



COMMITMENT

PROGRESSION

SUPPORT



The cover depicts the Arms granted to the Association in 1990 with Supporters granted in 1997. The shield shows a gold cross, the Roman X, indicating the tithe or tenth paid in former times. The wheatsheaves represent produce or income and the sword of the Crown's officer is matched by the sword of the taxpayer's adviser. The chequered surround signifies the Court of the Exchequer which used counters on a chequered table-cloth to check calculations. Above the helm is a closed book representing abstruse written law, surmounted by an owl of wisdom. The Arms are supported by a pair of mute Swans, representing constancy, while the plant thrift grows from the banks on which they stand.

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The Association of Taxation Technicians



The Association is established 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 known as “Taxation Technician” for persons engaged in tax compliance work;
- runs residential courses and one-day conferences;
- publishes (jointly with the CIOT) the monthly journal *Tax Adviser*;
- issues annotated copies of Finance Acts and other technical material;
- makes submissions to the Revenue authorities on taxation compliance issues and relevant tax legislation;
- maintains standards of professional conduct for members;
- provides eligibility to take the examination of the Chartered Institute of Taxation.

President's statement



During this last year the Association has passed two milestones in the form of its 15th Anniversary and the admission of our 5000th member. As the Chartered Institute of Taxation currently celebrates its 75th Anniversary with just over 13,000 members I think this is a significant indication of the strength and appeal of this Association.

Having been a member of the CIOT for more years than I care to admit, and well before the Association was even a twinkle in Roy Jennings's eye, I was not a member of the Association until I became involved in recent years in Committee work, but I have derived substantial reward and enjoyment from this Association, its officers, staff and members. I hope that many of you reading this and other reports of the Association's affairs will be inspired to become involved actively in contributing to its activities, both locally and nationally. I have been especially pleased in the course of my visits to branches to meet many members at those meetings and I look forward to this

SUBSTANTIAL REWARD AND ENJOYMENT

interest developing into offers to assist with Committee membership in order to provide valuable input from our grass roots.

One of the significant features of the past year was the commitment to a merger of the Boards of Inland Revenue and Customs & Excise, to form a united taxation department to be known as HM Revenue & Customs (HMRC). The enabling Bill for this merger was presented in the Autumn of 2004, and we will now see a period of gradual implementation of the required procedures for departmental integration under the leadership of the first Chairman, David Varney.

In last year's President's Report, my predecessor Andrew Hubbard observed that he, and past President Peter Gravestock, met officials from the Treasury to discuss some of the practical implications of this impending merger. The reputation of this Association has been so well established in the professional arena that I am sure we will continue to be invited to provide our input into the continuing process. Indeed, one such contribution was invited in my term when John Beattie, President of the CIOT, and I attended Somerset House to address a Revenue and Customs audience on the practicality and significance of professional qualifications such as ours in a public

service context. This was a welcome opportunity to inform an audience of Government employees and their hierarchy of the nature of our organisations and the benefits to be obtained from an independent professional qualification in addition to their in-house training and experience. This occasion was unique in my experience, and the tone of the day certainly seemed to be that this relationship of mutual professional respect is indicative of the outlook of the new department. In recent years we have developed useful links with the Revenue and Customs departments with pivotal individuals such as Chris Tailby at Customs and Ray McCann at the Inland Revenue, who will be crucially involved in the merger process. They have been welcome guests at our various functions and have been warmly supportive in assisting with implementation of a professional interface between our positions on opposite sides of the fence.

I am pleased to have the opportunity to report, in this context, that we have recently welcomed onto Council the first HMRC representative in the form of Jane Ashton. It is especially pleasing to note that Jane has been allowed to put her name forward with the consent of her Department Director, who is prepared to support her commitment at this level. I believe that this event signals that the professional world is moving on from the 'us and them' mentality, even though we will inevitably have differences of opinion over interpretation of legislation.

This interest in professional qualifications expressed by the public service brings me to the issue of the Association's new syllabus. The review resulted in a procedure on the lines that Andrew indicated last year, namely that there will be various papers examining competency in the varied areas of taxation, including accounts and law, which will themselves result in certificates of competency. These will provide a route to membership on passing the required permutation, together with an admitting examination. I think this format will meet the varied areas of knowledge and expertise of members of HMRC and will provide an ideal mode of progressing to a professional qualification. Furthermore, in the professional and commercial world there is far more fragmentation and specialisation than ever, which the revised syllabus addresses.

We continue to maintain and develop our links with other professional bodies, both by way of technical meetings and mutual invitations to functions,



The Association is involved with tax careers events in conjunction with the CRAC and other professional bodies



Lord Christopher CBE (centre), the host of the Admission Ceremony at the House of Lords, is pictured centre with L-R: Les Beckett, David Rolfe of LexisNexis, prizewinner Elizabeth Rees and Stan Bramley, also of LexisNexis

COMMITMENT



Carol Clayton



Julian Nelberg



Anne Wright



Louise Duffy



Philip Waller

New Members of Council appointed in 2004

President's statement continued

receptions and dinners. I am most grateful to our members who give their time and personal commitment to these links, which strengthen the presence and the reputation of the Association in the professional world. These efforts have resulted in the fact that it is now quite normal for the Association to be invited in its own right to meetings called by the Revenue and the Treasury, and this will, I am sure, continue with HMRC.

We have, in particular, developed close links with the Association of Accounting Technicians (AAT), and joint conferences with that body are now an established feature of our annual programme. I have had the pleasure of chairing some of these conferences with their President, Jess Bond, who has a zealous commitment to the presidential role together with a fervent dedication to professional ethics. We have also met at various functions of other bodies so have had the opportunity to exchange views of our respective organisations, which are both well established and very successful.

Jess and I were honoured to be invited to the Annual Dinner of the Chartered Institute of Secretaries and Administrators in the prestigious surroundings of the Guildhall in the City of London. As a Top Table guest I think this is as near as I will ever get to being

in the seat of the Chancellor of the Exchequer at the Lord Mayor's Banquet.

I have also chaired some of the Association's members' conferences, as well as

student conferences, during the year. They continue to be well attended and I know that they are welcomed and valued by members, both for achieving the necessary level of CPD, and for the acquisition and development of knowledge and expertise. They are also an ideal opportunity for networking with colleagues to exchange experiences of current technical problems as well as discussion of Association affairs.

With regard to student conferences it is clearly established from examination results that those who attend have a substantially higher chance of succeeding in the examinations than those who rely only on home study and distance learning. Having chaired several conferences I can readily see why this is the case. Not only does the Association engage

lecturers of the highest standard, but the format of the conference, with working sessions and opportunity to clarify points of difficulty on a one to one basis, is invaluable and unsurpassable in terms of getting to grips with, and mastering, the topics to be examined. I would encourage everyone who wishes to become a member of this Association to make a determined effort to attend these conferences.

For those who are successful in passing the examinations there is a special privilege in attending our Admission Ceremony in the prestigious surroundings of The House of Lords. We are indebted for this great honour to our sponsoring Lords, normally Lord Howe and Lord Freeman. Last autumn, however, Lord Howe was unfortunately indisposed, but as befits a noble Lord he kindly arranged for Lord Christopher to preside at the autumn ceremony. Lord Christopher also has Revenue links as he was the General Secretary of the Inland Revenue Staff Federation and it was a special pleasure for me to renew my acquaintance with him after a gap of thirty-odd years.

Another impressive venue for an Association function was Founders Hall in the City of London, where our Annual Dinner was held in October. Our guest speaker was Dr John Avery Jones CBE, a past president of the CIOT, and now Chairman of the Tax Law Rewrite Committee, Special Commissioner and VAT & Duties Tribunal Chairman.

Our guests represented a wide range of professional expertise from the public service, the professions, commerce and industry, and I was immensely proud that so many eminent persons supported our Association, which grows in reputation each year as a result of such profiling functions.

I would like to pay tribute to our committees and secretariat for continuing our established activity in arranging seminars in the course of the year to address specific technical matters of the moment. In the past year such conferences have covered the topical subjects of Stamp Duty Land Tax (SDLT) and the disclosure of tax schemes. The range of taxation provisions has expanded to such an extent that even without being an expert in SDLT it is essential for the tax practitioner to be aware of the areas where it

DEDICATION TO PROFESSIONAL ETHICS

DEVELOPMENT OF KNOWLEDGE AND EXPERTISE



The May 2004 prizewinners, pictured with Les Beckett, outside the House of Lords



Craig Stevens of Gloucester receives his membership certificate from the President. At 19, Craig is the youngest member to attend an Admission Ceremony

PROGRESSION



The Association's Membership certificate



Les Beckett with the new members who attended the November 2004 Admission Ceremony, in the Cholmondeley Room at the House of Lords

President's statement continued

might impact, so that expert advice may be obtained where appropriate. The detailed rules relating to tax avoidance schemes subject to advance disclosure are set out in the form of statutory regulations, therefore it is necessary that the practitioner, even if not ostensibly involved in such matters, is acquainted with the definitions so that he does not, in ignorance, breach the rules by default.

A current technical matter which probably effects every tax practice in the country is the likely repercussions flowing from the Revenue success in the case commonly known as The Arctic Systems Case (Jones v Garnett 2005 STC (SCD) 9). This was, of course, the case selected to test the Revenue view of the effect of the rules in ICTA 1988 Section 660A in respect of husband and wife companies. It is frequently the case that when the Revenue loses such cases they observe that the finding was on the particular facts of the case so is not necessarily binding on others. I believe that we in the profession now find ourselves in the same position, in that we believe that the Arctic System Case was peculiar to its own facts and we will have to scrutinise very carefully all situations that come within the ambit of the legislation in order to come to a considered decision on behalf of clients. This is certainly a topic where I am sure that members would appreciate a dedicated seminar to look in depth at all of the implications.

On the home front, your Council and Officers have played their part in carrying forward the initiative of immediate past president Andrew Hubbard with regard to the future strategy of this Association. After fifteen years of existence the Association is successful and solvent, but we must never become complacent as it is essential to maintain an initiative to ensure continued success and growth. Although we have a most efficient team for our secretariat, the policy of the Association must be determined and controlled by the members through their Council and Officers. With a view to ensuring innovation and vibrancy, the Council has agreed maximum periods of service for Council members, and as Andrew Hubbard observed in his last report, all of the volunteers involved in starting and consolidating our Association have now stepped down from Council. At this juncture I would like to observe that it was most heart-warming to see our Association's founder President, Roy Jennings, awarded with Honorary Fellowship of the CIOT at their 75th Anniversary Luncheon.

I am pleased to report that we have fully replaced

all of the recently retired members of Council with incoming members Carol Clayton, Louise Duffy, Julian Nelberg, Phil Waller and Anne Wright. It goes without saying that they each have a Presidential Chain of Office in their briefcase! Also, as mentioned earlier, we have a new member of Council in Jane Ashton of HMRC, and I was recently delighted that Graham Batty of the Birmingham and West Midlands branch accepted an invitation to stand for election to Council.

As I approach the end of my presidential year I must give thanks for all the teamwork that helps to make the President's year successful and enjoyable, and which enables me to assure future presidential candidates that they can expect the fullest measure of support in taking on the Office. There is a well-established pattern that incoming presidents bring their own style and ideas to the post, but past presidents are always ready and willing to give freely of their thoughts and advice from their experience. Importantly, our secretariat runs smoothly and efficiently under the unruffled guidance of Andy Pickering, and valuable bonds are developed with that team in the two year run up to the presidential chair. As President of the Association I wish to record thanks on behalf of the membership to all of the volunteers who give their time to Council and committee work and to the secretariat who effectively carry out the necessary administrative work in order to ensure that the members enjoy an effective Association continually working on behalf of their interests.

Finally, what would be my answer if my colleagues asked what was the most significant event of my year in office? There have been so many that it becomes difficult to single out any one, but I feel that it would have to be the Admission Ceremony, simply because this is where the growth and the future of the Association lies. It is like welcoming new members to the family to ensure continuation through future generations and I feel immensely proud to have welcomed so many newcomers into our Association.



Les Beckett, *President*



The Association is much involved with the Working Together initiative. Les Beckett greets David Varney, the Chairman of HM Revenue & Customs, at the President's Reception



Delegates at the Members' Conference enjoy a chat during the coffee break

SUPPORT



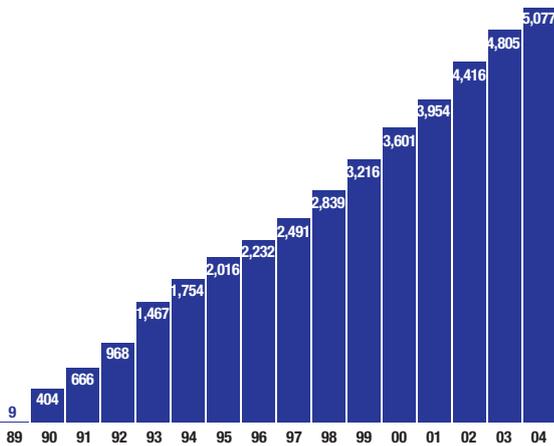
Dean Wootten lectures on general compliance issues at City University, London at the Members' Conference. The Conference takes place at eight venues across the UK



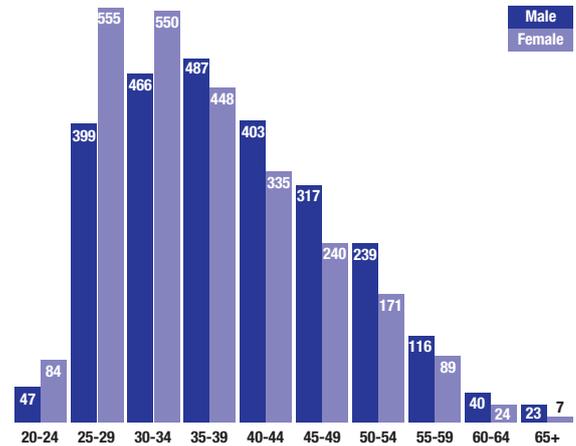
Top table guests pictured with Les Beckett at the Annual Dinner at Founders' Hall in October 2004

Key figures

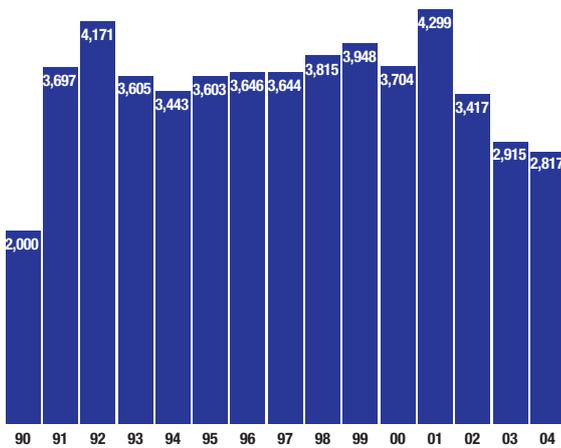
Number of Association Members



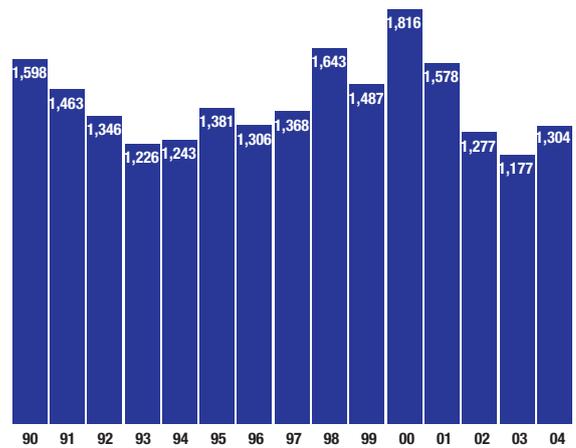
Age range of Association members (as at December 2004)



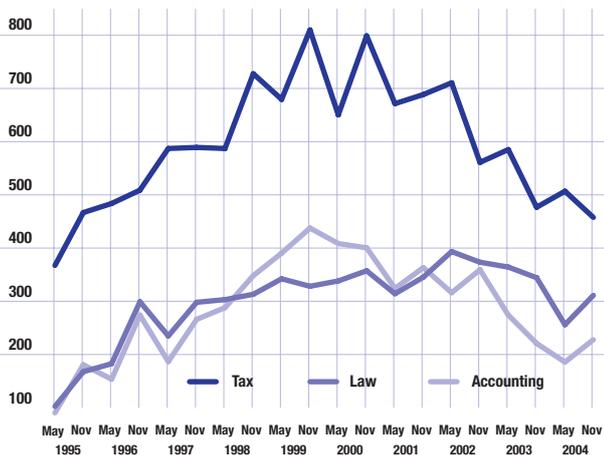
Number of students



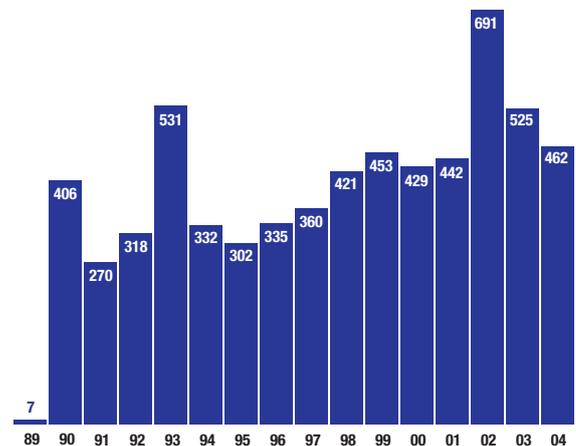
Student registrations



Number of students sitting Tax, Law and Accounting papers since 1995



Number of new members admitted each year



Annual report of the Council

The Council members 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 2004.

Results for the year

The net incoming resources before revaluations of investments for the year ended 31 December 2004 of £70,539 are shown in the Statement of Financial Activities on page 22. Gains on revaluations of investment assets amounted to £45,178. A review of committee activities and their achievements is contained on pages 12 to 18.

Legal and administrative details

The Association was registered on 30 August 1989 under the sponsorship of the Institute of Taxation (now the Chartered Institute of Taxation). It is a company limited by guarantee, registered in England, number 2418331. On 2 July 1990 it was registered as a charity, number 803480.

The governing instruments of the Association are its Memorandum and Articles of Association.

Organisational and decision-making process

The Council members listed on page 11 are all trustees of the Association. They meet at least four times each year to deal with executive business in accordance with the policies and priorities of the Association. They are responsible for the system of internal financial controls and setting overall financial objectives. There is a clear organisational structure detailing lines of authority and control responsibilities. They delegate to volunteer committees responsibility for developing initiatives under the ten objectives set out in the Association's strategy document. The Association's staff are responsible for implementing the initiatives developed by Council and the committees.

Staff and volunteers

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

All staff are jointly employed by the Association and the Chartered Institute of Taxation and the average number of employees in the year was 49 (2003 – 48).

Members are encouraged to become involved in our activities and there are 43 unpaid volunteers on Council, committees, subcommittees and working parties. The Association is grateful not only for their generous input at meetings and other activities, but also to their firms who ultimately bear the financial cost. It is estimated that over 5,000 volunteer hours

were provided during the year at meetings alone. The value to be placed on this resource cannot be readily calculated and is not therefore recognised in the statement of financial activities.

Safety and environment

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

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.

Reserves policy

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

- To provide financial stability and the means for the development of the Association's principal activity;
- To retain a sufficient level of reserves. The sum required is equivalent to one year's budgeted income;
- 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.

New premises

To provide for the cost of relocating Head Office and back office accommodation on or before the expiry of the existing lease on 12 Upper Belgrave Street.

Annual report of the Council continued

Information technology

To fund expenditure on information technology and the use of the Internet to provide services to members and students.

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 review regularly with its investment advisers the performance of longer-term investments; and
- To invest liquid assets in short-term low-risk investments.

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 2004 the following changes took place:

John Beattie CTA (Fellow) ATT (Exo) left on 11 May
Peter Kempster BA CTA (Fellow) FCA Solicitor (Exo) joined on 11 May

Sarah Prone BA(Hons) ATT (E) left on 6 July
Trevor Johnson ATT FTII AITI (E) left on 6 July

Ian Nichol MA ATT CTA FCA (E) left on 6 July
Carol Clayton BA(Hons) ATT CTA (E) joined on 7 July
Louise Duffy BA(Hons) ATT CTA TEP AICB (E) joined on 7 July

Julian Nelberg BA(Hons) ATT CTA (E) joined on 7 July
Philip Waller ATT CTA FCA (E) joined on 7 July

Anne Wright ATT CTA (E) joined on 7 July
Peter Kempster BA CTA (Fellow) FCA Solicitor (Exo) left on 1 November

John Cullinane MA CTA (Fellow) ACA (Exo) joined on 1 November

Jane Ashton ATT and Graham Batty BSc(Hons) CTA ACA joined on 22 March 2005.

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

The Officers appointed to serve from the conclusion of the Annual General Meeting held on 6 July 2004 were Les Beckett as President, Jean Jesty as Deputy President and Susan Johnson as Vice-President.

The Officers appointed to serve from the close of the Annual General Meeting to be held on 7 July 2005 are Jean Jesty as President, Susan Johnson as Deputy President and Richard Geldard as Vice-President.

Jane Ashton, Graham Batty, Carol Clayton, Louise Duffy, Julian Nelberg, Philip Waller and Anne Wright, Elected Members of Council, retire under Article 67 and offer themselves for re-election. Jean Jesty who has been appointed an Elected Member of Council with effect from 10 May 2005, retires under Article 67 and offers herself for re-election.

Annie Bailey, Pat Nown, Yvette Nunn and David Stedman, Elected Members of Council, retire under Article 76 and offer themselves for re-election.

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.

Auditors

Baker Tilly have expressed their willingness to continue in office. A resolution proposing the reappointment of Baker Tilly as auditors of the Association will be put to the Annual General Meeting on 7 July 2005.

Annual General Meeting

A separate notice on page 32 of this report explains the business to be considered at the Annual General Meeting on 7 July 2005.

This report was approved by the Council on 22 March 2005.

By order of the Council
Andrew R Pickering
Secretary
22 March 2005

President

Les Beckett ATT CTA (Fellow) (2000) (E)

Deputy President

Jean Jesty BA(Hons) ATT CTA (Fellow) (1996) (N)

Vice-President

Susan Johnson BA(Hons) ATT CTA Solicitor (2001) (E)

Honorary Treasurer

Richard Geldard MA(Oxon) ATT CTA FCA (2001) (E)

Council

Annie Bailey BA(Hons) ATT CTA FCA (1997) (E)

Simon Braidley BA(Hons) ATT (2003) (E)

Carol Clayton BA(Hons) ATT CTA (2004) (E)

John Cullinane MA CTA (Fellow) ACA (2004) (Exo)

Louise Duffy BA(Hons) ATT CTA TEP AICB (2004) (E)

Simon Groom BSc ATT CTA FCA (2003) (E)

Peter Horsman ATT CTA (Fellow) FCA (1994) (N)

*Andrew Hubbard BMus PhD ATT CTA (Fellow) (1993) (E)

Stuart McKinnon ATT CTA (1999) (E)

Julian Nelberg BA(Hons) ATT CTA (2004) (E)

Peter Newsam ATT CTA FCA (1996) (E)

Patricia Nown BA(Hons) ATT CTA ACA (1995) (E)

Yvette Nunn ATT CTA (Fellow) MAAT (2000) (E)

David Stedman ATT (2001) (E)

*Anthony Thomas ATT CTA (Fellow) FCCA (1997) (E)

Philip Waller ATT CTA FCA (2004) (E)

Anne Wright ATT CTA (2004) (E)

N – Nominated Member E – Elected Member

Exo – Ex-officio member

* Indicates past President

The year of appointment to Council is shown in brackets.

Secretary

Andrew R Pickering

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Fax. 020 7235 4571

Connected Charity:

The Chartered Institute of Taxation

12 Upper Belgrave Street, London SW1X 8BB

Bankers:

HSBC Plc

19 Grosvenor Place, Hyde Park Corner, London SW1X 7HT

Registered Auditor:

Baker Tilly Chartered Accountants

2 Bloomsbury Street, London WC1B 3ST

Investment Advisers:

Deloitte & Touche Wealth Management Ltd

180 Strand, London WC2R 1BL

Member and Student Services Committee



Those of you who are avid readers of these Annual Reports (and who isn't?) will have noticed a new committee name at the top of this page. The Member and Student Services Committee was formed in July 2004, as part of an exercise to restructure the Association's internal governance. It has taken over the functions of the former Membership Committee and the Education and Training Committee, and will be chaired by the Deputy President of the Association. We hope that the new Committee will do "precisely what it says on the tin" i.e. provide services to members and students. Some of the Committee's areas of responsibility are detailed below.

Members' Conferences

The Members' Conferences, held in the early part of the year, continue to attract good attendances. In 2004, Cumbria was added to the usual venues of Belfast, Birmingham, Bristol, Haydock, London, Newcastle and Stirling. A team of four speakers was recruited, with two speakers at each venue. We continue to try to provide as wide a geographical spread as possible, to assist members to achieve their Continuing Professional Development (CPD) requirements. The high quality of the speakers, the relevance and practicality of the topics and the excellent value for money are consistently mentioned in the feedback from delegates.

Other events

In addition to the Members' Conferences, a conference entitled 'Topical Tax Issues' was held jointly with the AAT in Haydock (October) and Newbury (November). This followed on from the first successful joint conference in 2003, and cements our close relationship with the AAT, whose members form a strong contingent at our own Members' Conferences. A total of 139 delegates attended the two venues.

In June, 62 delegates attended a half-day seminar on 'Stamp Duty Land Tax', and in October the Association organised a half-day seminar on 'Disclosure of Tax Avoidance' on behalf of the joint CIOT/ATT Standards Committee.

In November, a conference was held for CIOT and ATT members of the Inland Revenue and Customs & Excise. This was attended by 75 delegates, of which more than half were ATT members. The conference was addressed by both CIOT and ATT Presidents, and also by David Varney, the first chairman of the merged HMRC. The conference was instigated by Jane Ashton, who is a member of the Member and Student Services Committee, and by the time you read this she will have been co-opted onto Council. Jane and her fellow committee member and colleague, Anne Anderson, have also set up an ATT intranet within the Inland Revenue to enable ATT members to share their concerns and views. Thanks are due to Jane and Anne for their efforts to ensure that the needs of our members in the Revenue departments are not overlooked.

Members in Practice Registration Scheme

The Committee is responsible for the Members in Practice Registration Scheme, which is a voluntary scheme available to all self-employed members. Membership benefits include the use of the Association's badge on business stationery, a 10% discount on the Members' Conferences and the opportunity to order mouse mats and tax cards, detailing current tax rates and tax tables, with the member's own logo and details. Registered Members can also advertise in Yellow Pages under the CIOT and ATT logos at greatly reduced rates and also obtain professional indemnity insurance cover at discounted rates. The scheme currently has over 150 members and is steadily increasing in popularity.

Student Conferences

The Association continues to run two residential weekend conferences for students, in advance of the examinations. These are held in York and in addition to providing excellent tuition they offer delegates the opportunity to meet other students, the Officers and other members of Council in an informal atmosphere.

Students' Newsletter

Another of the responsibilities of the Member and Student Services Committee is the quarterly Students' Newsletter, which is our main method of communication with our students. In addition to information on examinations, it contains technical articles and other details of the ATT. Thanks are due to the editors, Karen Bullen and Helen Burgess, for their sterling work in publishing this newsletter. It is intended that from 2005, the paper version will be published half-yearly, with interim newsletters being published electronically; these will be available on the ATT website and will also be e-mailed to those students who provide us with their e-mail addresses.

Website

A sub-committee has been set up to oversee the redesign of the Association's website, and we hope that the improved version will 'go live' during 2005.

And finally

I would like to thank all the committee members for their commitment and dedication, and also for their help in achieving a smooth integration of the two former committees. Especial thanks are due to Sue Fraser, the Secretary to the two previous committees, and to the new Committee, for her invaluable assistance and unflinching patience with the Chairman!

Jean Jesty, *Chairman*

Examination Committee

Another busy year

The economic difficulties of recent years, with their consequential impact on the work of tax professionals, had led to a decrease in the number of candidates sitting the Association's examinations in 2002 and 2003. The number of candidates taking the examinations in 2004 was only slightly less than 2003, and the year has seen an increase in new student registrations as employment opportunities return to the market, which gives encouragement that candidate numbers will now start to rise again. This gives assurance that the knowledge required for success in the examinations is valued by employers of those engaged in tax compliance work, and the examinations continue to meet employers needs, as well as providing a basis for a career as a tax adviser.

In July, the committee, together with the Chartered Institute of Taxation's Examination Sub-Committee, held its annual meeting with representatives of the student tutorial bodies and large employers of ATT students. This meeting is extremely helpful to us and we greatly value our relationships with these organisations.

The main work of the Examination Committee is to maintain quality and standards in the production of examination papers and ensure that the timetable for the marking of scripts and the publication of results is adhered to. In overseeing the administration of the examinations, I am assisted by other committee

members and members of the Examination Sub-Committee of the Chartered Institute of Taxation who all have considerable expertise in different aspects of setting and training for examinations and who provide valuable input to the examination process. During the year, I was pleased to welcome Karen Eckstein to the committee, and sad to lose Ian Nichol, who had stood in for me for the November 2003 sitting. Thanks to all for their support and assistance.

As well as committee members, I thank, as always, all the examiners, invigilators, and the team in the Education Department at Head Office who deal with the day-to-day administration of the examinations for all their hard work in the preparation and running of the exams. Nothing would be achieved without them all!

In addition, I should like to acknowledge the huge contribution made by Rachel Quinn who left the Education Department in September after having completed ten years' service to start a new life with her husband in Hong Kong. Sadly, she was holidaying in Phuket when the tsunami struck and was tragically amongst those killed in this terrible disaster. My thoughts are with her family.



Syllabus Review

Currently, the format for the examination is two taxation papers, one concerned with personal and the other with business taxation, and a law and an accounting paper which test knowledge relevant to

2004 examination results

	Number of candidates	Number passing	Percentage passing
May 2004			
– Taxation papers	474	342	72%
– Principles of Law	231	113	49%
– Principles of Accounting	164	123	75%
November 2004			
– Taxation papers	414	251	61%
– Principles of Law	273	111	41%
– Principles of Accounting	202	126	62%

Prizes and medals were awarded as follows

	May	November
Association Medal (best overall performance)	John Kevin Monds	Nicole Jane Taylor
Ivison Medal (personal taxation paper)	Mukarram Hakim Bhajji	Hannah Fleur Streatfeild
Jennings Medal (business taxation paper)	John Kevin Monds	Melanie Zoe Orriss
LexisNexis Prize (highest overall marks)	Elizabeth Jane Rees	Melanie Zoe Orriss

It is also a pleasure to announce that, in addition to the exceptional papers produced by the prizewinners, an award of the President's Medal was made for the May examination sitting this year to Elaine Hilda Marilyn Phillip. 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.

Examination Committee continued

that needed by a Taxation Technician engaged in taxation work. The detailed syllabus for each paper is constantly reviewed to ensure that it tests the up-to-date knowledge expected of a successful candidate and takes account of taxation compliance issues relevant to modern practice.

With an increasing burden of tax compliance requirements falling on individuals and businesses, our examinations aim to provide a qualification enabling Taxation Technicians to have the skills to provide full professional assistance in this area to all who require it. In addition, the Association has a goal of acting as an umbrella organisation for all those involved in tax compliance activities. With this in mind, Council continues to seek out ways to improve the

Distinctions for other excellent performance in the taxation papers were also awarded to the following

May

Fiona Anne Ainslie
Mark Duncan Alexander
Claire Mary Angell
Grant Philip Ashbrook
Kathryn Benson
Mukarram Hakim Bhajji
Kathryn Mary Burgess
David Patrick Graham
Allan Higgins
Rosemary Jane Ide
Richard Paul Jackson
Lee Keeling
Catherine Kenny
Nicolas Charles Malkin
John Kevin Monds
Andrew Richard O'Leary
Gavin Roden Powlett
Kaity Patel
Elaine Hilda Marilyn Phillip
Elizabeth Jane Rees
Philip Rutherford
Patricia Ann Spinks
Robin James Vowles
Anthony Neil Whatling

November

Abigail Benzie
Susannah Mary Bland
Lucia Carchedi
Anthony Charles Chandlen
Kathleen Beryl Dwyer
Cathryn Elisabeth Kay
Kevin Neil Miller
Samuel Jeffrey Moore
Melanie Zoe Orriss
Tina Marie Roberts
Hannah Fleur Streatfeild
Nicole Jane Taylor
Sutharsan Thiyagarajah
Mhairi Clare Tynan
Amardeep Singh Uppal
Thomas Martyn Peter Whybrow

Commendations for excellent performance in the Principles of Law and Principles of Accounting papers were also awarded

May

Law:

Mohammed Zaheer Ditta

November

Law:

No award

Accounting:

Sarah Elizabeth Beard
David James Conway
Jenny Louise Gray
Caroline Jane Hill
Nicolas Charles Malkin
Matthew Jonathan Phillips
Fiona Margaret Taylor
Yvonne Anna Thomson
Kim Hazel Ward
Anthony Neil Whatling

Accounting:

Laura Clare Bale
Abigail Benzie
Karen Joan Braddel
Graham John Campbell
Helen Elizabeth Canby
Alice Jane Cosgrove
Claire Davies
Kathleen Beryl Dwyer
Sara Felicity Michelle Henty
Michael Anthony Kearney
Catherine Kenny
Sarah Jean Langborne
Sara Louise Morgan

examinations. In 2001, we began a fundamental review of the scope and format of the examinations to ensure that they continue to equip members with the skills needed in today's market place and take account of increasing specialisation in the taxation industry. After extensive consultation with the relevant stakeholders we completed this review in 2004, and work has begun on the move towards implementing a new examination structure for the future.

The Association congratulates all successful candidates and looks forward to welcoming them to membership when eligible.

Moving on to membership

The results of the May and November 2004 examinations meant that a total of 353 candidates became eligible to apply for membership of the Association. Many have already joined, and some have been able to take the opportunity to receive their certificates of membership from the President at a formal Admission Ceremony. Two ceremonies were held in 2004, the first on 29 April in the Cholmondeley Room at the House of Lords, hosted by Lord Freeman, and the second on 26 November, also in the Cholmondeley Room at the House of Lords, hosted by Lord Christopher. Further Admission Ceremonies are being held in 2005 giving new members the opportunity to meet Association Council members and staff and be formally congratulated on their examination success and welcomed to membership.

Annie Bailey, *Chairman*

Introduction

It has been another busy year for the joint Standards Committee with new policies and new legislation to consider. As every year passes the list gets longer and longer! There were changes too to the membership of the committee. Jon Cartwright stood down from the committee; I would like to thank Jon for his commitment and valuable contribution throughout his six years as a committee member. I would also like to welcome new committee members, Rosemary Blundell who is a chartered tax adviser based in Nottingham, and Susanna Hanks who works for HMCE and has attended meetings as an observer. It is always good to have a balance on the committee and to welcome the views of the Revenue and Customs – shortly to be HMRC.

Role of the joint Standards Committee

The development of guidance to help members uphold the high professional and ethical standards required of a CTA and a taxation technician is a vital part of the work of the Standards Committee. We also aim to ensure that the professional rules and practice guidelines offer protection both to our members, their clients and the public. During 2004 the Committee worked on the following projects.

● Professional Conduct in Relation to Taxation

An updated version of Professional Conduct in relation to Taxation, developed in conjunction with the ICAEW, ICAS, ACCA and IIT, was released in April 2004. It provides valuable guidance for members on dealings with the tax authorities.

● Professional Indemnity Insurance (PII)

Standards Committee undertook a comprehensive review of the PII requirements for members. An updated joint CIOT and ATT policy with detailed supporting guidance notes was approved by both Councils during the year. The new policy will apply to PII policies taken out on or after 1 January 2006. Although the minimum and maximum required levels of cover remain unchanged there are a number of important changes in the detail of the policy. These include the requirement in future for members to self certify that they have complied with the PII rules.

● Money Laundering and the Proceeds of Crime

We had hoped that with the completion of the anti money laundering guidance in the early part of 2004, the workload of the money laundering working party might ease off a little. However the

arrival of the draft 3rd Directive on Money Laundering and a proposal to extend legal professional privilege under the 2nd Directive on Money Laundering to tax advisers and accountants has kept us busy making representations and attending consultation meetings.

● Disclosure conference

The workload for members increases apace as new legislation is introduced. The disclosure regulations gave members yet more rules to master and forms to fill. To help ease the pressure a little the Standards Committee, ably assisted by the ATT conference team, organised a well-received conference on the new disclosure regime with speakers from both the tax profession and the Revenue.

● Professional Rules and Practice Guidelines (PRPG)

A working party tasked with updating the PRPG has been busy reviewing and where necessary redrafting the handbook. We hope to issue the new version by the end of 2005.

● Engagement letters working party

The joint engagement letters working party comprising members of ATT, CIOT, ICAEW, ACCA, ICAS, IIT, ICAI and STEP has been reconvened and held its first meeting in February 2005. Its brief is to update the pro forma engagement letters (see Appendix 7 PRPG) to take account of developments such as the disclosure regulations, money laundering legislation and tax credits.

● Review of other policies – Continuing Professional Development (CPD) and practice assurance.

The Standards Committee has also conducted high-level reviews of the CPD policy and considered the case for practice assurance. Following consultation with Councils no further action was deemed necessary at this stage.

● Working with other bodies

The Standards Committee continues to maintain good links and working relationships with other professional bodies, the tax authorities (and other government departments) and the Confédération Fiscale Européenne.

Conclusion

In May I will hand over, with confidence, the chair of the Committee to Carol Clayton, a member of the ATT



Standards Committee continued

Council and my vice chair for the last two years. My two years as chairman have been challenging, coinciding with the introduction of the Proceeds of Crime Act 2002, the Money Laundering Regulations, the Disclosure Regulations and the update/publication of important guidance for members. Nonetheless it has been an enjoyable and rewarding experience.

I would like to thank the committee members and the various working party teams for their support and particularly their encouragement in the difficult times.

Special thanks are due to Heather Brehcist, the Standards Officer, who has had to put up with me and to Jonathan Crump and Andy Pickering for their invaluable work and guidance. Without everyone's considerable input my work would have been very much harder. I would like to think that together we have achieved many things and it has been a rewarding personal experience for me. Thank you.

Anthony Thomas, *Chairman*

ENFORCEMENT OF STANDARDS

The setting of standards of professional conduct for members and students carries with it the requirement to establish a process for enforcing them. This is essential, if the reputation of the Association and its members and public confidence are to be maintained. However, it is also essential that such enforcement is undertaken independently from those setting the standards. To achieve this, the Association and the Chartered Institute of Taxation have adopted a Disciplinary Scheme which has been administered on their behalf by the Taxation Disciplinary Board Ltd (TDB) since May 2001.

Under the Scheme, TDB investigates impartially all complaints against, and certain appeals by, members and students of the participating bodies. TDB's, independent Board provides overall administration but has no direct involvement with individual disciplinary cases. This is delegated to three committees: Investigation, which reviews complaints to determine whether or not there is a prima facie failure of standards for the relevant participating body to pursue; Discipline, which conducts formal hearings of any charges arising from the investigation and Appeals, which hears appeals made against the Disciplinary findings and any sanctions imposed.

Further details of the activities of TDB can be obtained from the Director's Report in their Annual Accounts, copies of which are available on request.

Technical Committee

In an era of unprecedented complexity in the tax system, it is important that the people who actually have to make the system work have a voice. This is where the Association's Technical Committee comes in. We do not concern ourselves with questions of tax policy: our job is to ask the question "what impact will having to deal with this change have on firms without large dedicated tax departments or on individual unrepresented taxpayers?" As you might imagine, we have had to ask that question many times during the year! I would like to think that, at least in some cases, we have been able to make life at least a little easier for some of our members.

As I look back over the year I am astonished at just how many initiatives we have been involved in. Take small company taxation, for example. As a result of all the hard work put in over the years by my predecessors, the ATT is now one of the bodies which automatically gets invited to respond to new initiatives. The House of Lords Treasury Committee picked up on our responses to the 2004 Finance Bill, and as a result Trevor Johnson and I were invited to represent the ATT as part of the Committee's deliberations on the impact that the non-corporate distribution rate would have on small businesses. Their Lordships seemed impressed by what we had to say and the ATT achieved some good publicity in the report that the Committee issued after they had completed taking evidence. The credibility that this gives us as an organisation will in turn lead to other opportunities to make representations: the Association's voice is taken seriously by those who matter.

Not everything that we do has quite the public profile of an appearance before a select committee, but that is not to say that it is not of equal importance. Much of the work goes on quietly behind the scenes and cannot always be reported in a public document. But you can be assured that your voice is being heard where it matters.

A lot of the work that we do is through our representations on various committees or consultative bodies. For example, Peter Gravestock continues to do sterling work with the Revenue on Tax Credits. Some of you may remember the Schleswig-Holstein question from your "O" level history. That was the impossibly obscure question about sovereignty, about which Palmerston was supposed to have said "There are only three men who have ever understood it: one is dead, one has gone mad. I am the third, and I have forgotten all about it!" Sometimes I think that if it were not for the efforts of Peter and a small group of others (in which I would include Liz Lathwood, one of the CIOT technical officers) we would soon be saying the same thing about Tax Credits. (And no, you are not going to get me speculating in public about who is the "mad" and who is the "dead" person in the tax credit world).

On a more general topic, consider the very real contribution that John Kimmer is making to Working Together. Now it is no secret that Working Together is not without its tensions, and at times it can seem overwhelmed by the dead hand of bureaucracy.

But it is important that all of those involved keep working to ensure that this important forum for dialogue continues to operate. As long as John remains involved on behalf of ATT you can be sure that Working Together will not lose sight of its overriding objectives.

I can't list everybody's contribution to the Technical Committee, but I would like briefly to mention the work that Steve Botham is doing with VAT on JVCC and the contribution that Gillian McClenahan is making to the consultation on the new regime for trusts. Steve ensures that VAT is not forgotten when we are discussing direct tax issues, whilst Gillian has done some particularly valuable work on the treatment of trusts for the vulnerable.

The Technical Committee continues to be involved in continuing discussions over major items of change. Our input into the debate on form 42, for example, did help to produce some marginal improvements to the reporting regime and to the issue of a simplified form for small businesses. We have just put the finishing touches to our response to the consultation on the taxation of small businesses. This will be an important area of change for all of our members and we are determined to ensure that in all of the debate about the right policy approach to small business tax we don't lose sight of the fact that in the end it is our members who will have to make the system work by managing the compliance process.

I have mentioned some of the members of the committee personally in this report, but I would like to thank all of those who have contributed to the work of the committee. In particular I would thank Trevor Johnson, who stood down as Chairman of the committee this year, for all that he has done for the Technical Committee. I am delighted that he has remained on the committee. His experience as a former Inland Revenue employee, tax consultant and General Commissioner gives him what I think is a unique perspective on how the UK system actually operates in practice. What happens on the ground often bears very little resemblance to what it says in the text books!

Sue Fraser has continued to give excellent support as the secretary to the committee and has been very tactful in reminding me about things that I have forgotten to do. I am also grateful for advice and support from colleagues and professional staff at the CIOT, with whom we continue to enjoy a close, and mutually supportive, relationship. But most of all (and this is beginning to sound like my acceptance speech for the most creative tax advisor award at the Oscars) I would like to thank all of the members and students of the Association who have raised technical issues, formally and informally, with me and members of the Committee. It is the practical understanding you give us about the way in which the tax system actually operates which enables us to do our work effectively.

Andrew Hubbard, *Chairman*



Treasurer's report



The Association had an encouraging year financially in 2004. Towards the end of the year we saw the first signs that student registrations may be increasing after reductions in recent years. In addition, the value of our investments continued to rise. A number of one off factors also helped us to end the year with a healthy surplus. This has enabled us to increase our designated reserves.

Our investments increased in value by £45,177 during the year. We have not yet recouped all of the losses in the earlier years of this decade but we are making good progress. We continue to monitor our portfolio regularly with our investment advisers, Deloitte & Touche Wealth Management Ltd.

As members will be aware, the investments are held primarily to provide funds to cover any necessary expenditure in 2009 when the lease on 12 Upper Belgrave Street expires. Discussions will start in the near future about the various options available to us. However, every alternative is likely to require substantial liquid funds in 2008 and 2009. We shall therefore ensure that our portfolio is moved into more liquid and less volatile investments as we move closer to 2009. We have been able to make a further transfer to our property reserve in the accounts and this now stands at £250,000.

Review of results

The net incoming resources for 2004 were £70,539 (2003 £17,353). We have transferred a total of £48,737 to our reserves for Disciplinary hearings, Property and Information Technology. We have also used £2,871 of the Information Technology reserve on the continuing review of the Association's website.

Income

Our membership numbers continued to increase and this has led to another increase in our subscription income.

Our other two major sources of income, student registration fees and examination fees, have both fallen again but by less than in recent years. Indeed we noticed a significant increase in student registrations in the final two months of 2004 such that the cash received was some £22,000 higher than in 2003. This does not feed through directly to income as the registration fees are recognised over three years in the accounts. Applications for exemptions from the Law and Principles of Accounting papers also increased in late 2004. These two positive features suggest that we are now seeing the start of a recovery in student numbers. We shall monitor the position during 2005 to see whether it continues.

Expenditure

The bulk of our expenditure is paid to the Chartered Institute of Taxation for the provision of services at 12 Upper Belgrave Street. We reviewed the level of service charge during 2002 and concluded that the amounts charged are fair. The existing method of calculation will continue up to the end of 2006.

It should be noted that we had originally budgeted £15,000 to cover the costs of providing members with the latest version of Professional Rules and Practice Guidelines. However delays have meant that this will not be published until 2005 and so we achieved a saving here, albeit this is only a matter of timing as we expect to incur this cost in 2005.

We expect to see further development of the website and have increased our Information Technology reserve to £70,000 to allow us the flexibility to make any necessary improvements.

The Association continues to provide members with a range of benefits including Tolley's Tax Guide, Tax Adviser – a monthly journal with specific pages devoted to matters of interest to Association members – an annotated copy of the Finance Act and a mouse mat.

Taxation Disciplinary Board

The Taxation Disciplinary Board Limited continues to administer the Taxation Disciplinary Scheme. Expenditure of £14,926 (2003 £11,608) incurred on behalf of the Taxation Disciplinary Board Limited is included under Members' Services in these financial statements. We have seen a steady increase in costs in this area over the past few years and this trend is likely to continue. We have taken the opportunity to increase our reserve to £100,000 (2003 £89,436). This reserve provides some cover in case we have particularly expensive 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 Peter Newsam, Jean Jesty, Phil Waller and Ralph Pettengell who served on the Finance Advisory Group during the year for their help and advice. In addition, many thanks to Sandra Stone-Waugh for her control of our day-to-day finances and to Andy Pickering for his constant support and advice.

Richard Geldard, *Treasurer*

Compliance statement

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.

Although the guidance issued by the Committee on Corporate Governance in the Combined Code is not strictly applicable, it has been taken into account in managing the affairs of the Association.

Council

The Council comprises 23 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 Committee members are independent. The majority are tax advisers working in accountancy and the legal profession.

The Council meets regularly to review financial performance and strategy and has a formal agenda 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 81% at Council meetings. Council and Committee members are required to make declarations of interest at meetings whenever appropriate in compliance with Council Regulations. 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 various matters are 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 29.

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 new Trustees Handbook has been issued to all Trustees.

Audit Committee

The Audit Committee, a joint committee of the Association and the Institute, is composed of members of the Association and Institute and is chaired by Peter Murcott. 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. 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 auditors. It meets regularly and requests and receives reports from management and from the external auditors on the audit. It meets privately with the auditors and its Chairman attends the external audit scope and audit closure meetings. It considers annually a wide range of audit-related subjects and in 2004 these included an evaluation of the effectiveness of the performance of the external auditors, and reviews of: collaborative working arrangements; disaster recovery procedures; the annual accounts timetable; staff handbook and employment contracts; trustee indemnity insurance; and electronic payment procedures. It regularly reviews its terms of reference and its own effectiveness. It reports directly to the two Councils 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. Their expenses incurred on Association business are reimbursed.

Accounting and audit

The respective responsibilities of the Council and auditors in connection with the financial statements are explained on page 21. The Council's statement on going concern is set out below.

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 operational and compliance controls and risk management as well as internal financial controls.

Corporate governance continued

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 who are also entrusted with carrying out appropriate aspects of the Association's strategy.

Key financial and operational measures are reported on a three-monthly 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 external auditors, the Audit Committee and other Committees.

The Council keeps under review the need for internal audit at the Association. The Council's current view 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 revision 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 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 2005 and is satisfied that it is appropriate to prepare the financial statements on the going concern basis.

Statement of directors' responsibilities in respect of the preparation of financial statements

The directors, who are members of Council and who are also the trustees of the Association, present their report and the accounts for the year ended 31 December 2004. 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 Association and of the surplus or deficit of the Association for that period. In preparing these financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;

- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Association will continue in operation.

The directors are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the Association and to enable them to ensure that the financial statements comply with the requirements of the Companies Act 1985. They are also responsible for safeguarding the assets of the Association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

We have audited the financial statements on pages 22 to 27.

This report is made solely to the Association's members as a body, in accordance with the section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the Association's members those matters we are required to state to them in an auditors 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 Association and the Association'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 responsibilities of the trustees' who are also directors of the Association for the purposes of company law for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards 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 United Kingdom Auditing Standards.

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

We read other information contained in the Annual Report, and consider whether it is consistent with the audited financial statements. We consider the

to the Members of the Association of Taxation Technicians

implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

Basis of opinion

We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the Association'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, 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 view of the state of the Association's affairs as at 31 December 2004 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

2 Bloomsbury Street
London WC1B 3ST
22 March 2005

Baker Tilly
Registered Auditor
Chartered Accountants

Statement of financial activities (including income and expenditure account) for the year ended 31 December 2004

	Notes	Unrestricted Funds 2004 £	Unrestricted Funds 2003 £
Incoming resources			
Incoming resources from operating activities of the charity			
Activities in furtherance of the charity's objects:			
Subscriptions fees		527,143	435,538
Entrance fees		11,356	10,872
Student registration fees	6	123,862	135,319
Examination fees		213,831	230,811
Conference fees		82,494	63,240
Sales of books etc		15,960	13,541
Activities for generating funds:			
Investment income		35,127	34,242
Sponsorship		10,400	0
Advertising		8,989	8,636
Total incoming resources available for charitable application		1,029,162	932,199
Less cost of generating funds	2e	3,408	5,023
Net incoming resources available for charitable application		1,025,754	927,176
Resources Expanded			
Charitable expenditure			
Costs of activities in furtherance of the charity's objects:			
Staff costs	2a	369,075	343,596
Members' services		138,966	137,552
Examinations		104,050	100,950
Conferences		62,760	45,154
Careers literature		10,587	13,883
Advertising and promotion		21,588	23,042
Publications		11,596	9,935
Accommodation	2a	41,400	41,400
Office services	2a	95,000	94,000
Legal and professional		3,097	8,731
Stationery and printing		14,230	13,291
Grants	2d	4,234	1,500
Information Technology		2,871	2,941
		879,454	835,975
Resources expended in managing and administering the charity			
Council		23,155	28,900
Staff costs	2a	29,925	27,860
Accommodation	2a	3,600	3,600
Auditors' remuneration	2c	6,522	6,497
Miscellaneous expenses		12,559	6,991
		75,761	73,848
Total resources expended		955,215	909,823
Net incoming resources before revaluations and investment asset disposals		70,539	17,353
Gains and losses on revaluations and disposal of investment assets		45,178	51,600
Net movement in funds		115,717	68,953
Total funds brought forward at 1 January		601,106	532,153
Total funds carried forward at 31 December	9	716,823	601,106

All the above results are derived from continuing activities. All gains and losses recognised in the year are included above.

The surplus for the year for Companies Act purposes comprises the net incoming resources for the year less realised loss on investment and was £70,539 (2003 – £5,837).

Balance sheet

as at 31 December 2004

	Notes	2004 £	2003 £
Fixed Assets – Investments	7	672,980	627,802
Current Assets			
Stock	3	21,527	28,434
Debtors	4	31,865	27,513
Cash on short-term deposit and at bank	10	261,657	528,243
		315,049	584,190
Less: Creditors			
Amounts falling due within one year	5	(237,506)	(582,752)
		77,543	1,438
Total Assets less current liabilities		750,523	629,240
Creditors: Amounts falling due after one year	6	(33,700)	(28,134)
Net Assets		716,823	601,106
Income Funds			
Unrestricted	9	716,823	601,106

Approved by the Council on 22 March 2005 and signed on its behalf by:

L Beckett *President*
J R Geldard *Treasurer*
A R Pickering *Secretary*

Cash flow statement

for the year ended 31 December 2004

	Notes	2004 £	2003 £
Net cash (outflow)/inflow from operating activities	(see below)	(301,713)	210,970
Return on investments and servicing of finance:			
Fixed Asset Investment		14,430	16,084
Short term deposits		20,697	18,158
Management of liquid Resources			
Cash withdrawn from/(placed on) short term deposit		208,000	(131,123)
(Decrease)/Increase in cash	10	(58,586)	114,089
Reconciliation of net incoming resources to net cash (outflow)/inflow from operating activities			
Net movement in funds		70,539	17,353
Interest received		(35,127)	(34,242)
Gain/(Loss) before other income		35,412	(16,889)
Decrease in stocks		6,907	6,497
Increase in debtors		(4,352)	(7,213)
(Decrease)/Increase in creditors and deferred income		(339,680)	186,740
Net Proceeds from Sale and Purchase of investments		0	41,835
Net cash (outflow)/inflow from operating activities		(301,713)	210,970

Notes to the financial statements

31 December 2004

1. Accounting Policies

(a) 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 2000 and the Charities Act 1993 have been adopted in these financial statements. The Chartered Institute of Taxation is a connected charity as defined in that SORP, but the Association is not subordinate to it.

(b) Deferred Income

Student registration fees are received in respect of a three-year registration period and are credited to income over the period of the registration.

(c) Stock

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

(d) Expenditure

Direct charitable expenditure consists of all expenditure directly relating to the charitable objectives. Management and administration costs include a proportion of the staff costs in central management and administration, and an apportionment of accommodation costs calculated on the office space occupied by those staff.

(e) Irrecoverable VAT

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

(f) 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 on 31 Dec 2004. The gain or loss on investments is taken to the Statement of Financial Activities.

(g) Designated Funds

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

2. Income and Expenditure

	2004	2003
	£	£
(a) Staff and Accommodation		
Staff costs:		
Directly charitable	369,075	343,596
Administration	29,925	27,860
	399,000	371,456
Accommodation:		
Directly charitable	41,400	41,400
Administration	3,600	3,600
	45,000	45,000
Office services	95,000	94,000
Total staff and accommodation costs	539,000	510,456

All members of staff are jointly employed by the Chartered Institute of Taxation and the Association. Costs actually disbursed by the Institute have been attributed to the Association at an agreed proportion. These costs include staff time on conferences and examinations. The average number of jointly employed staff in the year was 49 (2003 – 48). There is no employee working solely for the Association whose individual annual remuneration exceeded £50,000 (2003 – none).

(b) 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 £485. Directors receive no remuneration for their services as such. Travel expenses are reimbursed in respect of expenditure incurred on the Association's business. In the year 17 directors claimed reimbursement for travelling expenses totalling £13,941 (2003-16 claimed £24,908.) Payments totalling £3,711 (2003- £6,258) were made to directors for their services as examiners.

Notes to the financial statements

31 December 2004

2. Income and expenditure continued

	2004	2003
	£	£
(c) Other expenditure		
Audit fee	6,522	6,497

(d) Grants Payable in Furtherance of the charity's objects

This year the Association paid grants and sponsorships of £4,234 (2003 – £1,500). Most grants are paid over a 3 year period and reassessed on an annual basis. Grants payable are charged in the year in which they are paid or due to be paid.

	2004	2003
	£	£
(e) Cost of Generating Funds		
Investment Management Fees	3,408	5,023

3. Stock

	2004	2003
	£	£
Publications, Stationery, Merchandise and Medals	21,527	28,434

4. Debtors

	2004	2003
	£	£
Prepayments and Accrued Income	27,646	24,136
Taxation Disciplinary Board	492	0
Other Debtors	3,727	3,377
	31,865	27,513

5. Creditors: Amounts falling due within one year

	2004	2003
	£	£
Creditors and accruals	30,493	41,289
The Chartered Institute of Taxation	47,643	367,957
Taxation Disciplinary Board	15,544	11,255
Fees and Subscriptions in advance	143,826	162,251
	237,506	582,752

6. Deferred income

	2004	2003
	£	£
Student registration fees		
Balance at 1 January	84,507	107,291
Fees received	134,799	112,535
Transfer to income	(123,862)	(135,319)
Balance at 31 December	95,444	84,507
Subscriptions and other fees	82,082	105,878
	177,526	190,385
Fees and Subscriptions in advance	(143,826)	(162,251)
	33,700	28,134

7. Fixed Assets – Investments

	2004	2003
	£	£
Market value at 1 January	627,802	618,037
Additions	–	99,265
Disposals	–	(141,100)
Unrealised Gain/(Loss)	45,178	63,116
Realised Loss	–	(11,516)
Market Value at 31 December	672,980	627,802
Historical Cost at 31 December	725,000	725,000

7. Fixed Assets – Investments continued

The following investments represent a holding with a market value at 31 December 2004 in excess of 5% of the portfolio

	2004 %	2003 %
UK Fixed Interest:		
Merrill Lynch Charinco Fund – income shares	10.23%	10.88%
COIF Charities Fixed Interest Fund – income shares	10.82%	11.69%
New Star Zero Preference Fund – Distribution units	10.58%	9.56%
Schroders Charity Equity Fund – income funds	11.80%	11.80%
Merrill Lynch Charishare – income shares	14.90%	14.52%
Property:		
Glanmore Property Fund	7.71%	7.82%
Managed:		
Baillie Gifford Managed Fund	8.26%	8.15%
Cazenove Portfolio Fund Accumulation units	12.45%	12.46%
DWS Managed Portfolio Fund Accumulation units	13.25%	13.12%
	100.00%	100.00%

8. Capital Commitments

Capital commitments authorised but not contracted for at 31 December 2004 £nil (2003- £nil).

9. Income Funds – Unrestricted

	At 1 January 2004 £	New Designations £	Net Movement in Funds £	Utilised £	At 31 December 2004 £
General	226,972	(48,737)	118,588	–	296,823
Designated:					
Disciplinary hearings	89,436	10,564	–	–	100,000
Property	234,834	15,166	–	–	250,000
Information Technology	49,864	23,007	–	(2,871)	70,000
	£601,106	£0	£118,588	(£2,871)	£716,823

10. Analysis of changes in net funds

	At 1 January 2004 £	Cash Flows £	At 31 December 2004 £
Balance/(overdraft) at bank	75,243	(58,586)	16,657
Cash on short term deposit	453,000	(208,000)	245,000
	528,243	(266,586)	261,657

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. All employees are jointly employed by the Association and the Institute. Labour, operating and overhead costs borne by the Institute on behalf of the Association are charged to the Association on a quarterly basis using a simple and equitable formula agreed by both parties. The current formula is applied until 2006 inclusive. The total service charge for the year of £539,000 is shown in note 2(a) to the financial statements.

During the year the Association was able to repay £379,212 to the Institute. This amount related to historical balances which the Institute had not requested for payment in previous years. The balance owing to the Institute at the end of year represents only current recharges.

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 them.

Biographies

of Officers and Council Members

Jane Ashton

Age 37. Joined Council in 2005. Qualified as a member of the Association in 1993 and joined the Member and Student Services Committee in 1996. Currently working for HM Revenue & Customs based in London.

Annie J Bailey

Age 44. Appointed to Council 1997. 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 Member and Student Services and Technical Committees. Member of the Examinations Sub-committee with the Institute and Chairman of the Examinations Committee with overall responsibility for co-ordination of the Association's examinations since July 2000. Represents the Association on the Education Committee of the Institute. Senior Tax and Trust Services Manager with the Kingston upon Thames office of Menzies.

Graham D Batty

Age 48. Co-opted onto Council in March 2005, Graham qualified as a chartered accountant in 1983 and has been an associate of the Institute since 1985. He is a member of the Technical Committee, a past committee member of Sheffield Branch and past Chairman of Leeds and Birmingham and West Midlands Branches. Graham is currently Tax Director in the Burton on Trent office of Smith Cooper.

Leslie Beckett

Age 64. Joined the Council 2000 and appointed President in July 2004. Associate of the Institute since 1962 and a Fellow since 1992. Founder Chairman of South Wales Branch. Past Chairman of the Technical Committee. Lectures widely, including Association and Institute conferences. A former district inspector of taxes, he is now a sole practitioner providing tax consultancy services to professional firms, including representation of appellants at contentious appeal hearings.

Simon J Bradley

Age 41. Appointed to Council in May 2003. Became a member of the Association in 1998 and was co-opted onto Member and Student Services Committee in 2001. Also, became a registered member in practice in October 2001. Chairman of Severn Valley Branch since May 2001. Joined the Inland Revenue after graduating from Sheffield and, after serving with several international and then smaller accountancy firms, joined The Tax Team in 1998. Has now jointly bought the rights to The Tax Team and operates his own practice under that name in Cheltenham.

Carol A Clayton

Age 41. Appointed to Council in 2004. Became a member of the Institute in 1989. Deputy Chairman of the joint Standards Committee. Associate Tax Adviser with Irwin Mitchell Solicitors in Sheffield, specialising in capital taxes. Past Chairman of Sheffield Branch.

John P Cullinane

Age 50. Appointed to Council as a nominated member of the Institute in 2004. Vice-President of the Institute and previously Chairman of the Corporate Tax Sub-committee of the Technical Committee. Qualified as a Chartered Accountant in 1989 and ATII in 1990. Joined the civil service after graduating from Oxford and after several posts with the Department of Employment Group joined Andersen in 1986. Currently a partner in Deloitte leading the Banking and Capital Markets Tax Group.

A Louise Duffy

Age 35. Co-opted onto Council in 2004. A tax consultant for David Allen & Co in Dalston, near Carlisle. Qualified as a member of the Association in 1993 and as a CTA in 1995. A member of the Member and Student Services Committee. Past Chairman of Cumbria and South West Scotland Branch.

J Richard Geldard

Age 52. Honorary Treasurer. Joined the Council of the Association in 2001. Qualified as an Associate of the Institute in 1988 winning the Butterworth Prize and the John Wood Medal. Qualified as a chartered accountant in 1978. Senior tax manager with Ernst & Young based in their Leeds office. Examiner for the Association from 1993 to 1997. Member of the Examination Committee and an Association representative on the Institute's Treasurer's committee. Chairman of the Finance Advisory Group. Past Chairman of Leeds Branch.

Simon J Groom

Age 42. Co-opted onto Council in 2003, Simon qualified as a chartered accountant in 1987 with Arthur Young before moving to work for the Financial Training Company. He became an Associate of the Institute in 1991. Since qualifying he has been involved with training in some form for the past 16 years and has lectured regularly at Association and Institute student conferences. He now works as a senior manager with Ernst & Young in their national tax training department, concentrating on corporate tax, and is involved particularly with the graduate training programme. He is a member of the Examination Committee.

Peter J Horsman

Age 49. Qualified as an Associate member of the Institute in 1985. Qualified as a chartered accountant in 1979. Partner in Saffery Champness since 1987 and National Tax Partner since 1990. A member of the Institute's Council, Chairman of its Membership Committee and a past Chairman of its Education Committee. Lectures at Association and Institute, as well as other, conferences. He is a past Chairman of London Branch.

Andrew N Hubbard

Age 48. Co-opted to Council in 1993 and President from July 2003 until July 2004. Became an Associate member of the Institute in 1988. Chairman of Technical Committee. Appointed to the Council of the Institute in 2004 and a member of the Institute's Technical Committee. Past Chairman of East Midlands Branch. Lectures at ATT conferences and has lectured at Association and Institute training conferences. Inspector of taxes 1985-87. He is now Director of Taxation in the Nottingham office of Tenon. Member of Editorial Board of Simons Taxes and contributor to Butterworths Finance Act Handbook.

Jean Jesty

Age 52. Joined the Council of the Association in 1996 and appointed Deputy President in July 2004. Chairman of the Member and Student Services Committee, a member of the Finance Advisory Group and of the joint Standards Committee. A former inspector of taxes, now a tax consultant and practitioner based in York. Became an Associate member of the Institute in 1985 and a Fellow in 1995; elected to the Council of the Institute in 1995. Past Chairman of Leeds Branch.

Susan E Johnson

Age 43. Appointed to Council 2001 and appointed Vice-President in July 2004. An Associate with Moore Stephens, London specialising in capital taxes with an international dimension. Formerly a partner with Wilsons solicitors in Salisbury. Qualified as a member of the Association in 1993 and as an Associate member of the Institute in 1996. Member of the joint Standards Committee.

Stuart G McKinnon

Age 47. Joined Council in 1999. Qualified as an Associate member of the Institute in 1985. Tax partner in the Charlton Williamson Partnership, a firm of chartered accountants in Newcastle upon Tyne. Member of the joint Standards Committee and member of Member and Student Services Committee. Past Chairman of Newcastle and District Branch.

Julian H Nelberg

Age 29. Co-opted onto Council in 2004. Graduated from Manchester University in 1997 and qualified as a member of the Association in 2000 and of the Institute in 2001, winning the Ronald Ison Medal. Member of the joint Standards Committee and has served previously on the Technical Committee and tutored at Training Conferences. A consultant with KPMG specialising in UK and US personal and employee taxes.

Peter F Newsam

Age 49. Honorary Treasurer 1997-2002. Co-opted to Council in July 1996 and elected in July 1997. Past Chairman of the Investigation Committee and a member of the Institute's Treasurer's Committee. A chartered accountant, became an Associate of the Institute in 1981. Past Chairman of Sheffield Branch which he has served in various capacities since 1985. Tax partner with the Sheffield firm of chartered accountants, Wingfield Slater.

Patricia A Nown

Age 43. Joined Council in 1995. Qualified as a chartered accountant in 1989. Became an Associate member of the Institute in 1991. Spent five years as a senior tax lecturer at the University of Derby before joining Financial Training as both a lecturer and technical writer. She is now Director of Tax Courses for Birmingham FTC where she specialises in delivering ATT, CTA and the advanced ACCA 3.2 tax paper. Her varied experience in lecturing and writing includes being the author of tax texts for accountancy students as well as lecturing for the Association and other professional bodies. Member of the Member and Student Services Committee.

Yvette E Nunn

Age 40. Co-opted onto Council in 2000. Became a member of the Association in 1993. Chairman of Birmingham and West Midlands Branch 1997-1999. A member of the Council and Membership Committee of the Institute and Vice Chairman of the Member and Student Services Committee. Director for the Birmingham office of Berkeley Associates.

David W Stedman

Age 54. Co-opted onto Council in 2001 and an Elected Member in 2002. Became a member of the Association in 1993 and joined the Member and Student Services Committee in 1998. Has served on the joint Standards Committee since 2002. Also has been a 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 D Thomas

Age 52. Appointed to Council in 1997, elected in 1998 and President from July 2002 until July 2003. A member of the Institute's Council and the current Chairman of the joint Standards Committee. Has sat on the councils of ACCA (1984-1996) and AAT (1993-1995) taking an active role in both membership and disciplinary matters.

Philip Waller

Age 42. Co-opted to Council in June 2004. A former Chairman of Leeds Branch and currently Secretary to the Birmingham and West Midlands Branch. Member of the Finance Advisory Group. Tax partner with Mazars in the Midlands and has responsibility for their Dudley, Birmingham and Nottingham offices.

Anne M Wright

Age 49. Appointed to Council in 2004. Qualified as a member of the Association in 1994 and as an Associate member of the Institute in 1996, and has served on the Association's Technical Committee since 2000. Recently worked in London for one of the Big 5, now Manager of the Wealth Management Group at the Suffolk firm of chartered accountants, Ensors, based in their Ipswich office.

Secretary, Andrew R Pickering

Age 55. 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. Also Secretary to the Taxation Disciplinary Board.

President's Advisory Committee

Les Beckett <i>Chairman</i>	Susan Johnson	Jean Jesty
Anthony Thomas	Andrew Hubbard	Richard Geldard

Member and Student Services Committee

Jean Jesty <i>Chairman</i>	Simon Braidley	Diane Polson*
Anne Anderson*	Jennifer Watts*	David Stedman
Jane Ashton	Katharine Jegham*	Louise Duffy
Annie Bailey	Stuart McKinnon	Pat Nown
Simon Groom	Yvette Nunn	Karen Bullen*
Bernard Critchley*		

Finance Advisory Group

Richard Geldard <i>Chairman</i>	Philip Waller	Peter Newsam
Jean Jesty	Ralph Pettengell*	

Examination Committee

Annie Bailey <i>Chairman</i>	Richard Geldard	Karen Eckstein*
Simon Groom		

Technical Committee

Andrew Hubbard <i>Chairman</i>	Margaret Ferguson*	John Kimmer*
Annie Bailey	Peter Gravestock*	Gillian McClenahan*
Graham Batty	Paul Hill*	Anne Wright
Steve Botham*	Trevor Johnson*	

Standards Committee (joint with the Institute)

Anthony Thomas <i>Chairman</i>	Susan Johnson	David Stedman
Jean Jesty	Stuart McKinnon	Carol Clayton
Julian Nelberg	John Elliott*	John Weston*

*Co-opted member

Representations on committees of the Institute

Officers Group

Les Beckett

Technical Committee

Andrew Hubbard

Education Committee

Annie Bailey

Examinations Sub-committee

Annie Bailey
Karen Eckstein
Richard Geldard
Simon Groom

Treasurer's Committee

Richard Geldard

Membership Committee

Yvette Nunn

Tax Adviser Sub Committee

Jean Jesty

IT & Website Committee

Stuart McKinnon

Audit Committee

Peter Gravestock

New members 2004

- Adam** Mhairi Buchanan
BCom(Hons)
Adams Amanda Jane MAAT
Adams Cara Colleen MAAT
Adams Kirsty BSc(Hons)
Adams Marc Robert
Adamson Stuart Victor
Akers Christopher Joseph
Akpogheneta Erikefe Stephen
Akser Elif MSc(Hons) BSc(Hons)
Alibhai Zulfikar ACCA
Allsopp Shelley BA(Hons)
Amadi Emmanuel Chidi LLB
Amott Darren Richard ACCA
Andreasen Anthony BSc(Hons)
Archer Chesney James
Armstrong Stephen Michael
Arnold Michelle Joanne BSc(Hons)
Arnott William Graham
Asada Midori
Ash Nichola Michelle June
Ashtari Shahrzad BA(Hons)
Askew Emma Lee
Attack Kathryn Tracy ACA
Atkins Simon Thomas BA(Hons)
Azeem Farhan
Bailey Clair Allison
Bailey Gary Stanley
Bailey Matthew Richard BSc(Hons)
Baker Caroline BA(Hons)
Baker Robert John McLeod
Ball Rebecca Anne
Bamford Cally Joanne
Bandeem Emma Louise
Barwick Christopher Paul MAAT
Baxts Caroline Sian BSc(Hons)
Baxter Lara Margaret Susan BCom
Bedwell Kathryn Louisa
Begg Kirsty Elizabeth BSc(Hons)
Belinski Andrei MBA
Bell David Eric BSc(Hons)
Best Jennifer Rosalind Jane
Beusch Sian Victoria BA(Hons)
Bharadwa Vinesh Babu LLB
Biring Jaswinder Singh LLB(Hons)
MAAT
Blakeley David Charles BSc(Hons)
Bland Anthony MSc(Hons)
Bohorun Vijay
Boldyreva Maria
Bollen Catherine BSc
Bonnin Barbara Gisele
Brearily Alexander Harold MAAT
ACCA
Brewerton Joanne Beverley MAAT
Brides David Paul
Bridges Margaret Louise MAAT
Brooks Peter Howard
Brookson Helen Elizabeth
Brown Angela BSc(Hons)
Brown Michelle
Bryant Anne Kathleen
Buley Carol Maureen BSc(Hons)
ACMA
Burgess Georgina Mary
Burns Gerald BA(Hons)
Busuulwa Robert Jack LLB ACA
Butler James David BSc(Hons)
Calder Christopher BA(Hons)
Calderbank Gabor Alan BA (Hons)
Cameron James Ian
Cameron Paul Anthony LLB(Hons)
MSc
Campbell-Smith Barbara
Canton Emma Louise
Carter Angela Jane
Carter Benjamin James BA(Hons)
Casey Paul BA(Hons)
Chahal Gurpal Kaur BSc(Hons)
Chan Christina Kiat Eng BSc(Hons)
Chandler Roy John
Channa Manvinder BA(Hons)
Charkin Laura Louise
Cheema Sukhraj Singh BA(Hons)
Cheong Keng Yip
Cheung May Choi Ping
Chipperfield Stuart Duncan BSc
Chmielowiec Margaret ACCA
Clarke Samantha BA
Clay Daniel John BA(Hons)
Clayton Carol Ann BA(Hons)
Clayton Oliver Graeme BSc
Clayton Paul
Clements Patricia Jane BEcon
Cole Martin
Coleman Rebecca
Collingwood Christopher Mark
Coombs Mark Richard
Cotton John David BA(Hons)
Coulthard Ian Andrew
Cowley Laura Joanne BA(Hons)
Cox Sarah Ruriko MAAT
Creasey Sarah Louise
Cruikshank James William
Alexander BA(Hons)
Dartnall Theresa Caroline MAAT
Datoobhoy Nazeer
Davies Ben Alexander
Davies Graeme Kris
Davies Kathryn Susan BSc(Hons)
Davies Lisa Rhona
Davis Colette Alana
Davis Erin Rebecca
Dawson Louise BSc(Hons)
Devine Lynda Mary
Dharsi Sayeeda MAAT
Diaz-Rainey Ivan MA(Hons) MSc
ASIP
Dillow Rebecca Louise
Donlan Marc Julian BSc(Hons)
Donnelly Paul Joseph BA(Hons)
Dowsett William Breakspear John
BSc(Hons)
Driscoll James Martin
Duffy John Leslie BA(Hons)
Duncan Alison Helen HND, ACCA
Durham Adrian Philip
Eden Angela Marion MAAT
Eldridge Colleen MAAT
Elliott John Stewart TEP
Elphick Jonathan Christian
El-Shakfeh Sandra BA(Hons)
Elvidge Neil Duncan
Essak Ahmed Hussein
Eves Paul Anthony
Fachot Jan Moran BSc(Hons)
Fairhurst Andrew Spencer
B.Eng(Hons)
Fallon Katherine Louise
Farrington Sadie BA(Hons)
Faulkner Michael Colin BA(Hons)
Flanagan Gerardine Mary
Fleet Jonathan Robert BA(Hons)
Foakes Sheila BA(Hons)
Foston David Lee
Fox Jemima BA(Hons)
Fraser Christine Ann
Fraser Jacqueline Marie
French Hazel Anne
Fuller John Michael
Fuller Malvin Anthony MAAT
Fuller Rachel Emily
Fushida Eri
Galesloot Lennaert Andreas
Theodoros
Gausden Kevin BEcon(Hons)
George Corin BSc(Hons)
Gledhill Catherine
Godfrey Audrey Isabella BA(Hons)
Goodman Rebecca Mary BA(Hons)
Gorin Mandy Jane MAAT ACCA
Goulding Raymond MAAT
Gow Joshua Stephen
Grant Kathryn Elizabeth
Grantham Justine Leigh BA(Hons)
Gray Jenny Louise
Green Angela
Grief Matthew Andrew George
BA(Hons)
Griffin Grace Lai Fun BSc ACA
Griffin Louise Amanda
Griffiths Martin John
Grundy Michael Samuel ACMA
Haddadi Mahtab BSc(Hons)
Hale James Charles
Hall Stuart James BA
Hamilton Angela Pauline BA(Hons)
Hamilton William Joseph LLB
Hammond Margaret Patricia
Hancock Kevin David LLB(Hons)
Hankinson Noel BA(Hons)
Harper Donna Margaret CA
Harris Deborah Karen MAAT
Harris Sarah Jane
Harrison Clifford Leslie
Harrison Elizabeth Mary
Harrison Sally Scott
Hart Michelle
Hartnell Alison Jane MAAT
Harvey Barrie Paul
Harvey Emily Josephine LLB
Hastings Sarah Elizabeth
MA(Hons)
Havill Judith Anne
Hayselden Adam James BA(Hons)
Hazelhurst Darryl
Heaney Cara Jane LLB(Hons)
Hemmington Aaron BSc
Hendry Allison Jane
Hendry Faye Michelle
Herbert Mark David ACA
Hermer Helen BSc(Hons)
Hewitt David Anthony LLB
Hicks Gail Jaqueline ICOSA ACMA
Hill Caroline Jane BSc(Hons)
Hill Tim John BSc
Hitchon Shirley Ann BSc(Hons)
Hoare Laura Joanne BA(Hons)
Hobcroft Rachel Elizabeth
BSc(Hons)
Hobson Katie Louise MAAT
Holden Elisabeth Clare BSc(Hons)
Horth Suzanne BSc
Hoskins Kim Maxine
Houghton Christine Elizabeth
Houston George Anthony
Howarth Christine Elaine BA FCA
Hoy Joanna Catherine BSc(Hons)
Hughes Peter John BA
Ironsides Laura Maria
Ishikawa Yumi
Iwasaki Satoshi
Iwobi Adagu Chinenye LLB(Hons)
BL(Hons)
Jackson Collette Victoria
Jackson Timothy Mark
Jaggard Eleanor Rose
James Nigel John Ellison BSc(Hons)
Janicka Margaret Isabel BA(Hons)
Jardine Greig Stephen BSc(Hons)
Jenkins Amy BSc(Hons)
Jester Mark MAAT
Johnston Karen Linda ACA
Jones Arfon Owen
Jones Christopher Delmar
BA(Hons)
Jones Emma Louise BA(Hons)
Jones Natalie Ann
Jones Philip Keith
Jones Selina Natalie LLB(Hons)
MScEcon
Kar Trina MEng
Kay Lyndsay Jane
Keane Stephen John MAAT
Keens Caroline Louise BSc(Hons)
Keightley Rebecca Louise LLB
Kelly Lynn
Kemish Kingsley Philip LLB
Kemp Paul LLB
Kennedy Janet Victoria BSc(Hons)
Khan Dinah BA(Hons)
Kimber Chrystal Michelle
King Yvonne
Kingerlee James Edward MSc
Kingham Julie Diane MAAT
Kirby Frances Charlotte
Koshy Ray Matthew BA(Hons)
Krech Anja
Kurthausen Paul Charles TEP
Lam Sara Hilda Isabella BA(Hons)
Lampert Mark Robert
Lane Caroline Mary
Lane Stephanie BA(Hons)
Lazell Gareth James BSc(Hons)
Le Breton Christopher Brian
Le Cornu Juliet Anna ACA,
BA(Hons)
Latham Deborah Scott BA(Hons)
Levett Andrew Charles
Lindley Andrea Louise
Lindsay Amanda Anne BA(Hons)
Lindsay Suzanne Louise LLB
Littlechild Harry William
Livitt David Iain BSc(Hons) MA
Lloyd Stephanie
Lock Nicola Anne BSc(Hons) LLPC
LLB
Long James Daniel BA(Hons)
PgDipTh
Louden Richard Mark BA(Hons)
Lucia-Hennis Rhea BSc ACCA
Lynch Sean
Lyon Katrina
Lyons Sarah Elizabeth
Macdonald Shona May LLB(Hons)
Macro Robert
Madine Brian
Malone Michelle Kelton ACCA
CAT
Mangham Neil Simon ACCA
Mansouri Gholam Hossein
BComm
Marshall Kate
Mattison Lesley Anne
Mauger Amelia Helen Bsc(Hons)
Maukonen Kullervo BA(Hons)

Mazuryk Gustavo Javier
McBean Wayne BSc(Hons)
McBride Anna Marie BSc(Hons)
McCabe Jane Sarah
McCarter Susan Abigail MSc
McClelland Tina Patricia BA(Hons)
McDougall Mary Frances
McDowell Angela Dawn
McGregor Debra
McGuinness Craig William
McIntyre Ciaran B Comm MSc(Hons)
McKee Robert
McKenzie Amy Marie
McKeown Lorraine Rebecca BA(Hons)
McLaren Marie
McMahon Susan
Meikle Sharon BA(Hons)
Melia Sarah Elizabeth BA(Hons)
Mensah Kweku
Meredith Daniel John LLB
Merrett Adam James BA(Hons)
Mersh Joanna Louise
Milner Richard John
Mindenhall Lucinda BA(Hons)
Mitchell Philip John
Mitchell Sarah Jean LLB
Mittal Chirag LLB(Hons)
Moody Caroline Anne MAAT ACCA
Morgan Kirsten Iris MA(Hons)
Morgan Russell BA(Hons)
Morison Giles Rutherford
Morley Stephanie Jane BA(Hons)
Morrison Gayle Janet
Morter Michael Malcolm Paul
Muallah Kanan Abid BA
Murray James Edward
Murray Kellie Jane BA(Hons)
Murray Kirsty Jane MA(Hons)
Murray Lisa BA
Murton Sophie Elizabeth
Mutters Emma Louise
Neve James Alexander MAAT
Niblett Charlotte BSc(Hons)
Noon David John BSc
Norris Martin David ACMA
Nutt Catherine Elizabeth
Nutt David John BSc(Hons) MRICS
O'Berg Jane Lorna
Oestreich Juliet Victoria BSc(Hons)
Ofenbeher Arabella
Offer Janice
Ojeleye Omotunde Olayeni
O'Kane Karen Teresa BSc(Hons)
O'Neill James Wrath
Osborn Jayne
Owen Rachael Elizabeth
Packwood-Bluett Catherine Mary
Palta Ravinder Kumar BCom
Pankhania Sima BSc
Papageorgiou Panicos Christopher BA(Hons)
Pape Michael Daniel
Parish Lisa BA(Hons)
Parrino Marisa Sandra BSc
Parrock Lucy Elizabeth
Patel Rupal BSc(Hons)
Paton Claire
Patton Christopher BSc(Hons)
Pearson Desmond Leslie BSc(Hons)
Peplow Rosalind Ann
Pike Nichola Marie BA(Hons)
Pilbeam James Steven BSc
Pritchard Guy Simon BEng
Quigley Sarah Helen
Raghavan Nisha BCom ACA
Rai Sandeep Singh BSc
Rainey Kenneth
Rajmohan Ramachandran
Ramage Andrew David
Rance Penny Ann
Ray Arati BA
Reed Kim
Reynolds Paul Hugh BSc
Rice Jason Charles
Riley Clare Louise MAAT
Roberts Helen Victoria BA(Hons)
Robeson Shirley Irene MA(Hons)
Ross Simon Patrick Mackenzie BSc(Hons)
Rowden Garry Alan
Royds-Jones Kirsty Jane BSc(Hons)
Ruck Esther Abigail BSc(Hons), MSc(Hons)
Russell Tanya Dawn
Sampat Sunil Jayasinh BCom
Scanlan James Philip
Scholey Louise BA(Hons)
Schultz Ian Roger
Shah Ramesh Meghji IFA
Sharman James Fraser Gibbs
Sharp Paul Donovan MAAT
Shears Ellen Claire
Sheezan Mohammad BSc(Hons)
Shepherd Philip Neil BSc(Hons)
Sheppard Julia Carolyn BA(Hons)
Shivji Hema BA(Hons)
Shore Naomi Alexandra BSc(Hons)
Sicker Luke BSc(Hons)
Sinclair Kellie
Sinfield Joanne Lesley MAAT
Slater Deborah MAAT
Small Donna Marie
Smallwood Gary Kingsley
Smith Andrew BA MA
Smith David Roy
Smith Hywel Owain LLB
Smith Lynn Elizabeth BA
Smith Naomi Jill
Smith Nicola Claire
Southwick Martyn Alexander
Spink Keely Jane MAAT
Stamp Lee Jon BSc(Hons)
Starkey Catherine BA(Hons) MAAT
Steele David Robert
Stevens Craig Paul
Stevenson Claire Louise
Stewart Paula Elizabeth LLB ACA
Stilgoe Michele Frances
Stocks Kevin Michael
Strange Alisha Emily
Street Catriona Margaret
Sutherland Gregory Barclay LLB
Svecova-Safai Katarina
Swan Stephanie Carter
Tam Alan BSc(Hons)
Tatford Simon Andrew BA(Hons)
Tavender Lucy Mary BSc(Hons)
Taylor Alister John LLB(Hons)
Taylor Fiona Margaret BSc
Taylor Lorraine Claire Aston
Tetu Stephanie Sophie Valentine BSc(Hons)
Thatcher Kathryn Marie BSc(Hons)
Thompson Linda Jane BA(Hons) ACCA
Thomson Gavin Richard
Tombs Mark Andrew
Tong Alice Yee Wen BSc(Hons)
Tsurumaki Kazuo
Turner John Paul
Turner Susan Natalie BSc ACA
Tweddell Alan John
Upperton Elena Lucinda BSc(Hons)
Vaithilingam Kulachelvivee
Vakharia Kalpana BA(Hons)
Van der Meer Helen Mary BA(Hons)
Viviers Juanita ACA
Vowels Brenda June
Wacey Ruth Julia
Wade Laurie BA(Hons)
Walker Graham Andrew
Walker Rebecca Beatrice
Wallace Shona Mary BA(Hons)
Waller Andrew
Waller Philip FCA
Walters Sally Jane BA(Hons)
Waqar Kanwal LLB
Warner John Stewart BA(Hons)
Warren Christina Mary
Watson Kati Francesca
Watts Sarah Louisa MAAT
Weir Paul BSc(Hons) ACIB TEP
Weller Richard James BA(Hons)
Weston John Franklin
Wheeler David Anthony
Wickham Scott Andrew BSc(Hons)
Wigley David Mark
Wilder Rupert
Wilding Christopher BA(Hons)
Wilkinson Christine Ruth
Willcock Matthew Clive
Williams Emily Jane BSc(Hons)
Williams Katie Louise
Williams Patricia Anne Bulkeley ACCA
Wilson Philip James
Wood David Ashley BA(Hons)
Wood Jacqueline Ann
Wood Sarah Louise MA(Hons)
Woodington Louise
Woods Susan BA
Woodthorpe Claire Elizabeth
Xida Ioanna BA(Hons)
Younger John Paul MAAT

Notice of Annual General Meeting

Notice is hereby given that the sixteenth Annual General Meeting of members of The Association of Taxation Technicians will be held at The Royal Air Force Club, 128 Piccadilly, London W1 on Thursday 7 July 2005 at 1.00 p.m.

Ordinary Business

1. To receive and adopt the Report of the Council for 2004.
2. To receive and adopt the audited Financial Statements of the Association for the year ended 31 December 2004.
3. To re-elect as Members of the Council Annie Bailey, Pat Nown, Yvette Nunn and David Stedman who retire under Article 76.
4. To re-elect as Members of the Council Jane Ashton, Graham Batty, Carol Clayton, Louise Duffy, Jean Jesty, Julian Nelberg, Philip Waller and Anne Wright who retire under Article 67.
5. To reappoint Baker Tilly as auditors of the Association.

Special Business

6. To consider and if thought fit to pass the following as a Special Resolution.
That the Articles of Association of the Company be amended by substituting for Article 26B the following:
"26B. (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."

Explanatory note to special business

The Council has reviewed the provision in the Articles of Association relating to a Member's personal insolvency. The view is now taken that exclusion should not be considered automatically, but that Members should henceforth be required to notify the Association within three months if they have entered into an Individual Voluntary Arrangement with creditors or have been made subject to a bankruptcy order by the Court. Subject to further enquiries, the Association will then be able to exercise its discretion as to whether exclusion is appropriate in the circumstances.

This change of policy is given effect by the replacement of Article 26B. The new Article also omits the current provision under which exclusion from membership could take place on grounds of mental disorder. This is now considered inappropriate, except in the case of removal from an office.

By order of the Council
Andrew R Pickering
Secretary
12 Upper Belgrave Street
London
SW1X 8BB
22 March 2005

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 12 Upper Belgrave Street, London SW1X 8BB 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.

