

Registered number
04919219

Institute of Paralegals
Report and Accounts
31 October 2008

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**Institute of Paralegals
Report and accounts
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Institute of Paralegals Company Information

Directors

Dr C J S Robinson

J. O'Connell

Secretary

J. O'Connell

Accountants

beprofessional.com Limited

6 Snow Hill

London

EC1A 2AY

Registered office

2nd Floor, Berkeley Square House

Berkeley Square

Mayfair

London

W1J 6BD

Registered number

04919219

Institute of Paralegals Directors' Report

The directors present their report and accounts for the year ended 31 October 2008.

Principal activities

The company's principal activity during the year continued to be that of a wholly independent and not-for-profit professional body created to represent paralegals (non-lawyers undertaking legal work) and to work towards the development of the paralegal profession.

Directors

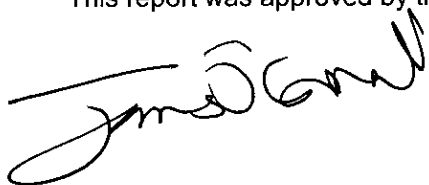
The following directors served during the year:

Dr C J S Robinson
J. O'Connell

Small company special provisions

The report of the directors has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

This report was approved by the board on 28 July 2009.

A handwritten signature in black ink, appearing to read 'J. O'Connell', is written over a horizontal line.

J. O'Connell
Director

Institute of Paralegals Accountants' Report

Accountants' report to the directors of Institute of Paralegals

You consider that the company is exempt from an audit for the year ended 31 October 2008. You have acknowledged, on the balance sheet, your responsibilities for ensuring that the company keeps accounting records which comply with section 221 of the Companies Act 1985, and for preparing accounts which give a true and fair view of the state of affairs of the company and of its profit or loss for the financial year.

In accordance with your instructions, we have prepared the accounts which comprise the Profit and Loss Account, the Balance Sheet and the related notes from the accounting records of the company and on the basis of information and explanations you have given to us.

We have not carried out an audit or any other review, and consequently we do not express any opinion on these accounts.

beprofessional.com Limited
6 Snow Hill
London
EC1A 2AY

28 July 2009

Institute of Paralegals
Profit and Loss Account
for the year ended 31 October 2008

	Notes	2008 £	2007 £
Turnover		19,753	26,670
Administrative expenses		(33,193)	(34,361)
Other operating income		-	1,176
Operating loss	2	<u>(13,440)</u>	<u>(6,515)</u>
Interest receivable		282	-
Interest payable	3	(9,800)	-
Loss on ordinary activities before taxation		<u>(22,958)</u>	<u>(6,515)</u>
Tax on loss on ordinary activities	4	-	-
Loss for the financial year		<u>(22,958)</u>	<u>(6,515)</u>

Institute of Paralegals
Balance Sheet
as at 31 October 2008

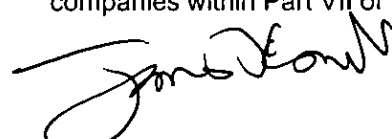
	Notes	2008 £	2007 £
Fixed assets			
Intangible assets	5	6,556	3,254
Tangible assets	6	<u>1,328</u>	<u>980</u>
		7,884	4,234
Current assets			
Debtors	7	2,635	-
Cash at bank and in hand		<u>37,076</u>	<u>31,696</u>
		39,711	31,696
Creditors: amounts falling due within one year	8	<u>(10,048)</u>	<u>(1,076)</u>
Net current assets		29,663	30,620
Total assets less current liabilities		37,547	34,854
Creditors: amounts falling due after more than one year	9	<u>(147,529)</u>	<u>(121,878)</u>
Net liabilities		(109,982)	(87,024)
Capital and reserves			
Profit and loss account	11	(109,982)	(87,024)
Shareholders' deficit		(109,982)	(87,024)

The directors are satisfied that the company is entitled to exemption under Section 249A(1) of the Companies Act 1985 and that no member or members have requested an audit pursuant to section 249B(2) of the Act.

The directors acknowledge their responsibilities for:

1. ensuring that the company keeps proper accounting records which comply with Section 221 of the Companies Act 1985; and
2. 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 profit or loss for the financial year in accordance with the requirements of Section 226 of the Companies Act 1985, and which otherwise comply with the requirements of this Act relating to accounts, so far as applicable to the company.

The accounts have been prepared in accordance with the special provisions relating to small companies within Part VII of the Companies Act 1985.



J. O'Connell
 Director

Approved by the board on 28 July 2009.

Institute of Paralegals
Notes to the Accounts
for the year ended 31 October 2008

1. Accounting policies

The accounts have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2005).

Turnover

Turnover represents the gross sales of services.

Depreciation

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives.

Trademarks	10% straight line
Website Development Costs	33% straight line
Fixture and Fittings	33% straight line

	2008 £	2007 £
2. Operating loss		
This is stated after charging:		
Depreciation of owned fixed assets	620	960
Trademarks amortisation	465	465
Website development costs amortisation	342	3,506
	<hr/>	<hr/>
Directors' emoluments and other benefits	-	-
	<hr/>	<hr/>
3. Interest payable	2008 £	2007 £
Interest payable	9,800	-
	<hr/>	<hr/>
	9,800	-
	<hr/>	<hr/>
4. Taxation	2008 £	2007 £
UK corporation tax	-	-
	<hr/>	<hr/>
	-	-
	<hr/>	<hr/>

Institute of Paralegals
Notes to the Accounts
for the year ended 31 October 2008

5. Intangible fixed assets	Trademarks	Website development costs	Totals
	£	£	£
Cost			
At 1 November 2007	4,649	10,518	15,167
Additions	-	4,109	4,109
At 31 October 2008	4,649	14,627	19,276
Amortisation			
At 1 November 2007	1,395	10,518	11,913
Provided during the year	465	342	807
At 31 October 2008	1,860	10,860	12,720
Net book value			
At 31 October 2008	2,789	3,767	6,556
At 31 October 2007	3,254	-	3,254

6. Tangible fixed assets

	Fixtures and fittings
	£
Cost	
At 1 November 2007	4,481
Additions	968
At 31 October 2008	5,449
Depreciation	
At 1 November 2007	3,501
Charge for the year	620
At 31 October 2008	4,121
Net book value	
At 31 October 2008	1,328
At 31 October 2007	980

**Institute of Paralegals
Notes to the Accounts
for the year ended 31 October 2008**

7. Debtors

	2008	2007
	£	£
Trade debtors	2,635	-
	<u>2,635</u>	<u>-</u>

8. Creditors: amounts falling due within one year

	2008	2007
	£	£
Other creditors	6,151	1,076
Accruals and deferred income	3,897	-
	<u>10,048</u>	<u>-</u>

9. Creditors: amounts falling due after one year

	2008	2007
	£	£
Loans from Directors	97,982	71,878
	<u>97,982</u>	<u>71,878</u>

Amounts falling due for payment after more than five years:

Non-instalment loan due after 5 years	50,000	50,000
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10. Profit and loss account

	£
At 1 November 06	(87,024)
Loss for the year	(22,958)
At 31 October 07	<u>(109,982)</u>

11. Transactions with directors

Included under note 8 is an amount of £97,982 (2007: £71,878) due to Mr O'Connell. This amount attracts no interest charge.

12. Related parties

Also included within creditors falling due after more than one year (note 8) is a loan of £50,000 from Mr O'Connell who is the husband of Dr C J S Robinson. Interest is paid at a fixed rate of £4,900 per annum.

13. Limited by guarantee

The company is limited by guarantee and as such has no share capital.

Institute of Paralegals
Profit and Loss Account
for the year ended 31 October 2008
for the information of the directors only

	2008	2007
	£	£
Sales	19,753	26,670
Administrative expenses	(33,193)	(34,361)
Other operating income	-	1,176
Operating loss	<u>(13,440)</u>	<u>(6,515)</u>
Interest receivable	282	-
Interest payable	(9,800)	-
Loss before tax	<u>(23,240)</u>	<u>(6,515)</u>

Institute of Paralegals
Schedule to the profit and loss Account
for the year ended 31 October 2008
for the information of the directors only

	2008 £	2007 £
Sales		
Sales	19,753	26,670
	19,753	27,670
Administrative expenses		
Employee costs:		
Wages and salaries	-	(428)
Temp staff	1,089	-
Motor expenses	232	422
Travel and subsistence	2,185	3,668
Entertaining	1,357	758
Staff training	11,548	-
	16,411	4,420
General administrative expenses:		
Telephone and fax	725	1,727
Postage	-	204
Stationery and printing	952	372
Subscriptions	4,989	4,294
Bank charges	1	-
Repairs and maintenance	285	149
Depreciation	620	960
Amortisation	807	3,971
Bad debts	-	1,291
Sundry expenses	969	3,498
	9,348	16,466
Legal and professional fees:		
Accountancy fees	2,340	1,060
Solicitors fees	-	7,201
Consultancy fees	4,330	3,311
Advertising and PR	764	1,403
Other legal and professional	-	500
	7,434	13,475
	(13,440)	(7,691)
Other operating income		
Other operating income	-	1,176
	-	1,176