



**The Association of Taxation Technicians**  
Annual Report 2009

THE ASSOCIATION OF TAXATION TECHNICIANS 1989-2010 • THE ASSOCIATION OF TAXATION TECHNICIANS 1989-2010 • THE ASSOCIATION OF TAXATION TECHNICIANS 1989-2010

ADVANCING PUBLIC  
EDUCATION IN,  
AND PROMOTING  
THE STUDY OF, THE  
ADMINISTRATION AND  
PRACTICE OF TAXATION

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**The vision of the Association of Taxation Technicians is to remain the leading educational body in the field of compliance tax law and practice.**

The Association's mission is to advance public education in and promote the study of the administration and practice of taxation.

To do this it:

- provides through examination a qualification "Taxation Technician" for persons engaged in tax compliance work;
- runs residential courses and one-day conferences;
- publishes (jointly with the Chartered Institute of Taxation) the monthly journal *Tax Adviser*;
- issues annotated copies of Finance Acts and other technical material;
- liaises with and makes submissions to the Revenue authorities and government on the improvement and simplification of taxation compliance issues and relevant tax legislation;
- maintains standards of professional conduct for members; and
- provides eligibility to take the examination of the Chartered Institute of Taxation.

I am delighted to begin my report by reflecting on the fact that the Association has now entered its twenty-first year. The economic situation has been challenging for us all and will, I expect, continue for some time to come, well beyond the General Election. It is important that the Association continues to grow and develop, to expand its activities and services to members and to be recognised as a significant player by other professional bodies, HM Revenue & Customs (HMRC) and HM Treasury, in the field of UK tax.

### **Examination Structure**

We have continued to promote and develop the modular examination structure introduced in 2007 as one of our main objectives. Despite the recession, over 4,400 papers were taken at the examination sittings in 2009, with just over 3,000 passes. Around 660 candidates achieved the examination requirement to apply for membership. I think these statistics are very impressive for such a young professional body in these difficult times.

As the modular system has been in operation for three years, we are taking the opportunity to review its success and, not wishing to rest on our laurels, to consider whether any improvements should be implemented in the future.

In order to widen the appeal of the ATT qualification we are committed to entering into dialogue with similar minded professional bodies to establish if there is any mutual benefit to our members. We have a good relationship with the Association of Accounting Technicians (AAT) and have held joint seminars on topics of mutual interest. We both continue to offer exemptions, on a reciprocal basis, to certain examination papers so that a member of one body may be in a fortunate position of having less to study to become a member of the other. As our standard of excellence in matters of tax compliance services and related activities in the UK continues to grow amongst the professional bodies, we commend our examinations to their members to ensure they achieve a strong foundation in tax matters to meet everyday requirements in this ever increasingly competitive field.

The overseas examination centre in Bangalore continues to flourish and I was honoured to meet the first successful examination candidates from the May 2009 sitting who were eligible for membership at the October admission ceremony in the House of Lords.

### **Profile awareness**

Increasing our profile in order to enhance the professional standing of our members has been a high priority during 2009. This has been achieved by strong representations to HMRC on matters arising from the budget and pre-budget reports and also from a number of consultative documents. We remain committed to the concept of simplicity, coupled with fairness, in the tax system which is to the benefit not only of our members, but also to the professions, to businesses and the public in general.

We have ATT representatives on all but one of the Branch committees and encourage members to

become involved in their local Working Together Groups as well as actively supporting Working Together at national level. It is important for there to be clarity in the tax system in order to eliminate the overwhelming complexity which manifests itself annually in each Finance Act. Members of our Technical Committee represent the Association in many ways on various HMRC consultation groups and forums still further enhancing the expert input from the ATT.

In September we again held our annual luncheon to build on and enhance our relationships with members of tax and related professions, employers and representatives in key departments of HM Treasury and HMRC.

#### **Not for Profit Sector**

In 2009 we continued to make grants to charitable bodies in relation to tax matters under the terms of our detailed guidance. In addition we have made a donation to the Tax Advisers' Benevolent Fund with a view to supporting its charitable aims for our members and their families as well as our students.

#### **Professional Standards**

The joint ATT/CIOT Professional Standards committee has been working, and continues to work, on updating the Professional Rules and Practice Guidelines (PRPG). It also provides information concerning Anti-Money Laundering matters in order to enhance the professional reputation of our members and to give reassurance and protection to the general public.

During 2009 a new chair of the Taxation Disciplinary Board was appointed with a clear direction to ensure costs are kept proportionate and reasonable to members being unfortunate enough to experience hearings.

#### **Members and Students**

By December 2009 we had around 6,500 members in the total of 10,500 members, students and affiliates. During the year we undertook detailed surveys of members and students, which resulted in focus group meetings being held in Birmingham and London. Thank you to all those who took part; your views and opinions are important to us and we are taking these on board as we develop changes for the future.

The popular annual tax conference continues and was held at eight locations around the UK, hopefully enabling as many as possible to attend.

It has also been a delight for me to preside at

one of our two admission ceremonies for new members and their family and friends, in the magnificent surroundings of the House of Lords.

#### **The future**

Due to precision management, the move from 12 Upper Belgrave Street to the new, light and airy office in Artillery House was almost seamless and I suspect very few, if any, were inconvenienced. The purposefully designed open plan office is ideal for proactive dialogue between staff and volunteers. Greater interaction will generate new ideas which will greatly enhance the reputation of the Association.

A better, interactive website is being developed to come on line in 2010. The appointment of our very first Technical Officer will enable greater support for members and a more consistent liaison with HMRC and HM Treasury personnel which demonstrates our strength of commitment to our members and to the public at large and will reinforce our desire for a fair taxation system.

#### **Appreciation**

I have had tremendous support from my colleagues on Council, in particular Deputy President, Simon Braidley, Vice President, Andrew Meeson and Past Presidents, Annie Bailey and Richard Geldard and I thank them all. I also thank the many volunteers on our committees who give their time so freely to enthusiastically and expertly support the Association.

Finally, I thank the staff at Artillery House, particularly our Secretary, Andy Pickering, and Assistant Secretary, Sue Fraser, who provide superb support, to ensure that the requirements of Council and various committees are met, enabling the Association to run effectively and efficiently.

**David Stedman**, President

## Annual report of the Council

The Council members (Trustees) present their annual report to the members on the affairs of the Association together with the audited financial statements for the year ended 31 December 2009.

## Reference and administrative details

The Association of Taxation Technicians is a registered charity in England and Wales, number 803480, and a company limited by guarantee, number 02418331. Its registered office is Artillery House, 11-19 Artillery Row, London SW1P 1RT.

The names of all the Trustees, Secretary and professional advisers and their addresses are listed on page 4.

## Structure, Governance and Management

The Association's governing document is its Memorandum and Articles of Association.

A Governance statement which includes details of compliance, organisation, trustee elections and training, audit committee, internal controls and risk assessment is set out on page 15.

## Volunteers and staff

It is the Association's policy to train, develop and motivate volunteers and staff, ensuring equal opportunities for all.

Members are encouraged to become involved in our activities and there are 46 unpaid volunteers on Council, committees, sub-committees and working parties. The Association is grateful not only for the generous input from all its volunteers at meetings and other activities but also to their firms who may ultimately bear the financial cost. It is estimated that over 3,000 volunteer hours were provided in meetings during the year. In addition, office space and utilities have been donated for meetings. The value to be placed on these resources cannot reasonably be quantified in financial terms and is not therefore recognised in the Statement of Financial Activities.

Association staff are responsible for providing efficient and effective support to all committees. With the exception of the Chief Executive of the Chartered Institute of Taxation, all staff are jointly employed by the Association and the Institute and the average number of employees in the year was 60 (2008: 58).

The nature of the Association's activities means that employees and volunteers do not encounter many hazards in the work place. However, safety receives constant management attention and a

general policy statement on health and safety at work is included in the staff handbook. Risks are regularly assessed and include independent checks on electrical and mechanical equipment and water quality.

## Officers and Council members

In accordance with Article 64, the Chartered Institute of Taxation is entitled to nominate up to four members of Council. Under Article 65, up to 20 members of Council shall be elected by the members. Article 70 allows the Chartered Institute of Taxation to appoint an ex-officio member of Council.

- During 2009 the following changes took place;
- Neil Warren ATT FMAAT joined on 26 March;
  - Vincent Oratore LLB(Hons) CTA(Fellow) Solicitor (Exo) left on 12 May;
  - Anthony Thomas ATT CTA(Fellow) FCCA joined on 12 May;
  - Tanya Hiscock ATT MAAT joined on 8 July;
  - Michael Steed ATT CTA(Fellow) MAAT joined on 8 July;
  - Jean Jesty BA ATT CTA(Fellow) left on 8 July; and
  - Louise Duffy BA(Hons) ATT CTA left on 4 November.

The other members listed on page 7 served throughout the year.

The Officers appointed to serve from the close of the Annual General Meeting held on 8 July 2009 to the close of the Annual General Meeting to be held on 7 July 2010 were David Stedman as President, Simon Braidley as Deputy President and Andrew Meeson as Vice-President.

The Officers appointed to serve from the close of the Annual General Meeting to be held on 7 July 2010 to the close of the Annual General Meeting to be held in 2011 are Simon Braidley as President, Andrew Meeson as Deputy President and Stuart McKinnon as Vice-President.

Tanya Hiscock and Michael Steed, Elected Members of Council, retire under Article 67 and offer themselves for re-election.

Jane Ashton, Annie Bailey, Bernard Critchley, Andrew Meeson and Ralph Pettengell, Elected Members of Council, retire under Article 76 and offer themselves for re-election.

## Objectives, Activities and Achievements

The Association's objects are set out in its Memorandum. They are to advance public education in, and promote the study of, the

administration and practice of taxation and the principles of economic and political science in relation to taxation. Its main aim is to achieve improvements in and the simplification of the administration and practice of taxation in the UK.

The Association had five key objectives for the year:

- Continuing success of the new examination structure, increase awareness of the new examination syllabus and co-operation with other bodies to develop areas of mutual benefit.
- Further increasing the profile of the Association within the revenue authorities and the tax and related professions.
- To ensure the financial stability of the Association given the current economic situation and the office move.
- To investigate and, if relevant, develop bursary provision for needy students.
- Keep under constant review the professional rules and practice guidelines and to complete the development of a practice registration scheme for members.

Details of the Association's achievements and performance against objectives are given in the following reports:

- President's Statement – Page 2
- Member and Student Services Committee – Page 9
- Examination Committee – Page 10
- Standards Committee – Page 12
- Technical Committee – Page 13

### Financial Review

The net outgoing resources before revaluations of investments for the year ended 31 December 2009 of £26,165 are shown in the Statement of Financial Activities on page 20. Gains on revaluations of investment assets amounted to £45,388. A review of the Association's financial position is given on page 14.

During 2009 our investments increased in value by approximately 8%. This does not compare particularly favourably with the movement in the index used as a benchmark for our investments, which rose by 16%. However, over the period of our investment our portfolio has performed only slightly less well than the index. The main reason for this is that part of our portfolio was invested in property funds as a hedge against property prices with our impending move to our new home. Our investment portfolio has been rebalanced during

the year on advice from our investment advisers. The Association has not placed any social, environmental or ethical restrictions on its investment advisers.

### Donations, legacies and other incoming resources

The Association is solely supported by subscriptions and fees from members, affiliates, students and the public.

### Grant-making policy

The Association does not make donations to funds of political parties. Grants can be made only to organisations with common, parallel or related objectives and activities. During the year two grants were made. £7,500 was made to Tax Help for Older People (TOP) and £2,500 to TaxAid. Interested parties are referred to the Association's website at: [www.att.org.uk](http://www.att.org.uk)

### Reserves policy

The Council has assessed the risks involved in the activities of the Association and has agreed the following reserves policy:

- To retain a sufficient level of reserves in order to provide financial stability and the means for the development of the Association's principal activity. The sum required is equivalent to one year's committed budgeted expenditure; and
- To set aside designated sums to be used for future expenditure but retain the power to reallocate these funds within unrestricted funds unless and until expended. Unrestricted funds have been designated for the following purposes:

#### Disciplinary procedures

To cover the unpredictable future costs of investigation and disciplinary hearings. By their nature, the timing is uncertain but there are currently no cases where we expect to need to use the reserve.

#### Information technology

To fund expenditure on information technology and the use of the Internet to provide services to members and students. This is to cover the major upgrades to our IT systems and is likely to be used in the next five years. Our website service provider decided to cease business during 2009, so expenditure will be incurred on the development of a new website.

### Investment policy

The Association's powers of investment are set out in the Memorandum of Association which states that monies of the Association not immediately required for any of its objects may be invested.

The Council has assessed the risks involved in the activities of the Association and agreed the following investment policy:

- To take independent investment advice on all longer-term investments;
- To regularly review the value of funds the Association requires to be held in investment, short-term deposits and cash, to ensure that they are adequate to meet its obligations;
- To regularly review with its investment advisers the performance of longer-term investments;
- To invest liquid assets in short-term low-risk investments; and
- To maintain an investment strategy with a low to medium risk profile (based on industry standards).

### Payment of suppliers

The Association is committed to paying suppliers promptly and aims to pay within 30 days of receiving a valid invoice, unless other specific arrangements apply.

### Major plans for 2010

During the year Council approved a strategy plan for the next five years to 2014. Council held a strategy day on 30 November 2007 to review the successes of the ten year strategy plan to 2009 and to develop the plan to 2014. Council agreed that the ten objectives they set themselves in 1999 were still relevant for the five years to 2014.

The main objectives for 2010 include:

### Strategy

#### Education

To build on the success of the new examination structure

The new examination structure has been a success with an increase in the number of candidates, particularly in respect of the number sitting one or two papers only and obtaining Certificates of Competency in those papers. Notwithstanding this success a working party was established in 2009 to review the examination syllabus and structure. Its report is expected during 2010 when Council will decide on what changes, if any, should be made.

#### Promotion

To promote the examination to the wider business community

During 2009 a marketing plan to increase awareness of the examination syllabus in the business world was developed. Work to put this into action will commence during 2010 and will continue through following years.

#### Technical

To increase our profile within HMRC, HM Treasury and the general public

A Technical Officer has been appointed to support the Technical Committee in responding to consultations from the tax authorities. The Association is seeking to improve its voice on tax issues not just with the tax authorities but with other professions and the general public thus enhancing the fulfilment of one of our charitable objects.

#### Standards

The Association aims to keep under constant review the professional rules and practice guidelines for members and students. During 2009 a comprehensive review of the code of conduct was started and it is hoped that this review will be completed by the end of 2010.

The professionalism and integrity of members and students is vital if the general public is to have confidence in the advice given by those governed by the Association. It is therefore essential that the rules and guidance provided are appropriate, particularly if regulation of the tax profession is introduced.

#### Public Benefit

The charity has referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing its aims and objectives and in planning future activities. In particular the Trustees consider how planned activities will contribute to the aims and objectives they have set.

#### Money Laundering Regulations 2007

The successful implementation of the Association's Money Laundering Scheme

The Money Laundering Regulations 2007 list the Association as a supervisory authority for its members in practice. The Scheme was introduced in December 2007 and practicing members have been registering since that date. During 2010 the



Association will continue to ensure that members in practice are fulfilling their obligations under the Regulations and will be undertaking a monitoring exercise, which will include visits.

#### Statement as to Disclosure of Information to the Auditor

The directors who were in office on the date of approval of these financial statements have confirmed, as far as they are aware, that there is no relevant audit information of which the auditor is unaware. Each of the directors has confirmed that they have taken all the steps that they ought to have taken as directors in order to make themselves aware of any relevant audit information and to establish that it has been communicated to the auditor.

#### Auditor

Baker Tilly UK Audit LLP has expressed its willingness to continue in office. A resolution proposing the reappointment of Baker Tilly UK Audit LLP as auditor of the Association will be put to the Annual General Meeting on 7 July 2010.

#### Annual General Meeting

A separate notice on page 35 of this report explains the business to be considered at the Annual General Meeting on 7 July 2010.

This report was approved by the Council on 24 March 2010.

By order of the Council

**Andrew R Pickering**, Secretary

24 March 2010

<p><b>President</b> David Stedman ATT (2001) (E)</p>	<p><b>Secretary</b> Andrew R Pickering</p>	<p><b>Investment Advisers</b> Deloitte PCS Ltd 1 Little New Street, London EC4A 3TR</p>
<p><b>Deputy President</b> Simon Braidley BA(Hons) ATT (2003) (E)</p>	<p><b>Registered Office</b> 1st Floor, Artillery House, 11-19 Artillery Row, London SW1P 1RT  Tel. 020 7340 0551 Fax. 020 7340 0598</p>	<p><b>Solicitors</b> Maurice Turnor Gardner LLP 1 Threadneedle Street, London EC2R 8AY</p>
<p><b>Vice-President</b> Andrew Meeson MA(Cantab) ATT CTA (2007) (E)</p>	<p><b>Connected Charity</b> The Chartered Institute of Taxation 1st Floor, Artillery House, 11-19 Artillery Row, London SW1P 1RT</p>	<p>N Nominated Member E Elected Member ExoEx-officio member * Indicates Past President  The year of appointment to Council is shown in brackets.</p>
<p><b>Honorary Treasurer</b> Philip Waller ATT CTA FCA (2004) (E)</p>	<p><b>Bankers</b> HSBC Plc 19 Grosvenor Place Hyde Park Corner, London SW1X 7HT</p>	
<p><b>Council</b> Jane Ashton ATT (2005) (E) *Annie Bailey BA(Hons) ATT CTA FCA (1997) (E) Jeremy Coker BSc(Hons) ATT CTA FCCA (2008) (E) Bernard Critchley BSc ATT CTA AII (2006) (E) Karen Eckstein LLB(Hons) ATT CTA Solicitor (2008) (E) *Richard Geldard MA(Oxon) ATT CTA FCA (2001) (E) Simon Groom BSc ATT CTA FCA (2003) (E) Tanya Hiscock ATT MAAT (2009) (E) Chris Jones BA(Hons) ATT CTA(Fellow) (2006) (N) Stuart McKinnon ATT CTA (1999) (E) Natalie Miller BA(Hons) ATT CTA(Fellow) (2006) (N) Yvette Nunn ATT CTA(Fellow) MAAT (2000) (E) Ralph Pettengell ATT FPFS ACII (2006) (E) Michael Steed ATT CTA(Fellow) MAAT (2009) (E) Anthony Thomas ATT CTA(Fellow) FCCA (2009) (Exo) Neil Warren ATT FMAAT (2009) (E)</p>		

In 2001 the CIOT and the ATT established the Taxation Disciplinary Board as an independent body to run the Taxation Disciplinary Scheme, which handles complaints about alleged breaches of professional rules of conduct by members and students of the two bodies. One of the objectives of the Scheme is to ensure a consistent approach to handling disciplinary matters and to comply with the Human Rights Act 1998, which requires disciplinary hearings to be conducted by an impartial and independent tribunal. The courts have emphasised the pivotal role that regulatory bodies play in ensuring the protection of both the public and the profession, and the Board's Regulations contain an explicit reference to its duty to protect the public and the reputation of the profession.

Overall responsibility for the Scheme rests with the Directors of the Board. The Chairman of the Board is a joint appointee of both bodies. Towards the end of 2009 the appointment of Vicki Harris (Chairman for the past five years) came to an end. Following an open competition, the CIOT and ATT appointed in her place Des Hudson, the Chief Executive of the Law Society, and look forward to a close working relationship with the new Chairman. The two bodies would wish to place on record their deep appreciation of the substantial contribution made by Vicki Harris in developing the role and standing of the Board.

The other two Directors, John Clark and Peter Gravestock, are individual appointments of the two participating bodies. The committees and tribunals appointed by the Board are drawn from panels of lay persons, including lawyers (who are not tax professionals), and professional members who have no current involvement with the standards setting of the two bodies. The Board employs a part-time Executive Director, Neville Nagler, who has day to day responsibility for the smooth running of the Scheme, assisted by Peter Douglas as the Secretary to the Disciplinary Tribunal.

During 2007 the Board undertook an extensive review of the Scheme to ensure that it continued to accord with best regulatory practice and complied with recent court judgments. As a result, and with the approval of the two parent bodies, the Board introduced a new Scheme and Regulations which came into effect in January 2008. While retaining many of the previous structures and procedures, the new arrangements provide a clearer and more comprehensive framework for the disciplinary processes. The new Scheme sets out principles, jurisdiction and powers for the Board, whilst all the procedural details are contained in the Regulations, which the Board has the power to amend. The

Board has recently instituted a review of the Regulations and plans to introduce some revisions early in 2010.

Under the current Scheme, the Board deals with complaints alleging breaches of professional standards and guidance, the provision of inadequate professional service, and conduct unbecoming a professional person. The initial handling of complaints remains a function of Board staff, who may reject a complaint if it appears frivolous, vexatious, more than a year old or outside the jurisdiction of the Scheme, subject to a right of appeal to an independent assessor. If the complaint involves a breach of the participants' administrative rules, the Board may impose a limited fixed penalty fine, but a member who objects is entitled to request a full hearing by a Disciplinary Tribunal.

The majority of complaints continue to go to an Investigation Committee to consider whether there is a prima-facie case to answer. If the Committee decides that a prima-facie case has not been made out or that the matter is too minor to warrant further action, the complainant may appeal to an assessor, who may reject the appeal or require a new Investigation Committee to reconsider it. All other cases are referred to a Disciplinary Tribunal. The Tribunal is composed of three members who include a legally-qualified chairman, a lay member and a professional member. The Tribunal hears the evidence and listens to any witnesses. If the Tribunal finds the case against the member proven, it may impose a relevant sanction. It will normally award costs against a defendant against whom it has made a finding and order that its finding be published. In cases of inadequate professional service the Tribunal may award compensation, up to a maximum of £5,000. Following a finding by a Disciplinary Tribunal, both the defendant and the Board may seek to appeal. If the appeal meets the specified criteria, the case will go to an Appeal Tribunal, which has a similar composition to a Disciplinary Tribunal.

The new Scheme provides for the fair and independent investigation of every complaint referred to the Board and fair treatment for any member against whom a complaint is made. The number of disciplinary cases involving members of the two bodies remains relatively small, and members who conduct themselves in a professional manner are unlikely to face disciplinary proceedings. However, the disciplinary procedures exist to protect the public and in so doing they also protect members of the participating bodies. By enhancing the standing and reputation of the tax profession, they can only be beneficial to all its members.

## Introduction

My Chairmanship of this Committee began in July 2009 and I would like to thank my predecessor David Stedman for his excellent work in the previous year.

The Committee continues to focus on communication with members and students, improving the ATT website, marketing the Association and meeting members' needs.

## Members and Students Survey

During the year the largest survey of members and students was undertaken which involved an online survey as well as focus group meetings which were held in Birmingham and London. The purpose of the survey was to find out what the members and students were looking for from their professional body, what their experience of dealing with the Association was like and to enable the Council and committees to take appropriate measures to improve the relationship with members and students where necessary. The results of the survey will also help the Marketing Group develop an appropriate strategy to take the ATT forward.

The response to the survey was tremendous and one of the issues arising was that the ATT website required improvement. I am pleased to report that through the sterling work of the Website Working Party a much improved ATT website will be launched in 2010. Special mention must go to Committee and Working Party member Jane Ashton who devoted many hours to the project even when on maternity leave.

## Public Benefit

The current examination structure offers Certificates of Competency for passes in individual examination papers and full membership to those students passing the required four papers and meeting the two years practical experience requirement.

Through this examination structure the Association is meeting its requirement to educate the public and taxation practitioners in the administration and practice of taxation in the UK and the Marketing Group is also continuing to promote the Association's examinations to a wider audience.

The Committee through its Bursary Fund Working Party has been looking at how the Association can give assistance to students who are not in a position to afford to pay the registration, training and examination fees associated with ATT study. I am pleased to report that the Association will be donating funds to the Tax Advisers' Benevolent Fund specifically

for this purpose and will actively publicise the availability of the fund.

## Conferences

The annual tax conference continues to be very successful and relevant according to the feedback received from delegates. The conference was held at locations around the country during April, May and June 2009.

For many members and tax practitioners from outside the ATT this conference offers excellent continuing professional development at a very reasonable cost. The Association is indebted to our conference speakers Marion Hodgkiss, Andrew Meeson, Michael Tuhme and Barry Jefferd for their excellent contributions.

For the benefit of students intending to sit our examinations the Association continues to run two residential weekend training conferences. These occur in the Spring and Autumn, prior to the examination sittings. These not only provide high quality tuition but give delegates the opportunity to meet other students and members of the Association Council and committees who are in attendance.

## Admission Ceremonies and Prizewinners lunch

The admission ceremonies held at the House of Lords are evermore popular with the new members and their guests. During Spring and Autumn 2009 these celebrations were hosted by Lord Howe of Aberavon and Lord Christopher.

The Prizewinners' lunch gives those students who have attained the highest marks in the respective examination papers an opportunity to celebrate their success alongside Council members and the past Presidents who sponsor the different prizes.

Finally, I have to thank all those involved with the Committee and its working parties who contributed so much time and energy to the cause. A special thank you again to Sue Fraser for all her assistance during the year which ensured the smooth running of the Committee.

**Simon Braidley**, Chairman

## Examination Committee

My report last year was written at a time of great uncertainty in the financial markets and how this may impact on the profession. I said that we would be working very hard to continue to provide to both candidates and their employers and potential employers relevant and cost effective examinations.

It has without doubt been a difficult year but there is clear evidence from both exam numbers, feedback from employers and the tutorial bodies and most importantly from candidates that our examinations are pitched at the right level as the first stage qualification in the tax profession.

## Results

I am delighted not only with the exam numbers, but also with the standard being achieved by candidates. There is clear evidence of hard work, effort and application and I would like to take this opportunity to personally congratulate all successful candidates. Whether you have passed one or more certificates of competency or have achieved your goal of achieving eligibility for membership of the Association you should be rightly proud of your achievement.

This is particularly so for our prize winners who are listed below. They have demonstrated excellence among their peers and are rightly recognised for their achievements.

## Examination Marks

There have been a number of new initiatives during the year and I would like to highlight two in particular. The first is that we now give marks to every candidate at every sitting. Historically we only released marks to those individuals who had failed to reach the required standard. This was felt to assist candidates in understanding how close they were to a pass and what further work was required to ensure future success.

With the move to a modular examination structure we felt that all candidates would benefit from knowing their marks regardless of whether they have passed or failed. Successful candidates can gauge the mark received against their own expectations and again this will give a better understanding of what level of commitment and effort is required in future exams.

## Recheck procedure

The second major initiative was to introduce the recheck procedure. I should start by saying that the process of marking the exam papers is very rigorous

in that all candidates who are marginal failures will go through a robust system of moderation. This allows someone independent of the examiner to critically assess the paper and recommend increased marks if it is justified.

However we recognise that there is nothing more disappointing for candidates than to find that they have failed by only a few marks. We have therefore introduced a re-check procedure. This is not a re-mark; the existing system already had a built in system of remarks and still does. Prior to the exam marks being issued if a candidate is a marginal failure his script will have been remarked at least once and possibly twice. The re-check is to ensure that the processes involved in arriving at a result have been adhered to and that no errors have been made.

The recheck is not free. However, if as a result of the recheck there is a significant difference to the mark the fee is refunded. Candidates need to apply for the recheck within 21 working days of the date of their results letter. This tight timescale is to allow us to clear any queries arising from one exam sitting before moving onto the next.

## The Future

Although we are only a few sittings into the new structure it was a number of years in planning. I was therefore tasked with setting up a working party to review our strategy for the medium term.

This was a very interesting exercise in particular looking at how other professional bodies assess eligibility for membership. It is still our belief that a combination of exam assessment and practical experience gives the most rounded tax professional; certainly at the technician level.

We must not lose sight that one of our main charitable objectives is education and through that the protection of the general public by ensuring they have access to sound and reliable tax advice. Our challenge is to ensure that we use all available and modern methods of assessment to ensure we meet this objective.

We are working on a number of initiatives which we feel will help us to achieve this in the medium term. Rest assured any changes will not be made without full consultation with our stakeholders and with their approval.

I would like to thank the members of my working party for their enthusiasm and support which is greatly appreciated.

**Support**

Our exams are only as good as the support network which ensures that every May and November we have exams to sit. It starts with the setting of the exams and the monitoring of the quality and standard led ably by Sue Short our Chief Examiner.

I have the pleasure of meeting all of the examiners once a year to discuss the following year's exams but it is also an opportunity for me to thank them for their work. Having been an examiner myself in the past I know exactly what is involved and it is much appreciated.

From there on in it is down to the Education Department led by Roz Baxter who among many other things in their busy schedule ensure things arrive where they should and at the right time including the exam results. Again a huge thank you for their support.

**Stuart McKinnon**, Chairman

May 2009	Number of candidates	Number passing
Personal Taxation	653	497
Business Taxation & Accounting Principles	606	365
Business Tax: Higher Skills	393	285
IHT, Trusts and Estates	56	46
VAT	54	52
Business Compliance	39	36
Practice Administration & Ethics	613	311

November 2009	Number of candidates	Number passing
Personal Taxation	460	369
Business Taxation & Accounting Principles	521	359
Business Tax: Higher Skills	309	188
IHT, Trusts and Estates	59	46
VAT	42	32
Business Compliance	47	35
Practice Administration & Ethics	556	387

Prizes and medals were awarded as follows:	May	November
Association Medal (best overall performance)	Kristina Volodeva	Amy-Grace Dutton
Ivison Medal (Personal Taxation paper)	Rachel Victoria Parkes	Adele Peel
Jennings Medal (Business Taxation & Accounting Principles paper)	Rosalind Elizabeth Caffyn	Adele Peel
Stary Medal (Business Taxation: Higher Skills paper)	Emma Jayne Hunt	Claire Turner
Kimmer Medal (IHT, Trusts & Estates paper)	Gemma Ann Smith	Rachel Anne Holloway
Gravestock Medal (VAT paper)	Patricia Rose Jones	Antonia Louise Stokes
Collingwood Medal (Business Compliance paper)	David Christopher Bareham	Emily Cooper
Johnson Medal (Practice Administration & Ethics paper)	Kristina Volodeva	Amy-Grace Dutton
LexisNexis Prize (highest total marks when taking all four papers at one sitting)	Kristina Volodeva	Adele Peel

It is also a pleasure to announce that, in addition to the exceptional papers produced by the prizewinners, awards of the President's Medal were made for the May examination sitting to Christophe Michel Dufaye, and for the November examination sitting to Claire Judith Osborne. This is a discretionary award to an outstanding candidate who because of the criteria for the above prizes would not otherwise be eligible for a prize.



## Introduction

Setting and publishing professional standards and guidance for members and students on best practice in providing tax services to the public plays an important role in the educational development of students which continues throughout a taxation technician's career. However, establishing and enforcing standards not only benefits students and members, but also aims to give the public confidence that when they engage an ATT member they are appointing someone who is highly competent technically and who adopts high professional standards.

As a part of raising the profile of standards setting and the work of the Joint Standards Committee it has been decided to change the name of the committee to Professional Standards. The main Professional Standards projects in the year were:

## Professional Conduct in Relation to Taxation

The publication of this revised guidance has been unavoidably delayed. Publication is expected in 2010.

## Anti-money laundering (AML)

A working party met regularly throughout the year to discuss matters arising from meetings with other supervisors, HM Treasury and the Serious Organised Crime Agency. It also discussed the day to day running of the scheme and in this respect a handbook has been developed for Association staff involved in the process which sets out the policies and procedures adopted in order to fulfil the role of a supervisor under the Money Laundering Regulations 2007.

Following a consultation exercise, to which the Association contributed, the Regulators' Compliance Code was extended to all AML supervisory authorities. The Association's compliance with this code is reviewed at every working party meeting. The Association also responded to the 'Call for Evidence' in respect of the Money Laundering Regulations 2007.

We continue to keep members updated on AML matters via the website and a quarterly newsletter and we are planning a nationwide series of training seminars.

## Professional Rules and Practice Guidelines (PRPG)

A working party has now made substantial progress reviewing PRPG 2006 and in addition to updating the content more emphasis has been placed on the five fundamental principles of integrity, objectivity, professional competence and due care, confidentiality and professional behaviour. It is planned to publish the revised PRPG during 2010.

## Continuing Professional Development (CPD)

In response to a request from the Member and

Student Services Committee, a working party produced revised regulations and more extensive guidance. The second draft is currently being reviewed by the Member and Student Services Committee. It is hoped that the new regulations will be introduced from 1 January 2011.

## Working with Tax Agents

HM Revenue & Customs (HMRC) has invested a considerable amount of time and resources on a fundamental review of its powers, deterrents and safeguards. In order to improve relationships between HMRC and tax advisers and foster greater mutual trust, Professional Standards members, with representatives from other committees and professional bodies, were invited to attend workshops, meetings and contribute to responses to HMRC consultations over an extended period of time. By working together more closely with tax advisers and professional bodies, HMRC aim to address tax risks and support professional standards.

## Website developments

The website development project is making good progress and includes fully revised Professional Standards and AML areas.

## Consultations

Professional Standards monitors consultations from external parties, such as government departments, the Law Society and the Bar Standards Board.

## Confédération Fiscale Européenne (CFE)

A member of the Professional Standards Committee attends CFE Professional Affairs Committee meetings which offers a useful forum for keeping up to date with developments in professional standards in taxation in the European Union.

## Committee Membership

Early in the year our Vice-Chairman, Richard Geldard, resigned to take up a two year contract in Bangalore and as a result of this I have agreed to stay on as Chairman for a further year and John Roberts (a former Chairman) has agreed to take on the role of Vice-Chairman for one year. In 2010 we welcomed Abigail Day who joins the Committee as an observer.

Many thanks to both volunteers and staff who have been involved in the never ending process of reviewing and updating rules and guidance and have helped to fulfil our mission to set practice requirements for tax advisers that will produce tax advisers of the best quality for the general public.

Rosalind Upton, Chairman

**Technical Committee**

The last year has been yet another important one for the Technical Committee. I suppose this will always be the case as long as Government and HMRC continue to tinker endlessly with the tax legislation.

Whereas 2008/2009 was dominated by the consultations on the HMRC Charter, 2009/2010 has been overshadowed by HMRC's *Working With Tax Agents* consultation (WWTA). In this, HMRC is seeking new powers to address what it claims is a significant contribution to the 'tax gap' – mistakes by tax agents, especially where these might arise from inadequate competence or 'deliberate wrongdoing'.

Given that HMRC was granted large numbers of additional investigative and punitive powers in the 2007 to 2009 Finance Acts, most of which are still not fully bedded in, we think it is premature for HMRC to say it now needs even more, especially to deal with a threat which is not really even proven to exist.

The consultative documents steer clear of recognising that mistakes by HMRC officers are at least as frequent and significant as those by agents, and the ATT – along with CIOT and other representative bodies – is working hard at reminding the Department that accuracy in tax compliance is very much a two-way street.

As I write, it seems that this particular episode will run and run...

At this point, it seems worthwhile to re-examine why the Technical Committee is here, who we are, and what we do.

In many respects, if Member and Student Services Committee is the ATT's Home Office, Technical Committee is the Foreign Office; we handle the Association's diplomatic relations with HM Treasury (HMT) and HMRC (and, to a degree, with the other professional representative bodies).

In working with these government departments, we have two important priorities. Since ATT is a professional association, we have a duty to ensure that the interests of our members are safeguarded and their voice is heard. Because we are also a registered charity, we must always be guided by our charitable objective of working towards a fairer tax system for all taxpayers, including the unrepresented. Happily, these two priorities pull in the same direction!

Much of our routine ongoing work consists of meetings with officials from HMT and HMRC, to help ensure that the viewpoint of the taxpayer and tax practitioner is taken into account in the development of HMRC's policy and practice. The best known of these forums is perhaps Working Together, where ATT is strongly represented at a national level as well as in the various regions, but there are numerous others which focus on specific areas of tax policy.

A by-product of the hard work done by members of the Committee during the last twelve months in attending these meetings has been that the ATT's reputation (and, we hope, influence) with HMT and HMRC has continued to grow. I should like to take this opportunity to thank all of the Committee members for their unflagging efforts.

The most 'high profile' element of our routine work is probably the written responses we make to Government consultations. The ATT has developed a reputation for being robust in its criticisms of ill-considered initiatives, and our focus on the practicalities of implementing tax policy has helped bring about some much-needed amendments.

In all we do, the greatest limiting factor is capacity: the Committee is made up of members working on a voluntary basis in their limited spare time. As the volume of tax legislation and tax administration grows relentlessly, the role of the Committee and the calls on its time grow likewise. This leads me to some announcements.

John Whiting OBE, one of the best-known figures in the tax community, has for some months now been Director of Tax Policy for both the Association and the Chartered Institute of Taxation. Wearing his ATT hat, he lends some very welcome wisdom and gravitas to our endeavours.

The ATT has also recruited a part-time Technical Officer to work alongside the Committee volunteers. We were fortunate to receive over twenty applications from eminently well-qualified and experienced candidates for this new role, and the task of choosing which one to appoint was genuinely difficult. Our final choice was John Kimmer, a former President of the Association and the original founder of the Technical Committee. His many years of service to ATT as a volunteer, and his intimate familiarity with the work of the Committee, will certainly enable him to hit the ground running! With ample time to dedicate to the cause, John will be able to shoulder a great deal of the day-to-day burden, by attending meetings and drafting documents and articles. The overall strategy will still be under the supervision of the Technical Committee and myself, but I look forward to seeing our Technical Officer making a significant mark during the coming year, and enabling us to do even more in the interests of both our members and the general taxpaying public.

**Andrew Meeson**, Chairman

## Treasurer's Report

My report this year will start with what I believe is very positive views. Despite the severe economic conditions with which we have all had to work with this last year, your Association has had another successful year from a financial perspective. As you will have seen in other areas of this report, we have moved premises and our costs have come in under budget. In addition, along with the markets generally, our investment portfolio has recovered a significant proportion of the losses which we suffered in 2008. As explained in previous years, these accounts have been prepared using the 2005 SORP for Charities.

## Investments

Our investment portfolio has climbed to £538,838 from the figure of £498,886 at the same time last year. This amounts to a percentage rise of about 8% and goes some way to replacing the losses incurred last year. We have reviewed our investment portfolio over the last year and, in conjunction with our advisers, have made changes to take account of the fact that the portfolio is no longer needed to support our property move.

## Results for the year

The net outgoing resources before other gains and losses were £26,165 (2008: net incoming resources £194,987). Taking into account the gain on our investments, the net result for the year is a surplus of £19,223 (2008: surplus £55,392).

This operating loss for the year does include costs charged in respect of the property move which we had reserved in previous years. If we adjust for these costs for which we have previously reserved, our operational surplus for the year was £138,206.

## Income

Our membership numbers have continued to increase and this has led to a small increase in our subscription income. We are conscious of the current financial climate in which we all find ourselves so we tried hard to keep our membership fee increases for 2010 as low as we were able. We did have some disappointing news in that student registrations, particularly in the second half of the year, were down on previous years. This is likely to have a knock on effect to the 2010 figures.

## Expenditure

The majority of our costs are shared with the Chartered Institute of Taxation. The total grants paid out in the year amounted to £10,000 (2008: £19,370) and your Council continues to review

applications that we believe we are able to support within our aims and objectives. We continue to provide members with a number of what they consider to be valuable benefits including *Tolley's Tax Guide*, *Hardman's tax tables*, *Tax Adviser* and an Annotated Copy of the Finance Act. Our mouse mat is also very popular!

## Taxation Disciplinary Board

The Taxation Disciplinary Board Limited continues to administer the Taxation Disciplinary Scheme. Expenditure of £62,080 (2008: £51,450) incurred on behalf of the Taxation Disciplinary Board Limited is included under Members' Services in these financial statements. This cost overall has increased over recent years and this trend is likely to continue. We have a designated reserve to provide some cover in case we have particularly difficult cases. We must recognise that maintaining an effective disciplinary scheme, and bearing the related costs, is part of being a well-run professional body.

## Thank you

I would like to thank Jean Jesty, Andrew Shearer, and Ralph Pettengell who served on the Finance Advisory Group during the year for their help and to Andy Pickering for his constant support and advice. Finally, particular thanks must go to Sandra Stone-Waugh, our Financial Controller, for her continued hard work and dedication. She always ensures that I have appropriate information at the right time which always makes the role of Treasurer a much easier role than it otherwise might be.

**Phil Waller**, Treasurer



**Compliance Statement**

The Association operates within the terms of its Memorandum and Articles of Association and its management is under the control of the Council of the Association. The Association is committed to business integrity and high ethical values in all its activities and the Council has overall responsibility for the Association's internal controls. The Council seeks to observe the principles set out in the Combined Code of the Financial Reporting Council (the Code) insofar as these are consistent with the Association's charitable status. The Council is also mindful of the wealth of information available on governance and leadership for voluntary and community organisations working for the public benefit.

**Council**

The Council comprises 20 Trustees who provide a wide range of skills and experience. The roles of the President, Deputy President, Vice-President and Secretary are separate and clearly defined. The Council considers that its non-Council Committee members are independent. The majority are tax practitioners working in the accountancy and legal professions. They fulfil both executive and non-executive roles such that no individual or small group of individuals can dominate Council decisions.

The Council met four times during the year to deal with Trustee business, review financial performance, strategy and risk at which there were formal agendas of matters specifically reserved to it for decision. Council papers, including an agenda, Council and Committee minutes and briefing papers, are sent to Council members in advance of each meeting. Council members achieved an overall attendance rate of 85% (2008: 84%) at Council meetings. Council and Committee members are required to make declarations of interest in any matter arising at meetings whenever appropriate. Members of Council have access to the advice and services of Association staff and may take independent professional advice at the expense of the Association. There are a number of Standing Committees of Council to which implementation of the Association's strategy has been delegated. Standing Committees adopt the same approach to the preparation and distribution of papers for meetings. Membership of the Committees is set out on page 17.

**Election to Council**

Election of up to 20 members of Council is by the Members of the Association at the Annual General

Meeting. Council is responsible for processing nominations under Article 77 (Nominations for election to Council). Council is responsible for the election of the honorary officers.

New Council Members, who must also be Members of the Association, are selected for what they can contribute to the Association and they must sign a declaration that they are not disqualified from acting as a Trustee as detailed in Section 72 (1) of the Charities Act 1993. Trustee training is provided each year for new and existing Trustees and a Trustees Handbook has been issued to all Trustees.

**Audit Committee**

The Audit Committee, a joint committee of the Association and the Institute, has a formal constitution and a separate budget. Its members are appointed by the Councils of the Association and the Institute and comprise a serving member of each Council, a nominee from each of the Association and the Institute and two other independent members. Members of the Committee receive no remuneration for their services, are independent of the Council, have both accountancy and taxation qualifications and recent and relevant experience. The Committee acts as a catalyst in relation to matters that affect the Association's financial controls, reporting requirements and risk management and is authorised to seek any information it requires from members of the Council, the external auditor and the staff. In this role it reviews: financial control policies and their practical implementation; the changes in the external environment and the procedures used to respond to them; and the management of any prospective risk. It has primary responsibility for making a recommendation to Council on the appointment and removal of the external auditor. It met twice during the year, and requests and receives reports from management and from the external auditor on the audit. It meets privately with the auditor and its Chairman or his deputy attends the external audit scope and audit closure meetings. It considers annually a wide range of audit-related subjects and reports directly to the Council and comments on perceived weaknesses. No major weaknesses in internal control systems have been identified.

**Council member remuneration**

Council members receive no remuneration for their services as Trustees although their expenses incurred on Association business are reimbursed. There is provision in paragraph 5 of the Memorandum of Association for up to six members of the Council or

former members who have served on the Council in the last three years to receive remuneration for their services as a lecturer or examiner. During 2009 one member of Council was paid for their services as a lecturer at the student training conferences.

### Internal controls

The respective responsibilities of the Council and auditor in connection with the financial statements are explained on pages 18 and 19. The Council's statement on going concern is set out below. There were no non-audit services provided by the auditor during the year.

The Council is responsible for the Association's system of internal control and for taking such steps as are reasonably open to it to safeguard the assets of the Association and to prevent and detect fraud and other irregularities. The Code refers to internal controls in the widest sense, including financial, operational and compliance controls and risk management.

Responsibility for managing the business of the Association rests, ultimately, with Council. However management of the day-to-day activity is delegated to the Secretary and the Officers. Certain powers of the Council are delegated to Committees and to the Secretary who are also entrusted with carrying out appropriate aspects of the Association's strategy.

Key financial and operational measures are reported on a quarterly basis and are measured against both budget and interim forecasts that have been approved and reviewed by the Council. The Council has established a clear organisational structure with defined authority levels.

The Council acknowledges that it is responsible for the Association's system of internal control and for reviewing its effectiveness. As with all such systems, internal control is designed to manage rather than eliminate the risk of failure to achieve strategic objectives and can only provide reasonable and not absolute assurance against material misstatement or loss.

The Council reviews the effectiveness of the Association's system of internal control on a regular basis by monitoring the reports from the external auditor, the Audit Committee and other Committees.

The Council keeps under review the need for internal audit at the Association. The Council's current view, supported by the Audit Committee and the external auditor, is that a separate function is not required given the size and nature of the Association, the close management supervision

exercised and the increased attention paid to the adequacy of financial and operational controls.

### Risk management

Council has delegated the responsibility for the maintenance of the Association's Risk Register to the Standing Committees. A review was carried out during the year with the objectives of increasing stakeholders' confidence in the integrity of the Association, strengthening the ongoing process of risk assessment of uncertainty throughout the Association, and providing a valuable management tool or framework for mitigating risks which might otherwise prevent the Association from achieving its charitable objectives.

The development and maintenance of the Association's Risk Register is a continuing process of refinement and integration into the management process.

### Going concern

The Council has reviewed the Association's budget for 2010 and beyond and the timing of expenditure relating to the strategy to 2014 and is satisfied that it is appropriate to prepare the financial statements on the going concern basis.

## President's Advisory Committee

David Stedman <i>Chairman</i>	Simon Braidley	Andrew Meeson
Annie Bailey	Richard Geldard	Phil Waller

## Member and Student Services Committee

Simon Braidley <i>Chairman</i>	Simon Groom	James McBrearty *
Anne Anderson *	Tanya Hiscock	Stuart McKinnon
Jane Ashton	Steven Holden *	Pat Nown *
Bernard Critchley	Hayley Levene *	Richard Todd *
Louise Duffy *	Katharine Lindley *	

## Finance Advisory Group

Phil Waller <i>Chairman</i>	Ralph Pettengell	Andrew Shearer *
Jean Jesty		

## Examination Committee

Stuart McKinnon <i>Chairman</i>	Natalie Miller	Sue Short <i>Chief Examiner</i>
Annie Bailey		

## Technical Committee

Andrew Messon <i>Chairman</i>	Peter Gravestock *	Yvette Nunn
Graham Batty *	Paul Hill *	Peter Rayney *
Trevor Blackmur *	Jean Jesty *	Nichola Ross Martin *
Ann Elmer *	Trevor Johnson *	Mike Steed *
Margaret Ferguson *	Gillian McClenahan *	Stephen Taylor *

## Standards Committee (joint with the Institute)

Rosalind Upton <i>Chairman</i>	Tracy Easman *	Susan Johnson *
Matt Coward *	Karen Eckstein	Julian Nelberg *

## Representations on committees of the Institute

### Officers Group

David Stedman

### Education Committee

Stuart McKinnon

### Treasurer's Committee

Phil Waller

### Membership Committee

Bernard Critchley

Chris Jones

Yvette Nunn

### Audit Committee

Peter Gravestock, *Chairman*

Simon Groom

### Technical Committee

Andrew Meeson

### Examinations Sub-committee

Stuart McKinnon

Annie Bailey

Natalie Miller

Sue Short, *Chief Examiner\**

### Tax Adviser Sub Committee

Tanya Hiscock

Jean Jesty\*

### Communication and Brand Management

Chris Jones

Natalie Miller

\* Co-opted member

The directors (who are members of the Council and also the trustees of the Association) are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 charitable and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The directors are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

We have audited the financial statements of The Association of Taxation Technicians for the year ended 31 December 2009 on pages 20 to 28.

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

### Respective responsibilities of directors and auditors

The directors' (who are also the trustees of the charity for the purposes of charity law) responsibilities for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and for being satisfied that the financial statements give a true and fair view are set out in the Statement of Directors' Responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view, have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice and have been prepared in accordance with the Companies Act 2006. We also report to you whether in our opinion the information given in the Annual Report is consistent with those financial statements.

In addition we report to you if, in our opinion, the charitable company has not kept adequate accounting records, if the charitable company's financial statements are not in agreement with the accounting records and returns, if we have not received all the information and explanations we require for our audit, or if certain disclosures of trustees' remuneration specified by law are not made.

We read the Annual 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 International Standards on Auditing (UK and Ireland) 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 judgments made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable 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 charitable company's affairs as at 31 December 2009 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- the financial statements have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- the financial statements have been prepared in accordance with the Companies Act 2006; and
- the information given in the Annual Report is consistent with the financial statements.

**Sarah Mason**, Senior Statutory Auditor

For and on behalf of Baker Tilly UK Audit LLP,  
Statutory Auditor, Chartered Accountants  
46 Clarendon Road, Watford  
Hertfordshire  
WD17 1JJ

31 March 2010

# Statement of Financial Activities (including income and expenditure account)

for the year ended 31 December 2009

	Notes	Unrestricted funds 2009	Unrestricted funds 2008
<b>Incoming resources</b>			
Incoming resources from generated funds:			
Activities for generating funds		<b>15,869</b>	26,016
Investment Income	2b	<b>24,751</b>	75,841
<b>Incoming resources from charitable activities</b>	2a	<b>1,608,697</b>	1,501,877
<b>Total incoming resources</b>		<b>1,649,317</b>	1,603,734
<b>Resources expended</b>			
<b>Costs of generating funds:</b>			
Investment Management Costs		<b>8,542</b>	3,105
<b>Charitable activities</b>	2c	<b>1,520,810</b>	1,264,882
<b>Governance costs</b>	2e	<b>146,130</b>	140,760
<b>Total resources expended</b>		<b>1,675,482</b>	1,408,747
<b>Net (Resources expended)/Incoming resources</b>		<b>(26,165)</b>	194,987
Net (Loss)/Gain for the year		<b>(26,165)</b>	194,987
<b>Other recognised gains and losses</b>			
Unrealised gain/(loss) on investment assets		<b>45,388</b>	(139,595)
<b>Net movement in funds</b>		<b>19,223</b>	55,392
<b>Reconciliation of funds</b>			
Total funds brought forward		<b>1,124,288</b>	1,068,896
<b>Total funds carried forward</b>	9	<b>1,143,511</b>	1,124,288

The Statement of Financial Activities includes all gains and losses recognised in the year. All incoming resources expended derive from continuing activities.

At 31 December 2009

	Notes	2009 £	2008 £
<b>Fixed assets</b>			
– Investments	7a	<b>538,838</b>	498,886
– Computer equipment	7b	<b>6,161</b>	17,702
<b>Current assets</b>			
Stock	3	<b>12,100</b>	21,957
Debtors	4	<b>35,690</b>	26,349
Cash on short-term deposit and at a bank	10	<b>1,234,931</b>	1,032,098
		<b>1,282,721</b>	1,080,404
Less: Creditors			
Amounts falling due within one year	5	<b>(558,568)</b>	(332,645)
		<b>724,153</b>	747,759
Net current assets		<b>1,269,152</b>	1,264,347
Creditors: Amounts falling due after one year	6	<b>(125,641)</b>	(140,059)
<b>Net Assets</b>		<b>1,143,511</b>	1,124,288
<b>Funds</b>			
Unrestricted	9	<b>1,143,511</b>	1,124,288

Approved by the Council and authorised for issue on 24 March 2010 and signed on its behalf by:

**D W Stedman**, *President*

**P Waller**, *Treasurer*

**A R Pickering**, *Secretary*

## Cash flow statement

For the year ended 31 December 2009

	Note	2009 £	2008 £
Net cash inflow from operating activities		<b>487,864</b>	72,383
Return on investments and servicing of finance:			
Fixed Asset Investment		<b>8,782</b>	12,894
Short term deposits		<b>15,969</b>	62,947
Capital Expenditure:			
Purchase of Fixed Assets		<b>309,782)</b>	(5,921)
Management of Liquid Resources:			
Cash placed on short term deposit		<b>(219,208)</b>	(90,477)
(Decrease)/Increase in cash	10	<b>(16,375)</b>	51,826
<b>Reconciliation of net (resources expended)/incoming resources to net cash inflow from operating activities</b>			
Net movement in funds		<b>(26,165)</b>	194,987
Interest and dividends received		<b>(24,751)</b>	(75,841)
(Loss)/Gain before other income		<b>(50,916)</b>	119,146
Decrease/(Increase) in stocks		<b>9,857</b>	(3,755)
(Increase)/Decrease in debtors		<b>(9,341)</b>	241
Depreciation		<b>11,541</b>	11,340
Profit on sale of investments		<b>315,217</b>	–
(Increase)/(Decrease) in creditors and deferred income		<b>211,506</b>	(54,590)
Net cash inflow from operating activities		<b>487,864</b>	72,382

## Reconciliation of net cash flow to movement in net funds

	2009 £	2008 £
(Decrease)/Increase in cash in the year	<b>(16,375)</b>	51,825
Cash inflow from decrease in liquid resources	<b>219,208</b>	90,477
Change in net debt resulting from cash flows	<b>202,833</b>	142,302
Net funds at 1 January 2009	<b>1,032,098</b>	889,796
Net funds at 31 December 2009	<b>1,234,931</b>	1,032,098



## 1 Accounting Policies

### Basis of accounting

The financial statements have been prepared under the historical cost convention as modified by the revaluation of fixed assets investments and in accordance with applicable accounting standards.

The provisions of Accounting and Reporting by Charities – Statement of Recommended Practice 2005 and the Charities Act 1993 have been adopted in these financial statements. The Chartered Institute of Taxation is a connected charity as defined in the SORP, but the Association is not subordinate to it.

### a) Depreciation

Depreciation is charged to the Statement of Financial Activities to write off the cost of fixed assets over their estimated useful lives on a straight line basis as follows:

Computer Equipment and Software – 33%

### b) Incoming resources

Income Recognition – Income is included in the Statement of Financial Activities on a receivable basis except for student registration fees which are deferred and credited to income over the registration period. The current registration period is five years.

### c) Donated services and facilities

The income value placed on donated facilities is the estimated price that would be paid on the open market for that facility.

### d) Apportionment of incoming resources

Incoming resources from charitable activities is payment received for goods and services provided for the benefit of members and students. This income is allocated to member services and student services respectively.

Activities for generating funds is payments for goods and services provided for the purpose of generating funds for use in charitable activities

### e) Resources expended

Charitable expenditure consists of all expenditure directly related to charitable objectives. Charitable expenditure includes the salary costs of staff providing services to members, the salary costs of staff providing services to students and the salary costs of staff providing services in relation to publicity or promotional events attended by members and the public.

Governance costs include the cost of governance arrangements in relation to the general running of the Association and includes a proportion of the salary costs of the Management Board.

Accommodation costs are allocated to charitable costs and governance costs based on the office space occupied by staff involved in delivering services and staff involved in the general running of the Association.

Accommodation costs have been allocated between charitable activities and governance activities at 92% and 8% respectively. Allocation between individual charitable activities is in line with direct costs. Office service costs included in the Shared Occupancy Agreement from the Chartered Institute of Taxation has been allocated between charitable activities in line with direct costs.

Other office service costs paid directly by the Association have been allocated between charitable activities in line with direct costs.

Salary costs have been allocated based on the costs of employees working within the charitable activity. For support staff, costs have been allocated in line with direct costs.

### f) Costs of generating funds

Costs of generating funds are the costs associated with generating investment income and include the cost for managing investments.

### g) Grants

The general policy is that multi-year grants are conditional on an annual review and the Association maintains the discretion to terminate the grant.

### h) Valuation of donated and volunteered services

The Association receives assistance in the form of donated services from volunteers who are Council and Committee members.

The value of their contribution is excluded from the Statement of Financial Activities as the value of their contribution is not quantifiable in financial terms

### i) Investments

Investments held as fixed assets are valued at mid-market value at the balance sheet date except for Glanmore Property Fund and Open Ended Investment Companies which have been valued at their net asset value at the balance sheet date. The gain or loss on investments is taken to the Statement of Financial Activities.

### j) Stocks

Stock is valued at the lower of cost and net realisable value.

### k) Funds structure

Designated Funds: Designated Funds are unrestricted funds earmarked by Council for particular purposes.

### l) Pension costs

Members of staff are eligible to join the Association's defined contribution scheme after a qualifying period of service. The scheme provides individual pension plans which are managed by independent pension providers.

### m) Treatment of irrecoverable VAT

Irrecoverable VAT is attributed to revenue and capital expenditure as appropriate.

# Notes to the financial statements

For the year ended 31 December 2009

## 2 Income and expenditure

### 2a Breakdown of incoming resources from charitable activities

Activity or programme	2009 £	2008 £
Subscription Fees	<b>846,398</b>	787,426
Entrance Fees	<b>17,080</b>	14,544
Student Registration Fees	<b>116,953</b>	109,092
Examination Fees	<b>485,911</b>	454,833
Conference Fees	<b>86,230</b>	90,525
Sales of Books and Merchandise	<b>56,125</b>	45,457
<b>Total Incoming Resources from Charitable Activities</b>	<b>1,608,697</b>	1,501,877

### 2b Investment income

	2009 £	2008 £
Dividends	<b>8,782</b>	12,894
Interest	<b>15,969</b>	62,947
	<b>24,751</b>	75,841

### 2c Breakdown of costs of charitable activities

Activity or programme	Activities undertaken directly £	Grant funding of activities £	Support costs £	Total £
<b>2009</b>				
Membership Services	<b>329,512</b>	<b>10,000</b>	<b>326,763</b>	<b>666,275</b>
Student Services	<b>309,667</b>	–	<b>304,694</b>	<b>614,361</b>
Relocation Costs	<b>109,449</b>	–	–	<b>109,449</b>
Promotion	<b>61,474</b>	–	<b>69,251</b>	<b>130,725</b>
<b>Total Cost of Charitable Activities</b>	<b>810,102</b>	<b>10,000</b>	<b>700,708</b>	<b>1,520,810</b>
<b>2008</b>				
Membership Services				
Membership Services	301,780	18,370	289,324	609,474
Student Services	265,042	–	273,622	538,664
New Examination Structure	36,880	–	–	36,880
Promotion	36,249	–	43,615	79,864
<b>Total Cost of Charitable Activities</b>	<b>639,951</b>	<b>18,370</b>	<b>606,561</b>	<b>1,264,882</b>

**2d Support costs breakdown by activity**

Support costs	Member services £	Student services £	Publicity costs £	Governance costs £	Total £
<b>2009</b>					
Accommodation	<b>43,977</b>	<b>41,170</b>	<b>8,421</b>	<b>8,136</b>	<b>101,704</b>
Shared Occupancy Charge – Office Services	<b>34,780</b>	<b>32,560</b>	<b>6,660</b>	–	<b>74,000</b>
Salary Costs	<b>227,497</b>	<b>211,764</b>	<b>50,243</b>	<b>62,496</b>	<b>552,000</b>
Annual Shared Occupancy Charge for 2009					<b>727,704</b>
Other Office Service Costs	<b>20,509</b>	<b>19,200</b>	<b>3,927</b>	–	<b>43,636</b>
Total Support Costs (inclusive of Support costs allocated to governance costs)	<b>326,763</b>	<b>304,694</b>	<b>69,251</b>	<b>70,632</b>	<b>771,340</b>
<b>2008</b>					
Accommodation	23,920	21,050	2,870	4,160	52,000
Shared Occupancy Charge – Office Services	33,500	29,480	4,020	–	67,000
Salary Costs	204,530	199,003	33,440	63,027	500,000
Shared Occupancy Charge for 2009					619,000
Other Office Service Costs	27,374	24,089	3,285	–	54,748
Total Support Costs (inclusive of Support costs allocated to governance costs)	289,324	273,622	43,615	67,187	673,748

With the exception of the Chief Executive of the Institute all staff are jointly employed by the Association and the Institute. Costs actually disbursed by the Institute have been attributed to the Association at an agreed proportion. A proportion of the costs of 28 employees was attributed to the Association and the average number of staff employed by the Institute and the Association was 60 (2008: 58). Staff costs include staff time on governance, membership services, student services, publicity and support. The following reflects the position of all jointly employed staff, not just those who work solely or predominately for the Association, whose salary, benefits in kind, including pension contributions, fell within the stated scales.

The number of employees whose salary and benefits in kind, including pension contributions, fell within the following scales, is as follows;

	2009	2008
£70,001 – £80,000	<b>1</b>	1
£80,001 – £90,000	<b>3</b>	3
£90,001 – £100,000	<b>1</b>	–
£110,001 – £120,000	–	1
£120,001 – £130,000	<b>1</b>	–

**2e Governance costs comprise the following:**

	2009 £	2008 £
Annual Report	<b>15,053</b>	18,026
Legal and Professional Fees	<b>11,985</b>	3,517
Council and Committees	<b>28,098</b>	35,246
Staff Costs	<b>62,496</b>	63,027
Auditor Remuneration	<b>9,275</b>	8,010
Miscellaneous Expenses	<b>5,141</b>	8,774
Accommodation	<b>8,136</b>	4,160
Consultancy Costs	<b>2,336</b>	–
Trade Mark	<b>3,610</b>	–
	<b>146,130</b>	140,760

# Notes to the financial statements

For the year ended 31 December 2009

## 2f Council expenses

The Association maintained liability insurance throughout the year to pay on behalf of the Association, its Council, Committee members and staff, any claims for wrongful acts arising out of the conduct of the Association's business or committed in their capacity as officers. The premium payable by the Association was £740 per annum.

Travel expenses are reimbursed in respect of expenditure incurred on the Association's business. In the year 15 directors claimed reimbursement for travelling expenses totalling £22,524 (2008: 16 claimed £27,179). Payments totalling £825 (2008: £500) were made to one director for their services as a conference speaker.

## 2g Grants payable in furtherance of the charity's objects

This year the Association paid grants of £10,000 (2008: £19,370). There were no cancelled grants in 2009 (2008: £1,000). Tax Volunteers and Tax Aid were the only recipients of a grant from the Association in 2009. The aims of the recipients are in line with the objectives of the Association.

## 3 Stock

	2009 £	2008 £
Publications, stationery and medals	<b>12,100</b>	21,957

## 4 Debtors

	2009 £	2008 £
Prepayments	<b>21,510</b>	12,945
Accrued Income	<b>5,537</b>	6,072
Other Debtors	<b>8,643</b>	7,332
	<b>35,690</b>	26,349

## 5 Creditors – Amounts falling due within one year

	2009 £	2008 £
Creditors and accruals	<b>64,259</b>	50,825
The Chartered Institute of Taxation	<b>187,378</b>	29,513
Fees and Subscriptions in advance	<b>306,931</b>	252,307
	<b>558,568</b>	332,645

## 6 Deferred income

	2009 £	2008 £
Student registration fees		
Balance at 1 January	<b>140,059</b>	118,826
Fees received	<b>116,953</b>	161,556
Transfer to income	<b>(45,039)</b>	(71,513)
Balance at 31 December	<b>211,973</b>	208,869
Subscriptions and other fees	<b>220,599</b>	183,497
	<b>432,572</b>	392,366
Fees and Subscriptions in advance	<b>(306,931)</b>	(252,307)
	<b>125,641</b>	140,059

**7a Fixed assets – Investments**

	2009 £	2008 £
Market value at 1 January	498,886	638,481
Disposals	(315,217)	–
Acquisitions	309,782	–
Unrealised (Loss)/Gain	35,731	(139,595)
Realised Gain	9,656	–
Market Value at 31 December	538,838	498,886
Historical Cost at 31 December	515,219	545,000

The following investments represent holdings with a market value at 31 December 2009 in excess of 5% of the portfolio:

	2009 %	2008 %
<b>UK Fixed Interest</b>		
Merrill Lynch Charinco Fund – income shares	–	13.60
COIF Charities Fixed Interest Fund – income shares	–	14.48
Schroders Charity Equity Fund – income funds	–	15.28
Merrill Lynch Charishare – income shares	–	17.89
<b>Property</b>		
Glanmore Property Fund	2.66	8.61
<b>Managed</b>		
Baillie Gifford Managed Fund	40.45	12.59
Cazenove Portfolio Fund – Accumulation units	18.62	17.55
Jupiter Merlin Balance Portfolio	38.27	–
	<b>100.00</b>	100.00

**7b Fixed assets – Computer equipment software**

	2009 £	2008 £
Cost at 1 January	34,622	28,701
Additions	–	5,921
Cost at 31 December	34,622	34,622
Depreciation at 1 January	(16,920)	(5,581)
Charge for the year	(11,541)	(11,339)
Depreciation at 31 December	(28,461)	(16,920)
Net book value at 31 December 2009	6,161	17,702

**8 Capital commitments**

Capital commitments authorised but not contracted for at 31 December 2009 was £nil (2008: £nil)

# Notes to the financial statements

For the year ended 31 December 2009 continued

## 8b Contingent liabilities

The Association has made obligations which are reviewed annually as part of the budget process to pay amounts not shown in the primary statements. These amounts relate to grants of £10,000, payable within one year of the balance sheet at 31 December 2009.

## 9 Income funds – Unrestricted

	At 1 January 2009 £	Transfers £	Net movement in funds £	At 31 December 2009 £
General	554,288	120,000	19,223	693,511
Designated:				
Disciplinary hearings	120,000	–	–	120,000
Property	350,000	(120,000)	–	230,000
Information Technology	100,000	–	–	100,000
	1,124,288	0	19,223	1,143,511

Explanations of the designated funds are on page 5 of the Trustees' Annual Report.

## 10 Analysis of changes in net funds

	At 1 January 2009 £	Cash flows £	At 31 December 2009 £
Balance at bank	56,611	(16,375)	40,236
Cash on short term deposit	975,487	219,208	1,194,695
	1,032,098	202,833	1,234,931

## 11 The Chartered Institute of Taxation

The Institute is a connected charity in that it has common, parallel or related objects and activities and unity of administration with the Association.

Labour, operating and overhead costs borne jointly are allocated to the Institute and the Association are charged to the Association on a quarterly basis, using a simple and equitable formula agreed by both parties.

The formula for 2007 to 2009 was agreed in 2006. The total cost allocated to the Association under this agreement for the year is £727,704 (2008: £619,000) and is shown in 2(d) of the financial statements.

The amount due to the Institute at the balance sheet date was £187,378 (2008: £29,513).

## 12 The Taxation Disciplinary Board

The Association and the Institute have a joint arrangement with the Taxation Disciplinary Board; a company limited by guarantee managed by an independent board of directors.

Neither the Association nor the Institute exercise a significant influence over the operating and financial policy of the company whose object is to administer the Taxation Disciplinary Scheme for the Institute and the Association exclusively.

## **Jane E C Ashton**

Age 42. Joined Council in 2005. Became a member of the Association in 1993. Jane has worked in various Directorates in the former Inland Revenue and is now a Senior Policy Adviser for HMRC Individuals Customer Unit, based in London. A member of the Member and Student Services Committee since 1996 and a member of the Marketing and Website working parties.

## **Annie J Bailey**

Age 48. Joined Council in 1997. President from July 2008 to July 2009. Qualified as a chartered accountant in 1985. Passed the ATII examinations in 1987, taking first place overall and winning the Institute Medal and the Butterworths Prize. Member of the Marketing working party, Chairman of Technical Committee from July 2007 to July 2008, representing the Association on the Technical Committee of the Chartered Institute of Taxation. Chairman of Member and Student Services Committee 2006 to 2007. Member of the Examinations Subcommittee with the Institute, and Chairman of the Examination Committee with overall responsibility for co-ordination of the Association's examinations from July 2000 to July 2007. Examiner for the Association from 1989 to 2007. Senior Tax and Trust Services Manager with Menzies, specialising in capital taxes and the taxation and administration of trusts and estates.

## **Simon J Braidley**

Age 46. Joined Council in 2003 and appointed Deputy President in July 2009. Became a member of the Association in 1998. After graduating from Sheffield University and serving time with the Inland Revenue, several international and then smaller accountancy firms, he operated his own practice. Now working in the City of London for niche tax firm Argenta Taxation Consultants, who specialise in the Lloyd's insurance market. Also a former registered member in practice, South West Region Branches Co-ordinator and Chairman of the Severn Valley Branch. Chairman of the Member and Student Services Committee and has written the ATT Editorial pages for Tax Adviser for many years.

## **Jeremy Coker**

Age 46. Joined Council in 2008. Has served the London Branch in various capacities and is currently Chairman. A member of the Institute's Owner Managed Business Technical Committee. Tax partner with a West End firm of chartered accountants, Auerbach Hope.

## **Bernard Critchley**

Age 53. Joined Council in 2006. Became a member of the Institute in 1993. Having previously worked with national firms as well as one of the largest firms in the West Country, started his own firm of Chartered Tax Advisers in 2003. A member of the Member and Student Services Committee, and the Institute's Membership Committee. Currently South West Regional Branches Co-ordinator. Past Chairman and Founder Member of Somerset and Dorset Branch.

## **Karen M Eckstein**

Age 44. Joined Council in 2008. Became an associate member of the Institute in 1993 and has been a member of Joint Professional Standards Committee for many years. Partner in Lake Legal LLP, a firm of solicitors, based in Leeds, advising on tax litigation and tax related professional negligence claims. In 2007 Karen received "highly commended" award for Tax Lawyer of the Year at the LexisNexis Taxation awards.

## **Richard Geldard**

Age 56. Joined Council in 2001. President from July 2007 to July 2008. Qualified as an Associate of the Institute in 1988 winning the Butterworths Prize and the John Wood Medal. Qualified as a chartered accountant in 1978. Senior tax manager with Ernst & Young, based in their Leeds and Bangalore offices. Examiner for the Association from 1993 to 1997. Member of the Audit Committee. Former Treasurer, Chairman of the Technical Committee and Vice Chairman of the Joint Standards Committee. Past Chairman of Leeds Branch.

### **Simon J Groom**

Age 47. Joined Council in 2003. Qualified as a chartered accountant in 1987 with Arthur Young before moving to work for the Financial Training Company. Became an Associate of the Institute in 1991. Since qualifying has been involved with training in some form for the past 20 years and has lectured regularly at Association and Institute student conferences. Recently involved with the implementation of the new examination structure. Head of National Tax Training at Tolley. Member of the Member and Student Services Committee and Audit Committee.

### **Tanya Hiscock**

Age 33. Tanya joined Council in 2009 having been a member of the Member and Student Services Committee since 2006. Qualified as a member of the Association in 2003. Specialising in Trust Tax at Thomas Eggar LLP, a firm of Solicitors on the South Coast. The ATT representative on the Sussex Branch committee.

### **Chris Jones**

Age 42. Joined Council in 2006. Qualified as a member of the Association in 1992 and as an associate of the Institute in 1994. Training ATT and CTA students since 1995 and is currently Director of Tax & Accountancy at LexisNexis. Lectures around the branches and at both ATT and CIOT conferences. Appointed to the Council of the Institute in 2003 and is chairman of its Communications and Brand Management Committee.

### **Stuart G McKinnon**

Age 52. Joined Council in 1999. Qualified as a CTA in 1985. Chairman of the Examination Committee and a member of the Member and Student Services Committee. Partner in the Charlton Williamson Partnership, a firm of accountants and business advisers in Newcastle Upon Tyne. Past Chairman of the Newcastle and District Branch.

### **Andrew Meeson**

Aged 49. Joined Council (and Association) in 2007 and elected Vice-President in July 2009. Joined Institute in 1993 after winning Institute Prize in 1990 at Intermediate level. Joined Technical Committee in 2006 and has been its Chairman since 2008. Following a wide-ranging career spanning the Inland Revenue, Price Waterhouse and HBOS Group, now runs a Midlands-based company offering specialist tax and pension support to entrepreneurial clients. Lectures widely on tax and pension-related issues.

### **Natalie A Miller**

Age 46. Joined Council in 2005. Passed ATT examinations in 1993 and ATII (as it was then) in 1995. After time in the personal tax department of KPMG and Ernst & Young, Natalie has worked for PwC for the last nine years in the Tax Knowledge & Innovation Group, where she specialises in personal and trust taxation and in tax knowledge management. She is a member of the Examination Committee. Natalie was appointed to the Council of the Institute in 2004 and is a member of its Capital Gains Tax and Investment Income Technical Subcommittee and the Communications and Brand Management Committee. She is also currently in her second term as Chairman of East Anglia Branch.

### **Yvette E Nunn**

Age 45. Joined Council in 2000. Became a member of the Association in 1993. Member of the Technical Committee. Chairman of Birmingham and West Midlands Branch 1997-1999. Member of the Council and Membership Committee of the Institute. Director for the Birmingham office of Berkeley Associates.



**Ralph Pettengell**

Age 49. Joined Council in 2006. Member of the Finance Advisory Group. Following the sale of his business, Chambers and Newman, in December 2007, Ralph is in the process of building a new Financial Services Company. Ralph was a Registered Independent Financial Adviser for eleven years and prior to that held senior management roles at the Britannia Building Society and Halifax Building Society's IFA arm. One of the first in the UK to obtain the Fellowship status by examination of the Society of Financial Advisers FSFA, now known as PFPS, also holds the ACII qualification specialising in Pensions and a Chartered Financial Planner.

**David W Stedman**

Age 59. Joined Council in 2001 and appointed President in July 2009. Became a member of the Association in 1993 and is the immediate past Chairman of the Member and Student Services Committee on which he has served since 1998. Previous Chairman of the joint Professional Standards Committee. Registered member in practice since the scheme commenced in April 1997. Chairman of Sussex Branch for four years from 1999 to 2003. Joined the Inland Revenue after leaving school and then worked for a local accountant until establishing his own practice in 1993.

**Anthony Thomas**

Age 57. Principal of Thomas & Co, a firm of Chartered Tax Advisers based in Coventry in the West Midlands. He joined the Council of The Chartered Institute of Taxation in 2003 having sat on the Council of the Association, being the President in the 2002/3 year. He is currently Treasurer of the Institute and a past Chairman of the Birmingham Branch. Elected Vice-President of the Institute in May 2009 and is the Ex-Officio Member of Council. He joined the General Assembly of the Confédération Fiscale Européene in 2008.

**Philip Waller**

Age 47. Joined Council in 2004. Honorary Treasurer and Chairman of the Financial Advisory Group since 2006 and a member of the Institute's Treasurer's Committee. Tax partner with Mazars LLP in the Midlands and has joint responsibility for their Dudley, Birmingham and Nottingham offices. A former Chairman of Leeds Branch and Secretary to the Birmingham and West Midlands Branch.

**Neil Warren**

Age 45. Joined Council in 2009. Qualified as a member of the Association in 1998 and is also a fellow member of AAT. Specialises in VAT issues as a consultant, lecturer and author, and was the winner of the Taxation Awards Tax Writer of the Year competition in 2008. Author of Tolley's annual VAT Planning book. Runs a small accountancy practice in Bedfordshire with a range of SME clients.

**Secretary, Andrew R Pickering**

Age 60. Joined the Association 1993 as its Deputy Secretary. Appointed Secretary 1994. Previously with the Law Society of England and Wales where, over a 25-year period, he held various posts in the Legal Aid, Education and Training and Administration Divisions, gaining considerable experience in all aspects of administration. Past Secretary of the Taxation Disciplinary Board.

We were delighted to welcome the following new members during 2009.

**Adams** Diana Lucinda  
**Adams** Richard Andrew  
**Ahmed** Romaan  
**Akhtar** Rehksena  
**Al-Ansari** Mohand  
**Ali** Sheheryar  
**Allan** Kerry Anne  
**Allen** Hilary Claire MA  
**Amir** Sohail BA(Hons) CTA  
**Anderson** Helen  
**Andow** Timothy Peter ACCA  
**Andrews** Lisa Marie  
**Annetts** John Can  
**Arthur** Rupert Liston  
**Ashiru** Lisa Olubunmi Abiola  
**Ashworth** Christine  
**Atkinson** Alastair Brain BA(Hons)  
**Atkinson** Ross David  
**Awan** Huma  
**Bagg** Michael Derrick  
**Baines** Bryony BA Hons  
**Balakumar** Vanajah  
**Ball** Christopher Richard  
**Ball** Michael  
**Barry** Aengus Leighton MA  
**Bath** Katherine Elizabeth MAAT  
**Baulf** Alexander Michael BA(Hons)  
**Bayne** Caroline Margaret  
**Beadle** Hannah Louise BA  
**Bear** Amanda Jane BA(Hons)  
**Bebb** Rhoanne Ainsley MAAT  
**Beresford** Timothy Joseph BSc  
**Bhatia** Preetpal Singh  
**Bhonsle** Rekha  
**Birdi** Gurveer Singh  
**Bowles** Rachel Ann BA(Hons) ACCA  
**Bradley** James Gareth BSc(Hons)  
**Briggs** Emeline Sarah BA  
**Brooks** Russell Alan  
**Brown** Leonard ACCA MAAT  
**Bucksey** Samantha Shirley  
**Burry** Jenna  
**Bussell** Ingrid  
**Butler** Samantha Kathleen  
**Calori** Lucy BSc  
**Cameron** James LLB  
**Campbell** Michelle BA  
**Campbell** Christina Margaret MAAT ACA  
**Cancellara** Doni BA(Hons)  
**Cardall** Cassandra MAAT  
**Carpenter** Simon Richard  
**Carter** John

**Carter** Sebastian George BA(Hons)  
**Caullee** Leela Devi LLB  
**Chamberlain** Natalie Gail  
**Chamberlain** Dean ACCA  
**Chandarana** Anand BSc(Hons)  
**Chapman-Harris** Daniel Sinclair  
**Chapman-Hunt** James Alexander BA(Hons)  
**Chen** Lu BSc  
**Cheney** Tracey Ann  
**Cheung** Wendy Kim Ming  
**Cheung** Alec BA(Hons)  
**Cheung** Alec BA(Hons)  
**Christy** Ankur BSc(Hons)  
**Chu** Sau Ying Rita  
**Clarke** Julia Carol ACCA  
**Clerkin** Ann-Marie LLB  
**Coak** Dean MAAT  
**Cockayne** Paul LLM LLB(Hons)  
**Cole** Emma Louise MAAT  
**Cole-Wilkins** Ian Philip  
**Collier** Barrie  
**Conlon** Ryan BSc  
**Cormack** Kieren Alistair BA MSc  
**Cornelius** Kate Julia  
**Cowdy** Katharine Jane  
**Cox** Michelle Louise  
**Crabtree** Lisa MAAT  
**Crawford** Poppy Corrina Ruth BSc(Econ)  
**Crowther-Green** Philip John  
**Crozier** Annette Marie  
**Cunningham** Joanne Helen  
**Curran** Rachel  
**Dabhad** Siraj  
**Dacquay** Xiaoqing BA MSc  
**Dance** Lianne Rosalind BSc  
**Darriba** Maria  
**Dash** Rajiv  
**Davison** Amanda Jane  
**De Mello** Ellen Isabella BSc(Hons)  
**Deans** Michelle BA  
**Dedman** Robert Paul BA(Hons)  
**Deen** Shaharan BA(Hons)  
**Demirates** Suzan Fathima LLB  
**Dench** Matthew John  
**Desley** Emma BA(Hons)  
**Desai** Firoza  
**Dhillon** Kamaljit Singh BSc CTA  
**Dickie** Russell John  
**Dillon** Catherine Mary BA(Hons)  
**Diplexito** Ryan Ferries ACCA  
**Dixon** Lindsay BA(Hons)  
**Dodhia** Seema  
**Donald** Andrew BA(Hons)  
**Donald** Adam Paul BA(Hons)  
**Donnison** Aimee Elaine CTA  
**Dormer** Jason Robert  
**Dunbar** Julie

**Eastwood** Sean Barry ACA  
**Elder** Deborah  
**Eley** Michael David Andrew ACCA  
**Ellis** Louise Wendy MAAT  
**Els** Johannes Jacobus  
**Elsley** Debra Louise  
**English** Brian Joseph  
**Espley** Barry James ACCA  
**Evans** Claire Lorraine BSc(Hons)  
**Eykel** Georgina Ruth  
**Fabris** Melissa Kate  
**Fairley** Fiona Catherine  
**Farmerey** Kim Jacqueline BSc(Hons)  
**Fellows** Jemma Charmaine BA(Hons)  
**Fernandez** Jaime BA(Hons)  
**Field** Matthew Robert  
**Flynn** Bonnie-Marie  
**Foddy** Matthew David MMATH  
**Forbes** Douglas Bernard  
**Forrester** Louise Anne  
**Foster** Gordon Douglas LLB(Hons)  
**Fraser** Sarah Jane BSc(Hons)  
**Fraser** Timothy LLB(Hons)  
**Garcha** Ricky Amerdeep Singh BA(Hons)  
**Gardner** Thomas Charles LLB  
**Gay** Stuart John  
**Gibbs** Anna Helen  
**Gibbs** Colleen  
**Gilderdale** Andrew  
**Gill** Victoria Alison  
**Gillick** Elizabeth Ann LLB(Hons)  
**Goddard** Mark Daniel MSc  
**Godfrey** Andrew Enrico BA(Hons)  
**Godfrey** Stephanie Nicola  
**Golden** Faye Dolores Ann  
**Goldsmith** Sarah Jane  
**Goulding** Nicholas Clive BSc FCA  
**Govey** Benjamin David MAAT  
**Grant** Craig John MA  
**Green** Rachael Louise  
**Green** Andrew ACMA  
**Griffiths** Robert James Aird BA(Hons)  
**Griffiths** Anneka MAAT  
**Gujadur** Pujja  
**Haines** Martin Antonio  
**Hamilton** Richard  
**Harding** Daniel William BA(Hons)  
**Hardy** Rebecca Anne BA(Hons) CTA  
**Harris** Amy Jane MAAT  
**Harrison** Christopher Julian  
**Charles** BSc(Hons) CTA

**Hatton** Jolene MAAT  
**Haywood-Schiefer** Paul  
**Headley** Xavier Jamal  
**Hedger** Alasdair Kenneth Mckenzie BSc  
**Hehir** Adam Michael  
**Henderson** Thomas Andrew BSc(Hons)  
**Hicken** Richard Kevin  
**Hillman** Rebecca Angela ACCA, BSc(Hons)  
**Hingston** Andrew James MAAT  
**Hodgkinson** Ellen Mary BSc(Hons) MA PhD  
**Holdsworth** Kelly Michelle  
**Hollard** Samantha Sharon MAAT  
**Holme** Ian James BA(Hons)  
**Houlston** Kathryn Jane  
**Howard** Julian Lee ACCA  
**Huggett** John Maurice BA(Hons)  
**Hughes** Katrina Amy  
**Hulbert** Anne Elizabeth  
**Hunter** Rachel Fiona BSc(Hons)  
**Hunter** Keith Wallace  
**Hyland** Michael Kenneth BSc(Hons)  
**Hynes** Lisa BA  
**Ivanov** Traian BA  
**Jackson** Mandy Elizabeth  
**Jackson** Helen BA(Hons)  
**James** Nicholas  
**Jefcoate** Helen Louise MA(Hons)  
**Jefferd** Barry David BSc FCA CA  
**Jeffery** Matthew Andrew BA  
**Jegade** Rufus Omoniyi  
**Jemide** Maryanne  
**Jivraj** Shereen  
**Johnson** Matthew  
**Johnson** Sarah Louise MAAT  
**Jones** Karen Kimberley  
**Jones** Stephen Richard BSc  
**Jones** Clare Elizabeth  
**Jones** Lisa Michelle  
**Jones** Richard BSc  
**Jones** David MAAT  
**Kaburu** John Muriuki BCom  
**Kanabar** Reshma  
**Kang** Sarabjit Kaur  
**Karunanithy** Nishopan BSc(Hons)  
**Kataria** Jayesh BA(Hons)  
**Keeping** Louis Zenon BSc(Hons)  
**Kennedy** Eilidh BSc(Hons)  
**Kent** Robert William  
**Kerai** Divya BSc  
**Kerling** Matthew James  
**Kersyte** Zivile BA  
**Keyworth** Christopher John

<b>Khan</b> Hamid Masood BA	<b>McCulloch</b> Christopher	<b>Patel</b> Nimesh Ramesh Chandra	<b>Sharp</b> Ben
<b>Khan</b> Nafeesa BA(Hons)	<b>McGevor</b> Stephen Charles	<b>Patel</b> Piyush BSc	<b>Shaw</b> Daniel Jake
<b>Kilcoyne</b> Steven James	BA(Hons) ACCA	<b>Paterson</b> James	<b>Sheena</b> Liam
BA(Econ)	<b>McGinn</b> Neil BSc(Hons),	<b>Pathak</b> Shashi Kumar BCom	<b>Shek</b> Angelai
<b>King</b> Deborah Helen	MSc(Hons)	<b>Payne</b> William Charles	<b>Shirley</b> Ian Alexander DipHE
<b>Kirk</b> Simon Peter	<b>McHale</b> Lisa Marie BA(Hons)	<b>Peaker</b> Claire Louise	<b>Siddiqi</b> Abida BSc(Hons)
<b>Kirkham</b> Elizabeth BSc(Hons)	<b>McKearney</b> Eva Marianne	<b>Pennington</b> Stewart David	<b>Silver</b> Amy
<b>Knott</b> Andrew James BSc(Hons)	MAAT	BA(Hons) ACCA	<b>Simic</b> Mark BSc
<b>Kojima</b> Takayuki BSc	<b>McKenzie</b> Kirsten	<b>Phan</b> Tien B.Com LLB	<b>Simpson</b> Alexander
<b>Kumar</b> Kiran P	<b>McLauchlan</b> Nicola Helen	<b>Pinero</b> Nicholas Francis LLB	<b>Sinfield</b> Emma Victoria
<b>Kyffin</b> Emma Victoria LLB	MA(Hons)	<b>Pott</b> Richard David	<b>Singh</b> Kamala
<b>Lai</b> Amy	<b>Meadows</b> Jenny	<b>Prescott</b> Christopher Bernard	<b>Slipman</b> Hayley Natasha
<b>Lamela</b> Yago BSc(Hons)	<b>Mercer</b> Emma Stacey MAAT	ACCA	<b>Slokan</b> Paul Michael
<b>Lane</b> Jerome Darren	<b>Middlehurst</b> Philip ACCA	<b>Pringle</b> Oliver	<b>Smallman</b> Victoria Louise
<b>Larmour</b> Andrew James BA	<b>Miller</b> Heather Louise	<b>Pritchard</b> Elizabeth Anne	<b>Smith</b> Barbara-Anne
MSc	<b>Mills</b> David Chandra	ACCA	<b>Smith</b> Gemma Ann
<b>Larose</b> Karen Dawn	<b>Milne</b> Alexander Charles	<b>Purnell</b> Rachel Louise Clare	<b>Smith</b> Tom Jack
<b>Laws</b> Mark Anthony BA(Hons)	BSc(Hons)	MAAT	<b>Smith</b> Linda Ann
ACCA	<b>Mitchell</b> Fiona Catherine	<b>Rae</b> James Alexander MA	<b>Smith</b> Gemma Elizabeth
<b>Le</b> Hien Ngoc Tran BA	<b>Mohide</b> James Alexander	<b>Rafiq</b> Mohsin BA	BA(Hons)
<b>Ledgerwood</b> Kim Louise MAAT	<b>Molyneux</b> Jane Charlotte	<b>Rafique</b> Rana Muhammad Asif	<b>Smith</b> Charlotte Rose
<b>Lee</b> Catherine Mary Patricia	BSc(Hons)	BComm ACCA	<b>Smith</b> Mark Edward
<b>Levene</b> Hayley Claire	<b>Morgan</b> Russell	<b>Raindi</b> Satnam Singh BSc(Hons)	<b>Smith</b> Robert Anthony
BSc(Hons)	<b>Morrison</b> Adam Nicholas	<b>Raja</b> Sheyma	<b>Smithies</b> Leoni
<b>Li</b> Sui Ching	<b>Mortimer</b> Gemma Louise LLB	<b>Rashford</b> Marcus Graham BEng	<b>Sollars</b> Joanna Ruth
<b>Lill</b> Adam	<b>Moses</b> Emma Jayne	MSc	<b>Solur Munivenkataraju</b>
<b>Lindberg</b> Tim	<b>Musgrove</b> Timothy Ronald	<b>Rausch</b> Marina Jutta	Thimmarayappa
<b>Little</b> Nicholas	<b>Mutlow</b> Christopher	<b>Reakes</b> Ian Christopher	<b>Sood</b> Aman
<b>Littlefield</b> Robert John	<b>Mutti</b> Sarbjit Kaur BA(Hons)	<b>Redfern</b> Sarah Jane ACMA	<b>Spencer</b> Caraline MAAT
<b>Liu-Newman</b> Kim LLB(Hons)	<b>Nehru</b> Viren Rajesh BSc	<b>Rees</b> Kate Bethan BSc	<b>Stace</b> Rachel Ann
<b>Livy</b> Ruth Mary	<b>Neilson</b> Stuart	<b>Reeve</b> Victoria ACCA	<b>Stack</b> Peter James
<b>Lloyd</b> Sharon Lorraine	<b>Newble</b> Abbie BA(Hons)	<b>Rehman</b> Shuja BA ACCA	<b>Stannard</b> Sam
BSc(Hons) ACCA	<b>Newman</b> Susan Margeurite	<b>Renganathan</b> Jayanthi	<b>Steed</b> Michael David
<b>Lloyd</b> Stacey Anne MAAT	MAAT	BSc(Hons)	MA(Cantab) MAAT
<b>Lockwood-Eveling</b> Xian Carline	<b>Newton</b> Natalie	<b>Reynolds</b> Dean Lee	<b>Stevens</b> Jonathan BA(Hons)
Kim LLB	<b>Ng</b> Mei-Yee	<b>Reynolds</b> Teresa Jane	<b>Stevenson</b> Justin Robert
<b>Lowery</b> Rickie BA(Hons)	<b>Ngwenya</b> Marjorie Chiedza	<b>Richardson</b> Joanne Elisabeth	<b>Stotter</b> Felicity Ann LLB
<b>Lujan</b> Jorgelina	<b>Nicholls</b> Thomas James	<b>Ridley</b> Jonathan James	<b>Straight</b> Alexander Thomas
<b>Luk</b> Winnie	BSc(Hons)	<b>Riback</b> Jonelle Nicola	<b>Strange</b> Eileen Carolina
<b>Lyon</b> Taylor Justin Edward	<b>Norman</b> Sarah Jayne	BSc(Hons)	BSc(Hons)
<b>Mackay</b> Lauren	<b>O'Neill</b> Eleanor	<b>Roberson</b> Lauren Katherine	<b>Strong</b> Lisa-Marie MAAT
<b>Macklam</b> Iain Douglas	<b>O'Reilly</b> Fiona Jane	Rachel	<b>Stroud</b> Gemma BA(Hons)
<b>Macklin</b> Stuart Ian Robinson	<b>O'Rourke</b> Judith Anne BSc(Hons)	<b>Roberts</b> Lowri BA(Hons)	<b>Sullivan</b> Philip Michael
BSc(Hons) CAT	<b>Oates</b> Stephen BSc(Hons)	<b>Robertson</b> Shaun Archibald	LLB(Hons)
<b>Madgett</b> Terence Patrick MAAT	<b>Obanobi</b> Abosede Olufunke	BCom ACA	<b>Swansborough</b> Samuel Richard
ACMA	ACCA	<b>Robinson</b> Lesley Ann MAAT	<b>Szpin</b> Grzegorz
<b>Mannan</b> Laina Munn	<b>Oghene</b> Benjamin BSc(Hons)	ACCA	<b>Tank</b> Kabita BA
BA(Hons)	<b>Ogle</b> Dwayne Paul BAcc	<b>Robinson</b> Emma BSc	<b>Tanner</b> Amy Joy
<b>Mardall</b> David	<b>Osborn</b> Julie	<b>Rodgers</b> Christopher James	<b>Tarbin</b> Jodie Caroline
<b>Marley</b> Katrina LLB	<b>Overend</b> Mark William BSc	<b>Rosenthal</b> Hannah Elizabeth	<b>Taylor</b> Vicki Louise
<b>Maroo</b> Namrata BA(Hons)	<b>Pallett</b> Lisa MAAT	<b>Rossiter</b> Helen Louise	<b>Taylor</b> Lewis John BA CTA
<b>Marshall</b> Nicola	<b>Pamayi</b> Paola Elisabeth	<b>Rowland</b> Gemma Louise	<b>Taylor</b> Carole Nerys MAAT
<b>Martin</b> Diane Dorothy	<b>Pandey</b> Roma Kumari ACCA	BAcc(Hons)	<b>Taylor</b> Mathew
<b>Martin</b> Trevor Robert BA(Hons)	<b>Pannell</b> Matthew John	<b>Ruddick</b> Stuart Graham	<b>Thackara</b> Diane Maria MAAT
<b>Martyn</b> Jodie Anne LLB	<b>Parekh</b> Meetali Bhawna	<b>Russell</b> Andrew William MAAT	<b>Thatcher</b> Nick
<b>Mashford</b> Helen	Balvantrai	<b>Rutherford-Spence</b> Linda	<b>Thind</b> Anju Poonam
<b>Mason</b> Lulu Elizabeth Anne	<b>Parker</b> Nicola	BA(Hons)	<b>Thompson</b> Jennifer Clare
Harriet	<b>Parker</b> Helen Mary ACA	<b>Sahota</b> Rajinder	<b>Thompson</b> Sarah Louise
<b>Mayer</b> Holly Alexandra MAAT	<b>Parkinson</b> Nicholas Alan	<b>Sanders</b> Rachel	<b>Thomson</b> Cheryl Elizabeth
<b>Mayfield</b> Isla BSc(Hons)	<b>Parrott</b> David John BA	<b>Savage</b> Jennifer Ann BSc(Hons)	<b>Thornhill</b> Joanna Elizabeth
<b>McAdam</b> Andrew John MAAT	<b>Parry</b> Emma Mary BA(Hons)	<b>Scott</b> Lauren BComm	<b>Thrupp</b> Joanne Jane MAAT
<b>McCarthy</b> Loran Victoria MEng	<b>Patel</b> Nikisha Solicitor	<b>Sharif</b> Anser Mahmood	<b>Tobiasen</b> Kerry
<b>McClellan</b> Carl Christian BA MA	<b>Patel</b> Krushit BSc(Hons)	BA(Hons)	<b>Tong</b> Tracey Jane MAAT

## Continued

**Tooze** Aimee Danielle  
BSc(Hons)

**Topps** Darren Xenophon  
BA(Hons)

**Towart** Joanne Marie

**Trevenna** Rachael Joanne  
BSc(Hons)

**Tricker** Lucy Kate LLB(Hons)

**Turner** John Christopher

**Turton** Trevor

**Twitchett** Fay Louise

**Tyler** Hollie Michelle

**Ullrich** Susanne MAAT

**Underhill** Nargis

**Vaitha** Neeta MAAT ACCA

**Van Der Hoeven** Maarten  
Hans Hendrik

**Verge** Sarah Elizabeth  
BSc(Hons)

**Verma** Jiwan BSc

**Vishram** Dhirajlal

**Voinitskaia** Anna BSc(Hons)

**Wade** Stephanie Joy

**Walkingshaw** Sharon

**Ward** Christina BSc(Hons)

**Warui** Maureen BA(Hons)

**Waterson** Lee

**Watson** Corrina Dawn ACCA  
BSc

**Webb** James Michael

**Webb** Katy Alexandra

**Webber** Rachael Lynne BA

**Webster** Paul Michael

**Wesley** Cheryl Anne

**Weston** Jennifer Susan MAAT

**Wheeler** Elizabeth Jane BCom

**Wheeler** Nicholas Robert

**Whitby** Oliver David LLB

**Whitehead** Graeme

**Whitehouse** John Philip BSc  
MSc

**Whyte** Sarah Katherine  
BA(Hons)

**Whyteside** Ian MAAT

**Wild** Alasdair Gregory  
BA(Hons)

**Wildney** Martyn James

**Wiles** Ian Ashley BA(HONS)

**Wilkes** Deborah MAAT ACCA

**Wilkins** Lauren Louise

**Wilkinson** Laura Jane LLB

**Wilks** Kimberley Marie  
BA(Hons)

**Williams** Andrew John

**Williams** Heather Louise BA

**Williams** John Robert

**Williams** Ross Alexander  
BSc(Econ)

**Williams** Robert BA(Hons)

**Williamson** Paul Darryl  
BA(Hons)

**Williamson** Kathryn Anne BSc

**Wilson** Gary Stuart BA

**Winnard** Rebecca Victoria

**Wood** Stuart N

**Wood** Helen Johnstone

**Woodward** Stuart John  
LLB(Law)

**Worthington** Paul Andrew  
HND ACMA

**Wouansi** Andre Landrix MAAT

**Wyatt** Zoe Elizabeth LLB(Law)

**Wyllie** Elaine Margaret LLB

**Yang** Yan Ada BSc MSc CTA

**Yao** Yimin ACCA

**Yau** Denise

**Yin** Lu Yan

**Young** Nichola BA(Hons)

**Young** Johanna

**Yusuf** Aziz Arif BA(Hons)

**Zheng** Lan

## Notice of Annual General Meeting

Notice is hereby given that the twenty-first Annual General Meeting of members of The Association of Taxation Technicians will be held at One Queen Anne's Gate, London SW1H 9BT on Wednesday 7 July 2010 at 2.00 p.m.

### Ordinary Business

1. To receive and adopt the Report of the Council for 2009.
2. To receive and adopt the audited Financial Statements of the Association for the year ended 31 December 2009.
3. To re-elect as Members of Council Tanya Hiscock and Michael Steed who retire under Article 67.
4. To re-elect as Members of Council Jane Ashton, Annie Bailey, Bernard Critchley, Andrew Meeson and Ralph Pettengell who retire under Article 76.
5. To reappoint Baker Tilly UK Audit LLP as auditor of the Association.

### Special Business

6. To consider and if thought fit to pass the following as a Special Resolution.

1. For Article 1 substitute

"1. In these presents the words in the first column of the following Table shall bear the meanings set opposite them respectively in the second column thereof, if not inconsistent with the subject or context

<b>Words</b>	<b>Meanings</b>
the Acts	The Companies Act 1985 and 2006 including any statutory modification or re-enactment thereof for the time being in force.
the Association	The Association of Taxation Technicians.
the Auditors	The persons appointed for the time being as auditors of the Association pursuant to Article 95.
Committee	A committee to which the Council delegates any of its powers pursuant to Article 82(A).
the Council	The council of management for the time being of the Association.
Deputy President	The person who is for the time being acting as Deputy President of the Association by virtue of Articles 59 to 62.
an Elected Member	Any person who is for the time being a member of the Council by virtue of Articles 65 or 77.
Ex-officio member	A person who is for the time being a member of the Council by virtue of Article 70.
General Meeting	An Annual General Meeting and/or Extraordinary General Meeting of the Association as the context requires.
the Institute	The Chartered Institute of Taxation being the body established by Royal Charter.
Laws of the Institute	The Laws of the Institute as defined in the Byelaws of the Institute.
Member	In the Memorandum of Association, a person who is a subscriber or Member or a Fellow under the Articles of Association.
Member	In the Articles of Association, a person who is a member in the category of Member.

<b>Words</b>	<b>Meanings</b>
a member	a person who is a member of the Association under Article 4 and, for the purposes only of the disciplinary powers and procedures of the Association and of any arrangements in place under clause 4(B) of the Memorandum of Association of the Association, a firm or company containing members which is registered with or recognised by the Association for the purposes of or in connection with any statutory or other function or status of the Association, and in particular for the purpose of any system of compliance monitoring and enforcement, whether operated by the Association alone or in conjunction with any other body, and all related regulations, rules, contracts and other requirements arising from such function or status.
member of the Institute	Any person who is for the time being a member of the Institute in accordance with the Laws of the Institute.
Month	Calendar month.
the Office	The registered office of the Association.
these presents	The Memorandum of Association, these Articles of Association, and the Regulations of the Association from time to time in force.
the President	The President of the Association or any person acting in this capacity.
Regulations	Any regulations, rules and bye-laws for the time being in force promulgated by the Council pursuant to these presents and any other provisions regulating the activities of members, or their conduct, including any disciplinary scheme established by the Association alone or in co-operation with other bodies.
the Seal	The Common Seal of the Association.
the Secretary	The Secretary or deputy or assistant Secretary appointed by the Council or any person acting in such capacity by the direction of the Council.
the Sponsoring Body	The Institute or any successor of it.
the Statutes	The Acts and every other Act for the time being in force concerning companies and affecting the Association.
subscriber	A subscriber to the Memorandum of Association.
the United Kingdom	Great Britain and Northern Ireland.
the Vice-President	The person who is for the time being acting as Vice-President of the Association by virtue of Articles 59 to 62.
in writing	Written, printed, photographed or lithographed, or partly one and partly another, and other modes of representing or reproducing words in visible form.

Words importing the singular number only shall include the plural number, and vice versa; words importing the masculine gender only shall include the feminine gender and vice versa; and

Subject as aforesaid, any words or expressions defined in the Acts or any statutory modification thereof in force at the date of the adoption of these presents shall, if not inconsistent with the subject or context, bear the same meanings in these presents."

2. For Article 4 substitute

"4. The members are:

- (a) The subscribers whether or not also in another category of membership
- (b) Persons in the category of Member, which shall include persons who are Nominated Members of the Council if they are not already Members or Fellows
- (c) Persons in the category of Fellow



(d) Persons in such further categories of member as may be created pursuant to Article 6.”

3. In Article 5 for “Member” substitute “member”.

4. For Article 6 substitute

“6. The Council shall have power to provide by Regulations for any of the following:

- (a) the creation of categories of membership;
- (b) the admission requirements and formalities of application for admission to membership of each category of membership and all other matters relating thereto, including fees, costs and subscriptions and the delegation to any Committee of Council or the Secretary of its powers under Article 12(A)(iii), not otherwise prescribed by these presents;
- (c) the rights and obligations of membership;
- (d) the transfer of a person from one category of membership to another and for all matters relating thereto.”

5. In Article 7 after “Members” insert “or Fellows”.

6. For Articles 9 to 16 substitute

“9. A subscriber or a Member pursuant to Article 7 shall be eligible for election as a Member under Articles 11 and 12 but if so elected the provisions of Articles 14, 38, 51 shall apply.

10. A member being a subscriber and a Member under Article 7 shall (whether or not he is a member in any other capacity) not be liable for any registration or admission fee or annual subscription to the Association but shall not be entitled to any privileges of membership until he has signed an undertaking to observe these presents and any Regulations so far as the same are applicable.

11. (A) Subject to Article 14, any person, being a member of the Institute, shall so long as he is such a member, be admitted as a member of the Association upon

- (i) delivery to the Secretary of a certificate signed by the secretary of the Institute to the effect that he is at the time of his application a member of that Body, and
- (ii) payment of the sum (if any) payable pursuant to Article 18.

(B) A person becoming a member under this Article shall not be liable under Article 18 to pay any admission or registration fee to the Association upon ceasing to be a member under Article 12 and becoming a member under this Article pursuant to Article 12(D).

12. (A) No person (other than the subscribers and those referred to in Articles 7, 11 and 13) shall be admitted as a member unless and until:

- (i) he shall have delivered to the Secretary an application in writing in that behalf, being an application signed by that person in such form as the Council may from time to time prescribe (either generally or with regard to any particular case or class of cases), and verified and/or supported by such references (if any) and/or written recommendations (if any) as the Council may in its discretion from time to time require;
- (ii) he has complied with such requirements as to educational standards, practical experience, professional standards and otherwise as may be prescribed in Regulations; Provided that such Regulations may provide for the admission to membership of persons who do not fully comply with such requirements as the Council in its absolute discretion may decide; and
- (iii) the Council (whose discretion shall in every case be absolute) shall have resolved that he be elected a member.

(B) Upon the Council resolving pursuant to paragraph (A)(iii) of this Article to elect a person a member, notice in writing of such resolution shall be sent to him by the Secretary, but he shall not become a member of the Association unless and until he shall have paid the admission or registration fee (if any) payable by him in respect of such election in

accordance with Article 18, and the sum (if any) payable by him by way of subscription pursuant to Article 19 and in the meantime his election shall be revocable by the Council.

- (C) The provisions of Article 26(C) shall apply to allow a member elected under Article 11 to remain a member by virtue of this Article notwithstanding the cessation of his membership under Article 11 by virtue of Article 26(C).
- (D) Any person who is or who is eligible to be a member pursuant to Article 11 may not apply for membership under this Article and any person who is a member pursuant to this Article who becomes eligible for membership under Article 11 and who applies to be and is admitted as a member under that Article shall forthwith cease to be a member under this Article.

13. (A) The Council shall be entitled to elect as an Honorary Member of the Association any person whom in the opinion of the Council it is desirable so to elect in the interests of and consistent with the objects of the Association, notwithstanding that such person may not otherwise be eligible for election in any other category and may not be engaged in practice in the taxation profession.

- (B) A person shall not be an Honorary Member until he has signed an undertaking to observe these presents and any Regulations so far as the same are applicable.

14. (A) A Nominated Member may remain a member pursuant to Articles 11 or 12 and may be admitted as a member under Article 11, notwithstanding that he is a Member under Article 7.

- (B) If in any year a person is or becomes a Nominated Member the provisions of Article 10 shall apply so that:
  - (1) he may be admitted a member under Article 11 without payment of any registration or admission fee or of any annual subscription in respect of that year; and
  - (2) he may (and as an exception to Article 26(A)) continue as a member under Article 11 or 12 without payment of any annual subscription in respect of that year.

Provided that

- (i) No amount previously paid (whether in the year in question or previously) by the person concerned prior to his becoming a Nominated Member shall thereupon be repaid to him; and
  - (ii) No amount shall become due by way of annual subscription in any year upon a person ceasing to be a Nominated Member part way through that year.
- (C) A person shall in any year remain or shall be eligible to be entered in the Register of members as a member within the category of Article 11 or 12 as the case may be and shall be entitled to receive a Certificate of Membership as such, notwithstanding that he is at some time in that year a Nominated Member.

15. Every member (other than a Nominated Member of the Council who is not also a Member or Fellow in his own right) shall be entitled to receive a Certificate of Membership. Every such Certificate shall remain the property of the Association and each member shall upon election to membership be deemed, if he has not already done so, to have entered into an undertaking with the Association to return any such Certificate to the Association upon cessation of his membership if so requested in writing under the hand of the Secretary.

16. (A) Every member shall from time to time notify to the Secretary his place of business or employment or his place of residence, and such place shall be registered as his address and the place so from time to time registered shall, for the purpose of the Acts and these presents, be deemed his place of business or employment or his place of residence as the case may be.

- (B) If any member shall fail to notify such place of business or employment or his place of



residence he shall not be entitled to receive notice of any of the General Meetings or other proceedings of the Association and no such General Meeting or other proceedings shall be invalidated by reason of his not having received such notice aforesaid."

7. In Article 21 for "Member" substitute "member".
8. In Article 23 for "Members" substitute "members".
9. For Article 24 and the heading immediately before it, substitute

**"TITLES AND DESIGNATORY LETTERS**

24. Persons who are Members (other than Nominated Members who are not Members in their own right) may use the title "Taxation Technician" and may use after their names the letters "ATT", and Fellows (other than Nominated Members who are not Fellows in their own right) may use the title "Taxation Technician (Fellow)" and may use after their names the letters "ATT(Fellow)". The titles and letters referred to in this Article are non-transferable privileges of members and may not be used by firms, bodies corporate, partnerships or by any organisation as, or as part of, a business name."

10. For Articles 25 and 26 substitute

25. Without prejudice to the rights of the Association to recover all sums due from a member to the Association or to secure the return of all Certificates of Membership relating to such member, any member may by giving to the Association notice in writing served upon the Association at the Office tender his resignation of membership of the Association and on its acceptance by the Council but not until then he shall cease to be a member. A member resigning during the course of any year shall not be entitled to the return of the whole or any part of any registration or admission fee paid in that year or of his subscription for that year.

26. (A) Any member whose annual subscription (including any part of a subscription and any reduced subscription) is more than four months in arrears shall, on a resolution to that effect passed by the Council at a meeting duly convened at any time thereafter and before the subscription in question has been paid, cease to be a member.

(B) (i) If any member enters into an Individual Voluntary Arrangement ("IVA") with his creditors or becomes subject to a bankruptcy order he shall notify the Association within three months of the date of the IVA or order. If a member fails to notify the Association, his membership of the Association shall cease automatically upon the expiry of the three months, subject to the terms of Articles 28 and 29.

(ii) Where a member notifies the Association in terms of this Article, the Association reserves the right, in accordance with procedures to be determined by the Council, to seek further details and to suspend or terminate a person's membership for the duration of any IVA or bankruptcy order and of any subsequent Bankruptcy Restrictions Order or Undertaking.

(C) A member admitted pursuant to Article 11 shall cease to be a member forthwith upon his ceasing to be a member of the Institute unless he is entitled to apply for membership under Article 12 or is an Honorary Member. If he shall be entitled to be a member under Article 12 he shall remain a member provided that he shall within three months of his ceasing to be a member of the Institute have applied under Article 12(A) to be permitted to remain a member and that he is thereupon admitted a member under Article 12. Such a member may (if the Council thinks fit) be required to pay a registration or admission fee but any annual subscription paid by virtue of his membership under Article 11 shall be credited against any annual subscription in respect of the same year due from him as a member under Article 12.

(D) A Member whose entitlement to membership is solely as a Nominated Member of the Council shall in addition to the provision of Article 26 (A) and (B) cease to be a Member on the earliest of the date provided for by Article 69 or Article 75(B)."

# Notice of Annual General Meeting

## Continued

11. In Articles 2, 27, 28, 29, 36, 37, 38, 40, 42, 43, 44, 45, 46, 47, 51, 53, 57, 65A and 98, for “Member” wherever this word occurs unqualified substitute “member”, and for “Members” wherever this word occurs unqualified substitute “members”.
12. For Article 52 substitute  
“52.The members without the privileges of membership include:
  - (A) A member who shall not have paid every subscription and any other sum (if any) which shall be due and payable to the Association in respect of his membership;
  - (B) A suspended member;
  - (C) A member referred to in that manner in Article 10.”
13. In Article 59 for “members” substitute “own number”.
14. In Article 68 in the last sentence for “Member” substitute “member”.
15. In Article 75(A) for “Member of the Association” substitute “member of the Association”.
16. For Article 77 substitute  
“77.(A) A member, other than a retiring Elected Member of the Council or one recommended by the Council for election, shall not be eligible for election as an Elected Member of the Council unless notice in writing is given to the Secretary within the period specified in sub-clause (B) below by ten members qualified to vote for such election of their desire to propose such person for election. A statement under the hand of the person proposed for election of his willingness to be elected to the Council must accompany such notice.
  - (B) The notice referred to in sub-clause (A) must be given not later than the last day in March in the year in which the election is to be held unless the date fixed for the election is after the last day in June in which case the notice may be given by the later of the date three months before the date fixed for the election and the date five days following the date on which the date fixed for the election is notified to members.”
17. In Article 82(B) for “Members of the Association” substitute “members of the Association”.
18. In Article 91 for “Member or other person” substitute “member or other person”.
19. For Article 96 substitute  
“96.A notice may be served by the Association upon any member, either personally or by sending it through the post in a prepaid letter, addressed to such member at his registered address as appearing in the Register of members as notified in accordance with Article 16.”

## **Explanatory Note to Special Business**

This Special Resolution provides for the amendment of the Association's Articles of Association under the Companies Act 2006.

The substantive purposes of the changes are to introduce the new membership category of Fellow, with the right to use the title "Taxation Technician (Fellow)" and the designatory letters "ATT (Fellow)";

There are some consequential amendments to the Articles. Essentially, the umbrella term of "Member" is changed to "member" in the appropriate places.

Regulations are being amended simultaneously by the Council to specify the requirements needed to be met for the election of Fellows.

By order of the Council

**Andrew R Pickering**, Secretary

Artillery House  
11-19 Artillery Row  
London  
SW1P 1RT

24 March 2010

## **Notes**

(a) A person entitled to attend and vote is entitled to appoint a proxy or proxies to attend and on a poll to vote instead of him or her. A proxy must be a Member of the Association. A form of proxy is enclosed with this notice for use in connection with the meeting. To be valid a form of proxy must reach the Secretary of the Association at Artillery House, 11-19 Artillery Row, London SW1P 1RT not later than 48 hours before the time of the meeting.

(b) A person who has appointed a proxy may nevertheless attend the meeting and vote, in which case any votes cast by the proxy will be superseded.