

ANNUAL REPORT
for
The Institute of Professional Investigators
for the period ending
31st March 2011

**General details
of the AGM
on Friday 21st October
at the
Civil Services Club
London, SW1A 2HJ**

**please refer to buttons on the home page
of your web site**

www.ipi.org.uk

Programme for the AGM

AGENDA

- 1 **Apologies** for absence
- 2 **Minutes** of the previous meeting
- 3 **Principal's & Committee Reports**
- all presented within the Annual Report
- 4 To consider the **Income & Expenditure Account** for the year
ending 31st March 2011
- 5 **Election of the Members to the Board of Governors**, *as necessary*.

*Followed by
presentation
Dave Humphries, Director of Compliance and Enforcement
At the SIA*

Principal's Report

Fellows, Honorary Fellows and Members of all levels of participation, you will by now be acutely aware that the Institute has, since the 2010 Annual general Meeting, been in discussion with the Association of British Investigators about an amalgamation.

To be frank, the Board has been concerned that as a result, a very few Members appear to have taken the view that as this remains a possibility, they should resign their IPI membership. Let me state quite clearly that it is the understandable and respected desire of the ABI that they should celebrate their centenary in April 2013, and as a result no amalgamation will take place before that date. In the meantime, proper consideration of the legal and practical aspects of aligning membership, participation and voting criteria can take place in an effort to ensure that all participants' interests are catered for – private and public, student and experienced professional alike. In that vein, I will take this opportunity to thank those of you who have remained true to your Institute and remain faithful, if quiet, supporters of your Professional Body.

Meanwhile, the Institute continues with its activities in representation of the industry to Government, the media and the public. You will have noticed our updates in the Journal, and hopefully will be aware of the 'immediate' industry news references on the Institute's Twitter account. You will also be aware that following the clichéd bonfire of the quangos, Dave Humphries of the SIA will be attending the AGM to answer questions on the future of licensing, a matter dear to our professional hearts. This is an excellent opportunity to raise the IPI's profile and make sure that membership remains an advantage. So as we remain active in our service to the industry and therefore the Membership, we hope that you, in turn, will continue your support for our efforts.

Education and Training.

We are to make the Institute's 'Manual for Investigators' available as an e-book in itself, while still making the distance learning course (approaching 100 students) available for those who want an interactive learning opportunity. The Tracing book is still available, with profits being split equally between the Institute, the Secretariat, and the author. The Board is still looking for alternative and interesting ways to bring in further income, and welcomes ideas from the Membership.

Journal

The Professional Investigator Journal will continue to be made available as a digital download, thus saving the Institute the cost of production of a hard-copy magazine, which requires either a great deal of sponsorship, or funding by a third party. Our experience with the Register of members, which we once 'out-sourced', was sufficient to prevent us wishing to do that again!

As I have stated annually, articles and suggestions for articles *from the Members* would be gratefully received, as we are conscious that the journal is being written by only a small representative element of the Institute and the industry and it could be much broader in scope IF more material was made available to us. In a similar vein, making the Board aware of issues relevant to our area of work, immediately they become known, would help us enlighten and inform your colleagues faster, and more comprehensively.

The Future

The Board is still seeking opportunities to benefit the membership either by financing further Institute projects and representation efforts, or at the very least by keeping subscriptions low. This includes projects which, for obvious commercial confidentiality reasons we cannot disclose, but we are confident that the IPI will be around for a while yet, either independently or maybe as part of a better body.

David Palmer
Principal

Treasurer's Report

A copy of the Institute's accounts is included within this annual report. The good news is that we did not incur any financial losses during the year. The company broke even, albeit marginally. The Board are aware that the Institute is operating in a depressed economic climate and to a certain extent, we are glad that the results are not worse.

The management team have done their utmost to keep the operating expenses to a minimum and the Board appreciates Lynda King and David Pryke's efforts. Surprisingly, the Board meeting costs have increased a little. Historically, second to the administration expenses, Board meetings are usually the Institute's next highest expenditure. The Board members are conscious of this and they also endeavour to keep expenses to the bare minimum.

Probably the most concerning matter is the decrease in income from membership subscriptions. There is no doubt that the size of the membership has been decreasing over the last ten years or more. The Board have intentionally tried to sway away from automatic annual increases in subscriptions. More so this current year due to the increase in VAT, which, affects virtually all of our members. Although the IPI continues to attract new members, their numbers do not equate to those who have retired or chosen not to renew their membership.

The Institute is not a trade organisation, it is an academic body. We do not aim to compete with other trade associations, although the Institute is frequently compared to same. Members of the IPI have been bestowed with the MIPI status which is a recognised qualification and this demonstrates to clients, customers, peers a level of knowledge and achievement. We do have many members engaged in private practice and in order to promote them and their businesses, we have recently invested in redeveloping our website. Favourable feedback has been received from members. I would encourage all members to confirm their details displayed on the website and take advantage of the opportunity to enhance their listing.

Although a relatively indifferent financial year, we still have difficult times to negotiate. The support of the membership is vital for the existence of the Institute. The Board does not take the Institute's members for granted and your comments and concerns are welcomed. This concludes my report.

Brian Walker
Treasurer

Membership & Recruitment Report

We are pleased to welcome both new Members and new Fellows. In the current economic climate it is good to note that the main losses from IPI substantially remain with those that have departed to the next Life, and whilst we miss them and their contribution at least we lose fewer Members from other means, occasionally those leave the Profession or retire, or are on limited budgets, but otherwise few leave the Institute for solely non-financial reasons.

Please note well that IPI is a recognised awarding body conferring a recognised Academic Qualification. Membership does not come cheap or easily and those that are Members or Fellows of this INSTITUTE, and I emphasise that we are a recognised Institute, have already achieved considerable knowledge in the requirements of an INVESTIGATOR, either from their previous work experience or by taking the Courses provided by the IPI.

... continued >

... membership & recruitment continued

If you know of colleagues that would either fit the bill, or could do by taking our Courses, and you feel would be worthwhile participants in IPI, then please do recommend them to us. With the economic problems facing everyone these days, let us look towards a better 2012. We are delighted to announce that we have three new Fellows, undertaken via their Thesis submission, namely David Wright, Dean Jones and Roger Schmedlen. Two more applications are pending.

**Roger Bunting FIPI
Membership & Recruitment**

Institute Liaison Report

WIDER SECURITY INDUSTRY LIAISON 2010/2011

The proposed demise of the Security Industry Authority (SIA) has presented challenges and opportunities,

The Security Industry's bodies have formed an Alliance, the Security Alliance (SA) under the Chairmanship of James KELLY and with a support staff provided by the British Security Industry Association (BSIA) whose David EVANS (of G4S) is their Representative. We are in this and sit with the Security Institute (TSI) who are our opposite numbers as the Academic and Qualifications body of Security professionals. (Ablly represented by Mike WHITE) Others, ASIS, IPSA, SSAIB and NSI are also present and ASC and NASDU are to attend the next meeting. IPI's representatives continue to push for early licensing for the Investigative profession in all the aspects previously outlined by the SIA, not just Private practice but Commercial, retail and quasi Public areas. This is especially topical following the Phone Hacking scandal.

We are co-operating also with TSI who are keen to outline areas where our expertise supplements theirs, such as Internal Investigations. We are closely co-operating with IPSA, who's Member Companies have, in some cases, personnel who did fall into SIA guidelines for investigator training and licensing.

Also, with IPSA, we are involved in two separate but interconnected ventures:- Maritime and Port Security. Following the Skills for Security (SFS) revision to the National Occupational Standards (NOS) where we and IPSA were on the working party, SFS and NOS now for the first time, have investigative elements. As a result, we are joining IPSA training in the Maritime Security Sector, covering Intelligence and Investigation. Maritime and Port Security is a hot topic

Security Watch India. Initially with IPSA in the Maritime Sector but, hopefully, expanding training to Internal Investigations.

We hope to offer qualifications in those these fields.

We are also going to work:-

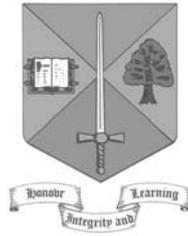
With SSAIB and BSI on Investigator Standards

With IPSA and hopefully City and Guilds, on a Crime Prevention Course.

With ASC and NASDU, with whom we have excellent rapport on areas of joint concern.

Further liaison will follow. Watch this space

**Simon Smith
Liaison**



**INSTITUTE OF PROFESSIONAL INVESTIGATORS
AGM 2011**

ELECTION TO THE BOARD

Please note that The Institute is always seeking to involve its membership in strategic Board decisions and currently has vacancies on its Board of Management, please consider seriously about putting your name forward.

Regardless of statutory retirements or general retirement the Institute would be delighted to consider new Board Members, either elected by statute or co-opted..

Don't miss this opportunity of contributing to the well being of your Institute.

I wish to put my name forward for election to the Institute's Board	<i>Name</i>
Company	<i>My Company</i>
Proposed by <i>Institute Member</i>	
Seconded by <i>Institute Member</i>	

Please note that if you are not able to provide an Institute Proposer and Secunder, if you are a paid up member of the Institute, do not let that deter you from entering your name above.

*Copy and post this page to the Institute
at
Claremont House, 70-72 Alma Road, Windsor, BERKS., SL4 3EZ*

THE INSTITUTE OF PROFESSIONAL INVESTIGATORS LIMITED
(A COMPANY LIMITED BY GUARANTEE)
DIRECTORS' REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2011

Directors	D C Palmer FIPI B A Walker FIPI R E Bunting FIPI J W Harrison-Griffiths MIPI (Appointed 22 October 2010) S M Smith MIPI (Appointed 22 October 2010)
Secretary	D.J. Pryke
Company number	01386248
Registered office	Claremont House 70-72 Alma Road Windsor Berkshire SL4 3EZ
Accountants	Howard Wilson 36 Crown Rise Watford Hertfordshire WD25 0NE
Bankers	Barclays Bank plc Leicester LE87 2BB

DIRECTORS' REPORT

FOR THE YEAR ENDED 31 MARCH 2011

The directors present their report and financial statements for the year ended 31 March 2011.

Principal activities

The principal activity of the company during the year were:

1. To provide an organisation to assist, regulate or control those engaged in investigation.
2. To assist participants to improve their academic and business knowledge in investigation by provision of categories of participation based upon an examination structure.

Continued >

Statement of directors' responsibilities

The directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

By order of the board

D.J. Pryke

Secretary

3 June 2011

CHARTERED ACCOUNTANTS' REPORT TO THE BOARD OF DIRECTORS ON THE PREPARATION OF THE UNAUDITED STATUTORY FINANCIAL STATEMENTS OF THE INSTITUTE OF PROFESSIONAL INVESTIGATORS LIMITED FOR THE YEAR ENDED 31 MARCH 2011

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of The Institute of Professional Investigators Limited for the year ended 31 March 2011 which comprise the Income and Expenditure Account, Balance Sheet and accompanying notes from the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales, we are subject to its ethical and other professional requirements which are detailed at icaew.com/membershandbook.

This report is made solely to the Board of Directors of The Institute of Professional Investigators Limited, as a body, in accordance with the terms of our engagement letter dated 13 October 2004. Our work has been undertaken solely to prepare for your approval the financial statements of The Institute of Professional Investigators Limited and state those matters that we have agreed to state to the Board of Directors of The Institute of Professional Investigators Limited, as a body, in this report in accordance with AAF 2/10 as detailed at icaew.com/compilation. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than The Institute of Professional Investigators Limited and its Board of Directors as a body, for our work or for this report.

It is your duty to ensure that The Institute of Professional Investigators Limited has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and profit of The Institute of Professional Investigators Limited. You consider that The Institute of Professional Investigators Limited is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the financial statements of The Institute of Professional Investigators Limited. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory financial statements.

INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2011

	Notes	2011 £	2010 £
Income		29,787	38,840
Administrative expenses		(29,708)	(29,722)
		<hr/>	<hr/>
Surplus on ordinary activities before taxation		79	9,118
Tax on ordinary activities	2	3	-
		<hr/>	<hr/>
Surplus for the year	5	82	9,118
		<hr/> <hr/>	<hr/> <hr/>

The income and expenditure account has been prepared on the basis that all operations are continuing operations.

There are no recognised gains and losses other than those passing through the income and expenditure

BALANCE SHEET

AS AT 31 MARCH 2011

	Notes	2011		2010	
		£	£	£	£
Current assets					
Debtors	3	1,880		17,016	
Cash at bank and in hand		18,717		14,865	
		<hr/>		<hr/>	
		20,597		31,881	
Creditors: amounts falling due within one year					
	4	(14,627)		(25,993)	
		<hr/>		<hr/>	
Total assets less current liabilities			5,970		5,888
			<hr/> <hr/>		<hr/> <hr/>
Reserves					
Income and expenditure account	5		5,970		5,888
			<hr/>		<hr/>
Members' funds	6		5,970		5,888
			<hr/> <hr/>		<hr/> <hr/>

For the financial year ended 31 March 2011 the company was entitled to exemption from audit under section 477 Companies Act 2006. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements under the requirements of the Companies Act 2006.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing financial statements 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 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 financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime within Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Approved by the Board for issue on 3 June 2011
D C Palmer FIPI
Director

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2011

1 Accounting policies

1.1 Accounting convention

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

1.2 Compliance with accounting standards

The financial statements are prepared in accordance with applicable United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), which have been applied consistently (except as otherwise stated).

1.3 Income

Income was derived from the company's principal activity which was carried out wholly in the UK.

1.4 Deferred taxation

Deferred taxation is provided in full in respect of taxation deferred by timing differences between the treatment of certain items for taxation and accounting purposes. The deferred tax balance has not been discounted.

1.5 Company status and members liability

The Company is a private company limited by guarantee and not having a share capital. The extent of the liability of the members of the company on a winding up is limited to a maximum of one pound each.

2 Taxation	2011	2010
	£	£
Domestic current year tax		
Adjustment for prior years	(3)	-
	<hr/>	<hr/>
Current tax charge	(3)	-
	<hr/> <hr/>	<hr/> <hr/>

On the basis of these financial statements no provision has been made for corporation tax.

3 Debtors	2011	2010
	£	£
Trade debtors	1,753	17,016
Other debtors	127	-
	<hr/>	<hr/>
	1,880	17,016
	<hr/> <hr/>	<hr/> <hr/>

4	Creditors: amounts falling due within one year	2011	2010
		£	£
	Taxation and social security	1,305	2,924
	Other creditors	13,322	23,069
		<hr/>	<hr/>
		14,627	25,993
		<hr/> <hr/>	<hr/> <hr/>

5 Statement of movements on income and expenditure account

		Income and expenditure account
		£
	Balance at 1 April 2010	5,888
	Surplus for the year	82
		<hr/>
	Balance at 31 March 2011	5,970
		<hr/> <hr/>

6	Reconciliation of movements in members' funds	2011	2010
		£	£
	Surplus for the financial year	82	9,118
	Opening members' funds	5,888	(3,230)
		<hr/>	<hr/>
	Closing members' funds	5,970	5,888
		<hr/> <hr/>	<hr/> <hr/>

DETAILED INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2011

	2011	2010
	£	£
Income		
Subscriptions	25,836	35,428
Distance learning courses	2,578	2,000
Books, folders and leaflets	312	512
AGM income	495	900
Other income	566	-
	<hr/>	<hr/>
	29,787	38,840
Administrative expenses	(29,708)	(29,722)
	<hr/>	<hr/>
Operating surplus	79	9,118
	<hr/> <hr/>	<hr/> <hr/>



Claremont House, 70-72 Alma Road, 70-72 Alma Road, Berkshire, SL4 3EZ