professor G Maas

Mr S Raby

Professor S Roper

Dr J Rouse Mr L Sear Mr R Smith

Professor K Trehan

Mr A Wall

Charity number

1076159

Company number

02631747

Registered office

Ground Floor 137 Euston Road

London

Greater London NW1 2AA

Independent examiner

N Stuart

GBAC Limited Old Linen Court

Barnsley

South Yorkshire

S70 2SB

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FOR THE YEAR ENDED 31 DECEMBER 2014

The trustees present their report and accounts for the year ended 31 December 2014.

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

Structure, governance and management

The principal activity of the company in the year under review was that of advancing the development and understanding of enterprise and small business.

The trustees, who are also the directors for the purpose of company law, and who served during the year were:

Dr S Baines

Dr S Best (appointed 5 November 2014)

Mr A Campbell

Professor N Culkin

Dr J Deacon (resigned 5 November 2014)

Mr R Edwards

Mr M Gilman

Mr P Harman (resigned 7 July 2014)

D Higgins (appointed 5 November 2014)

Dr P. Jones

Dr S A Jones (resigned 5 November 2014)

Professor G Maas (appointed 5 November 2014)

Dr C Mac An Bhaird

Professor L M Martin (resigned 1 May 2014)

Dr G McElwee

Professor P McGowan

Dr G A Packham (resigned 5 November 2014)

Dr S Raby (appointed 5 November 2014)

Mr M Roomi

Professor S N Roper (appointed 5 November 2014)

Dr J Rouse (appointed 5 November 2014)

Mr L Sear (appointed 5 November 2014)

Dr K Smith

Dr R Smith (appointed 5 November 2014)

Dr J Swail

Ms L Treanor

Professor K Trehan (appointed 5 November 2014)

Mr R Tunstall (resigned 24 January 2014)

Mr A Wall (appointed 5 November 2014)

Dr R Wapshott

Miss R N Woodier (resigned 24 January 2014)

The board of trustees, of no less than three and no more than 24 members, administer the charity. They meet quarterly in addition to the AGM.

The Executive Committee, elected by and from the Board, comprises the President, Vice Presidents each of whom is responsible for specific areas of activity and the Treasurer. These officers hold their position for a period of two years and may then be re-elected for one further two year period. Both Vice Presidents and Trustees may hold no more than two consecutive periods of office. The Executive Committee gives strategic direction to ISBE's activities and monitors the charity's finances between meetings. In addition the ISBE Council provide stakeholder feedback and strategic advice.

The board of trustees is supported by a Business Development and Events Manager and an Administrator based at the London office.

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2014

Objectives and activities undertaken for the public benefit

The charitable objectives of ISBE are to promote the advancement of public education by research into matters relating to small business and entrepreneurship and by the publication of the useful results of such research.

The main activities for the year continued to be supporting entrepreneurship education, research and practice.

The strategies adopted to assist in meeting the objectives, include organising an annual conference, publishing research, disseminating information and provoking debate relating to all aspects of entrepreneurship and small business through the ISBE website, ISBE's e-magazine "Enterprising Matters", ISBE's monthly news bulletin, Doctoral Days, workshops, meetings and events. ISBE also provides publication opportunities via conference papers and new book series. In addition ISBE also funds research into small business and entrepreneurship with the anticipation to generate an entrepreneurial community of practice to facilitate knowledge exchange and transfer. In addition the organisation also manages the Research and Knowledge Exchange Fund, supported by Barclays & ESRC which has a specific aim to support the exploration of issues, challenges and opportunities surrounding entrepreneurial activities and small firm performance within the contemporary UK economy.

The trustees have read the guidance on public benefit issued by the Charity Commission and are mindful of their duty to ensure that all of ISBE's activities fall within the scope of the guidance.

Achievements and performance

This year has been one of continued progression within the organisation under the guidance of the President, Professor Nigel Culkin, with excellent support of the ISBE Executive and the ISBE team.

ISBE continued to provide high levels of membership services, including the continuation of our highly popular monthly news bulletin which goes out to over 3,000 contacts in this field and our quarterly e-magazine (Enterprising Matters). Both of these initiatives have been supported by our website, which contains news, event pages and a comprehensive overview of the organisation, as well as an abstract search function which provides members with the ability to view past conference papers.

Membership numbers decreased slightly over the last year to 499, partly due to the lower attendance at the 2014 conference. ISBE continued its active presence on social media, particularly on Twitter and LinkedIn, increasing our number of followers, and communicating and engaging better with ISBE members and other interested people.

The ISBE Research and Knowledge Exchange (RAKE) Fund, which provides financial support to new research activities, attracted over 30 applicants in 2014 for projects interested in 'Assessing the value of innovation and invention in small firms.' Sponsored by Barclays and the Economic and Social Research Council and launched in 2009, we have already supported 49 practitioners, consultants and academics involving 33 universities and businesses and third sector support organisations. The fund was created with the aim of assisting the exploration of issues, challenges and opportunities surrounding entrepreneurial activities and small firm performance, and to encourage and promote cutting-edge research that is relevant to both the development of policy and practice.

2014 saw our *International Journal of Entrepreneurial Behaviour & Research* elect a new Editor, Dr Paul Jones (ISBE Trustee), which coincided with reformation of the Journal Editorial Board and the appointment of a new Journal Review Board. These appointments have helped to enhance the standing of the journal with a healthy increase in quality and quantity of new paper submissions.

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2014

We have a new Special Interest Group (SIG), created with the help of a small grant from the Enterprise Research Centre. It will focus on Micro and Small Business (MSB) Growth and Development and sit alongside our four existing SIGs (Rural Entrepreneurship Network, Gender Enterprise Network, the Social and Sustainable Enterprise Network and the Entrepreneurial Learning in Organisations Network). In 2014, ISBE SIGs continued to provide an excellent forum for members to engage with one another and other stakeholders, to produce articles, responses and other outputs.

Throughout the year, ISBE continued to host a number of successful workshops and events for its membership and other interested parties. Workshops aimed at supporting our researcher community, evaluating the Research Excellence Framework and advising about journal article development, sat alongside research and practice events like an agrifood workshop and a business growth community of interest. Events were well-attended and delegates actively engaged in debate.

In 2014, ISBE hosted its Annual Conference in Manchester attracting 375 delegates from 36 different countries, including leading small business researchers and academics, policy makers and practitioners. With keynote speeches from entrepreneurs Scott Fletcher & Melissa Burton and Professor Stephen Roper, Director of the Enterprise Research Centre and a lively panel discussion, the conference had a vibrant, friendly atmosphere and received extremely positive feedback from the attendees. There were 240 high quality, new research papers in the field of small business and entrepreneurship presented at the conference, which caused much debate and discussion amongst the delegates. The event also included a networking drinks reception and a gala dinner. The conference attracted sponsorship and exhibition income in excess of £90,000, resulting in a significant conference surplus to help bring ISBE's reserves to a level that enables us to continue investing in growth.

The board has agreed a budget for 2014 that will generate a small profit.

For 2015, ISBE is hosting its conference in Glasgow, UK. It is hoped that significant sponsorship can again be secured.

ISBE is delighted by the progress that has been made in building its community over the past year and is looking forward to a successful coming year.

Financial review

The charity derives the majority of its income from membership fees, delegate fees and sponsorship directly associated with the conference. Over this period ISBE has looked to build on these income streams with income also being derived from the sale of conference proceeding and delegate fees for workshops.

The trustees consider it prudent that ISBE hold a sufficient reserve in its accounts to ensure that should one of its income streams be lower than expected in a given period the organisation has sufficient surplus funds to continue with its core activities for one year. Total unrestricted reserves of the charity at 31 December 2014 were £186,753 (31 December 2013 £172,007).

The reserves are held on interest bearing deposit and represent the most significant asset of the charity. The trustees are satisfied that sufficient procedural controls are in place so that the risk of unauthorised use of deposit funds is minimal.

The results as shown on the attached financial statements together with the state of affairs of the Company are considered satisfactory.

Under the memorandum and articles of association, the charity has the power to make any investment which the trustees see fit. The charity has no investments other than bank deposit accounts.

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2014

Statement of trustees' responsibilities

The trustees, who are also the directors of Institute for Small Business and Entrepreneurship for the purpose of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, 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; and
- prepare the accounts 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 charity and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the board of trustees

Trustee 24.06.1

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF INSTITUTE FOR SMALL BUSINESS AND ENTREPRENEURSHIP

I report on the accounts of the charity for the year ended 31 December 2014, which are set out on pages 5 to 13

Respective responsibilities of trustees and examiner

The trustees, who are also the directors of Institute for Small Business and Entrepreneurship for the purposes of company law, are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011, and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;

have not been met; or

(b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

N Stuart for and on behalf of GBAC Limited

FCCA

Old Linen Court 83-85 Shambles Street Barnsley South Yorkshire S70 2SB

Dated: 29 6 15

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2014

	Unrestricted	Restricted	Total	Total
Natas	funds	funds	2014	2013
Notes	Ł	. L	t.	£
•	00.005	0.040	05 704	05.004
	· ·	6,849	•	85,984
4	221		221	155
	29,106	6,849	35,955	86,139
5	168,875	-	168,875	229,326
	197,981	6,849	204,830	315,465
6				<u> </u>
	179,029	35,177	214,206	253,748
	4,206	-	4,206	4,008
	183,235	35,177	218,412	257,756
•	14,746	(28,328)	(13,582)	57,709
	172,007	78,390	250,397	192,688
	186,753	50,062	236,815	250,397
		3 28,885 4 221 29,106 5 168,875 197,981 6 179,029 4,206 183,235 14,746 172,007	3 28,885 6,849 4 221 - 29,106 6,849 5 168,875 - 197,981 6,849 6 179,029 35,177 4,206 - 183,235 35,177 14,746 (28,328) 172,007 78,390	Notes £ £ £ 3 28,885 6,849 35,734 4 221 - 221 29,106 6,849 35,955 5 168,875 - 168,875 197,981 6,849 204,830 6 4,206 - 4,206 4,206 - 4,206 183,235 35,177 218,412 14,746 (28,328) (13,582) 172,007 78,390 250,397

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

AS AT 31 DECEMBER 2014

		201	4	201	3
	Notes	£	£	£	£
Current assets					
Debtors	15	14,333		38,915	
Cash at bank and in hand		253,431	•	242,400	
		267,764		281,315	
Creditors: amounts falling due within one year	16	(30,949)		(30,918)	
Total assets less current liabilities			236,815		250,397
					
Income funds					
Restricted funds	17		50,062		78,390
Unrestricted funds			186,753		172,007
		•	236,815		250,397

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 December 2014. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

The accounts were approved by the Board on 24.06.15

Trustee

Company Registration No. 02631747

INSTITUTE FOR SMALL BUSINESS AND ENTREPRENEURSHIP (A COMPANY LIMITED BY GUARANTEE) NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2014

1 Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Companies Act 2006.

1.2 Incoming resources

All incoming resources are included in the statement of financial activities when the Charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income.

Voluntary income is received by way of membership fees, grants, donations and sundry income and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the Charity, are recognised when the Charity becomes unconditionally entitled to the grant. At 31 December 2014 a total of £50,062 (31 December 2013 £78,390) of grant income for specific projects, had been received but not paid out. This balance is represented within restricted funds.

Incoming resources from the conference activity are accounted for in the year of the conference to which they relate. At 31 December 2014 £nil (31 December 2013 £nil) sponsorship income relating to the 2015 conference had been received.

1.3 Resources expended

Support costs include central functions and conference management costs. Support costs relating to the operation of the administration office are separately recorded and have been allocated to the Cost of Generating Voluntary Income. Support costs relating to the management of the conference have been allocated to the operating costs of the conference under Charitable Expenditure.

1.4 Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subject to restrictions on their expenditure imposed by the donor.

2 Company Status

Institute for Small Business and Entrepreneurship Limited is a company limited by guarantee without share capital.

NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2014

3	Voluntary income				
		Unrestricted funds	Restricted funds £	Total 2014 £	Total 2013 £
	Membership fees and sponsorship (excluding conference) Grants receivable for core activities	28,885 -	- 6,849	28,885 6,849	45,984 40,000
		28,885	6,849	35,734	85,984
4	Investment income				
				2014 £	2013 £
	Interest receivable			221	155
5	Incoming resources from charitable activities				
				2014 £	2013 £
	Conference delegates, sponsors and exhibitors Sundry sales Workshops			165,374 (793) 4,294	192,714 1,785 34,827
				168,875	229,326

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2014

6	Total resources expended					
_		Staff	Other	Grant	Total	Total
		costs	costs	funding	2014	2013
		£	£	£	£	£
	Charitable activities					
	Charitable activities					
	Activities undertaken directly	-	68,913	-	68,913	94,026
	Grant funding of activities	. <u>-</u>	<u>-</u>	35,177	35,177	38,684
	Support costs	52,363	57,753	-	110,116	121,038
	Total	52,363	126,666	35,177	214,206	253,748
	Governance costs	-	4,206	-	4,206	4,008
		52,363	130,872	35,177	218,412	257,756
						
7	Activities undertaken directly					
	•				2014	2013
					£	£
	Other costs relating to Charitable activities	es comprise:				
	Workshops				1,924	18,816
	Conference promotion and facility costs				66,989	75,210
					68,913	94,026
		•				
8	Grants payable					
•	Oranto payable				Total	Total
					2014	2013
					£	£
-	Grants to institutions:					
	RAKE fund				32,281	36,854
	SIG fund				2,896	1,830
					35,177	38,684

INSTITUTE FOR SMALL BUSINESS AND ENTREPRENEURSHIP (A COMPANY LIMITED BY GUARANTEE) NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2014

9	Support costs		
	• •	2014	2013
		£	£
	Staff costs	52,363	80,965
	Computer software and internet costs	11,974	15,675
	Travel and subsistence	1,811	1,121
	Office rent and services charges	15,540	15,965
	Insurance	297	299
	Postage and stationery	105	111
	Data protection	35	.35
	Advertising, PR and fund raising	-	1,450
	Bank charges	3,833	4,417
	Sundry	493	488
	Administration	45	362
	Training	149	150
	Personal assistant	8,090	-
	Marketing	13,377	-
	Book-keeping	2,004	-
		110,116	121,038
			

10 Trustees

No member of the Board of Trustees received any remuneration for their services during either of the last two years.

11 Governance costs

	2014	2013
	£	£
Other governance costs comprise:		
Accountancy	4,206	4,008
	4,206	4,008

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2014

12 Employees

Number of employees

The average monthly number of employees during the year was:

The average monthly number of employees during the year was:	2014 Number	2013 Number
Average number of employees	1	2
Employment costs	2014 £	2013 £
Wages and salaries	52,363 ———	80,965

There were no employees whose annual remuneration was £60,000 or more.

13 Taxation

No Corporation Tax is chargeable due to the Company's Charitable status.

The Institute is exempt from all forms of taxation.

14 Tangible fixed assets

	Computer equipment
Cost	
At 1 January 2014 and at 31 December 2014	2,612
Depreciation	
At 1 January 2014 and at 31 December 2014	2,612
Net book value	
At 1 January 2014 and at 31 December 2014	-

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2014

			•
15	Debtors	2014	2013
		£	£
	Trade debtors	7,424	30,571
	Prepayments and accrued income	6,909	8,344
		14,333	38,915
			
16	Creditors: amounts falling due within one year	2014	2013
		£	£
	Trade creditors	9,999	6,104
	Taxes and social security costs	1,405	2,208
	Accruals	5,915	3,946
	Deferred income	13,630	18,660
		30,949	30,918

17 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds				
	Balance at 1 January 2014	Incoming resources	Outgoing resources		
·	£	£	£	£	
RAKE fund	77,255	· -	(32,281)	44,974	
SIG fund	1,135	6,849	(2,896)	5,088	
	78,390	6,849	(35,177)	50,062	

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2014

18	Analysis of net assets between funds			
		Unrestricted Funds	Restricted Funds	Total
		£	£	£
	Fund balances at 31 December 2014 are represented by:			
	Current assets	217,702	50,062	267,764
	Creditors: amounts falling due within one year	(30,949)	· -	(30,949)
	•	186,753	50,062	236,815

19 Controlling party

The board of trustees consider themselves to be the ultimate controlling party of the charity.