

# Independent Panel for Special Education Advice

(A Charitable Company Limited by Guarantee)

Charity number: 327691  
Company number: 2198066

Annual Report and Financial Statements  
**Year Ended 31 March 2006**

## INDEPENDENT PANEL FOR SPECIAL EDUCATION ADVICE

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**INDEPENDENT PANEL FOR SPECIAL EDUCATION ADVICE  
REPORT OF THE BOARD OF TRUSTEES (incorporating the Directors' report)  
FOR THE YEAR ENDED 31 MARCH 2006**

**OBJECTIVES AND ACTIVITIES**

The Independent Panel for Special Education Advice (usually known as IPSEA) has the following objectives (as stated in its Memorandum and Articles of Association):

“To promote and advance the education of children and young adults particularly by providing advice and assistance on children’s special educational needs and conducting and disseminating research and information on such special education.”

IPSEA aims to meet these objectives by providing legal advice and assistance to help ensure that all children with special educational needs (SEN) receive the special educational provision to which they are legally entitled and that they need, in order to maximise their full educational potential and their future life chances. In particular, we aim to ensure that less advantaged parents, many of whom do not traditionally use the voluntary sector, have access to our services. We actively target our services at such families.

IPSEA works to meet these objectives through the provision of free and independent advice and support to parents via the following direct advice services:

- Telephone Advice Line;
- Tribunal Support Service, including both telephone advice and representation at tribunal hearings;
- An Independent Witness Panel who provide free second professional opinions;
- Home visit/meeting support scheme for parents who need face to face discussion of paperwork and/or support at meetings with Education Officers and/or Head Teachers;
- Specialist Exclusion Service for children with special educational needs;
- Specialist service advising parents of children who suffer Disability Discrimination in school (in association with the Disability Rights Commission).

These services are free to all users. They are also designed to empower families to be able to confidently press for their child’s SEN to be met in the future. Much of our work is undertaken by trained, highly motivated volunteers. This is currently supplemented by contracting some paid part-time Advisors.

These paid Advisors complement the work of our volunteers by taking cases which come to IPSEA at the last minute and/or cases needing intensive support, as these situations make demands which can be too urgent or too time consuming for a volunteer to help with.

Both our volunteer and paid advisors are trained and supported by paid central office staff. This combination of volunteer and paid advisors allows IPSEA to provide a comprehensive legal advice service in SEN and Disability Discrimination in Schools which has a high benefit to cost ratio (see Financial Review below).

In addition, research and information is disseminated via the following means to parents and other relevant organisations in the field:

- Publication of guides and books;
- Training programmes.

IPSEA also acts on evidence from its casework to seek to correct unlawful policy and practice by local education authorities where it occurs and, when necessary, to make complaints to the Department for Education and Skills (DfES) about such activity.

**INDEPENDENT PANEL FOR SPECIAL EDUCATION ADVICE  
TRUSTEES AND DIRECTORS REPORT  
FOR THE YEAR ENDED 31 MARCH 2006**

## **ACHIEVEMENTS AND PERFORMANCE**

IPSEA's main objectives for the year were to:

- Maintain and enhance its core advice services, in particular its focus on assisting disadvantaged families;
- Continue to seek correction of unlawful policy and practice in SEN;
- Implement and largely complete the Trustees' existing plans for the necessary re-staffing and development of its core management and staff functions due to the retirement of the three most senior staff members during 2004-2006.

These objectives were successfully met as follows:

### **Enhancing Core Services**

IPSEA's core advice services continued to operate successfully to meet its objectives. In particular:

- The number of families helped overall in our Tribunal Service continued to increase in the year, and we provided advice on over a quarter of all SENDIST (Special Educational Needs and Disability Tribunal) claims;
- Within that number, the proportion of families provided with a representative for a SENDIST hearing increased by 21%.
- Our Exclusion Service, which is developing new advice methods in a very challenging field, also increased the number of families it helped from 351 to 447 per year.

We have continued to recruit and train volunteers to our services from a broad range of stakeholders in education, in particular parents of children with SEN and members of other voluntary organisations.

An unexpected but very welcome development was the negotiation and commencement of an agreement with the Disability Rights Commission (the DRC) at its invitation to provide full advice and support to parents who call the DRC case line with disability discrimination (and often associated SEN and exclusion) problems at school. IPSEA is now the sole supplier of this support to DRC Helpline callers in England and Wales. These support services actively commenced in March 2006. This service has been carefully designed not to cause any further strain on IPSEA's already stretched resources.

We continue, however, to be unable to meet the demand for our services. The delivery of our services also continues to become more complex and protracted because of:

- a) The need to provide effective solutions to SEN problems which increasingly involve associated issues such as exclusion, bullying or disability discrimination;
- b) Our continued focus on helping disadvantaged families in particular as they navigate these problems. Such families may require more intensive assistance.

Our struggle to meet the demand for our free, independent and unique one-stop advice and advocacy service to parents of children with special needs means that we need to carefully plan and manage any advertising of our services. During 2005/06 we advertised our exclusion service by targeting information about this service at sites most likely to be visited by disadvantaged parents of children.

### **Encouraging Better Policy and Practice**

IPSEA was called to give evidence to the ongoing Parliamentary Education Select Committee Enquiry on SEN. We have also worked with the Department for Education and Skills (DfES) both through formal complaints and discussion to improve Local Authority practice, and DfES have recommended to a number of Local Authorities that they consult IPSEA regarding the formulation of specific policies relating to SEN. DfES also wrote to all Directors of Education and Children's Trusts in November 2005 citing a test case brought by IPSEA to remind them of their duties in the preparation of statements of Special Educational Need.

**INDEPENDENT PANEL FOR SPECIAL EDUCATION ADVICE  
TRUSTEES AND DIRECTORS REPORT  
FOR THE YEAR ENDED 31 MARCH 2006**

### **Developing our Management Team**

The planned major changes to IPSEA's central staffing have been effected and planned as follows:

- The appointment of:
  - A new Chief Executive in May 2005
  - A full-time fundraiser in September 2005
  - A Training and Publications Manager in November 2005;
- The planned appointment of specialist legal support staff and administration staff in the year 2006-2007.

These changes have built a platform for both the long-term continuation of IPSEA beyond its "founding generation" of management and the future expansion of its services through the following:

- Increased management and planning capacity through a more extensive Chief Executive role;
- The capacity for increased and more diverse fundraising through a full-time fundraiser;
- Central co-ordination of the training, induction and continuing development of volunteer and paid advisors.

### **FINANCIAL REVIEW**

#### **Financial Activity in the Year**

As planned, IPSEA's turnover has increased, with expenditure increasing to £344,550 against £241,040 for the previous year. This increased fundraising was the result of intensive work to achieve the additional resources described above. The majority of our funds continued to be raised from Grant Making Trusts and Foundations.

Our services continued to be delivered in a very cost effective manner. During the year, New Philanthropy Capital assessed IPSEA cost's per successful Tribunal Intervention at £270 (Compared to £250 in 2004<sup>1</sup>), with the average value of annual educational support for families resulting from those interventions at £3,000<sup>2</sup>.

IPSEA relies on funding from trusts, foundations, companies and many others to make a difference to the lives of children with special educational needs and their families. We thank the following for their support during 2005-2006: Alchemy Foundation, BBC Children in Need, Big Lottery Fund, Bridge House Trust, City Parochial Foundation, Disability Rights Commission, Downs Syndrome Association, Equitable Charitable Trust, Esmee Fairbairn Foundation, Friends of IPSEA, Paul Hamlyn Foundation, Linklaters, Matrix Chambers, Platinum Trust, Mrs Smith and Mount Trust and the True Colours Trust.

#### **Reserves**

At the end of year IPSEA's unrestricted reserves stood at £123,931. The significant majority of these reserves are payments received in respect of our recent agreement with the Disability Rights Commission which have not yet been spent.

The Trustees have formulated a reserves policy in accordance with Charity Commission recommendations. This policy is to retain sufficient unrestricted reserves, to allow for any unforeseen falls in income or rises in expenditure and to seek to ensure continuity of our services. Our Reserves Policy is to maintain unrestricted reserves at 25% (i.e. three months) of total current anticipated annual expenditure, with the aim of increasing those reserves to 50% of that expenditure (i.e. six months) in the future. Given that expenditure for the year 2006-2007 is anticipated to rise as planned to £620,000, including a full year of the Disability Rights Commission agreement, the Trustees have concluded that the current level of reserves is appropriate and adequate.

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1 Taken from NPC 2004 Report "Making Sense of SEN – Special Educational Needs; A Guide for Donors and Grant-makers".

2 Taken from NPC 2006 Report "On Your Marks – Young People in Education; A Guide for Donors and Funders".

**INDEPENDENT PANEL FOR SPECIAL EDUCATION ADVICE  
TRUSTEES AND DIRECTORS REPORT  
FOR THE YEAR ENDED 31 MARCH 2006**

**PLANS FOR THE FUTURE**

Over the next year IPSEA main plans are to:

- Undergo a fully funded strategic and operational review drawing on the expertise of external consultants;
- Use its new enhanced staffing platform to enhance and increase volunteering in its services;
- Consolidate its existing services as a result of the above so that we can increase the number of families we can support in the future;
- Establish its new service addressing disability discrimination in schools in association with the DRC;
- Begin to diversify our fundraising sources.

In the medium term we seek to expand our services to meet more of the unmet demand for our support, with the aim of maximising the educational outcome and life chances of all children with special educational needs and/or disability.

**REFERENCE AND ADMINISTRATIVE DETAILS**

The Independent Panel for Special Education Advice, usually known as IPSEA, is a registered charity (number 327691) governed by its Memorandum and Articles of Association and is also constituted as a Company Limited by Guarantee, number 2198066. Accordingly it has no share capital, and the guarantee of each member is limited to £1. The Members of the Board of Trustees are the Directors of the company.

The Directors/Trustees who served during the year under review and at the date this report was approved were as follows:

Elizabeth Arrondelle (ceased to hold office 17/9/05)  
Paul Chadwick (appointed 14/5/05)  
Peter Crane  
Naomi Burgess  
Astrid Hansen (appointed 14/5/05)  
Anne Keatley-Clarke (Chair)  
Richard Ludlow  
Rosemary Sage (appointed 24/6/06)  
Susan Truscott (resigned 14/5/05)

All were nominated and approved by Members of IPSEA at its AGM on 14<sup>th</sup> May 2005 in accordance with its Memorandum and Articles of Association. Sadly Elizabeth Arrondelle died during the year after many years of very active support of IPSEA, including a period as Chair of Trustees.

IPSEA's principal and registered office address is 6 Carlow Mews, Woodbridge, Suffolk IP12 1EA. Its Chief Executive is Roger Inman, to whom day to day management of the charity is delegated by IPSEA's trustees.

Professional services are provided to IPSEA by the following:

Bankers	CAF Bank Limited, Kings Hill, West Malling, Kent, ME19 4TA
Accountants/Auditors	PKF (UK) LLP, 16 The Havens, Ransomes Europark, Ipswich, Suffolk, IP3 9SJ
Solicitors	Taylor Vinters, Merlin House, Milton Road, Cambridge CB4 0DP

**INDEPENDENT PANEL FOR SPECIAL EDUCATION ADVICE  
TRUSTEES AND DIRECTORS REPORT  
FOR THE YEAR ENDED 31 MARCH 2006**

**Structure, Governance and Management**

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

Trustees are recruited with a view to ensuring that the Board has both a majority of parents of children with special educational needs and an appropriate mix of experience relevant to IPSEA's strategic and operational requirements. A new board of Trustees is elected at each Annual General Meeting by its Members according to procedures set out in IPSEA's Memorandum and Articles (which allow existing Trustees to stand for re-election). All current Trustees are also current Directors of IPSEA.

New Trustees are provided with induction by the Chief Executive and Chair of Trustees regarding their duties and roles. Trustees are also provided with further training as required during their tenure of office.

The Trustee body meets at least 4 times a year. Minutes of its meetings are conveyed to the staff, whose meetings are also minuted back to the Trustees, thereby providing continuous dissemination of information and consultation between staff and Trustees.

Risk assessment is undertaken by Trustees regularly at Trustee meetings, in consultation with the Chief Executive. This assessment considers the major risks to which the organisation is exposed in terms of financial strategic and operational risks. The Trustees consider there to be appropriate systems and procedures in place to manage those risks.

Written financial regulations, adopted by the Trustees, are followed by Staff.

The Chief Executive regularly reports to the Trustees (and the Chair of Trustees between Trustee meetings) to ensure that all decisions made under his delegated powers are ratified. Trustees retain responsibility for approving all major recruitment, remuneration and contract decisions, including the appointment of IPSEA's external auditors. They also retain responsibility for the overall policy direction and strategy of IPSEA.

**Auditors**

During the year PKF (UK) LLP were appointed as auditors.

The auditors, PKF (UK) LLP will be proposed for reappointments in accordance with Section 385 of the Companies Act 1985.

So far as each of the directors is aware at the time the report is approved:

- there is no relevant audit information of which the company's auditors are unaware; and
- the directors have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

This report was approved by the Board of Trustees on 24 June 2006 and signed on its behalf.

..... Anne Keatley-Clarke (chair)

**INDEPENDENT PANEL FOR SPECIAL EDUCATION ADVICE  
STATEMENT OF TRUSTEES' RESPONSIBILITIES  
FOR THE YEAR ENDED 31 MARCH 2006**

The trustees are responsible for preparing the annual report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and the group and of the net income or expenditure of the group for the year. In preparing these financial statements the trustees are required to:

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

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

## **INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF INDEPENDENT PANEL FOR SPECIAL EDUCATION ADVICE**

We have audited the financial statements of Independent Panel for Special Education Advice for the year ended 31 March 2006 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial statements have been prepared under the accounting policies set out therein.

This report is made solely to the company's members, as a body, in accordance with section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company'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 company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of trustees and auditors**

The responsibilities of the trustees (who are also the directors of Independent Panel for Specialist Education Advice 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 ('United Kingdom Generally Accepted Accounting Practice') are set out in the statement of trustees' responsibilities.

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

We report to you our opinion as to whether the financial statements give a true and fair view and have been properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the company 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 directors' remuneration and other transactions is not disclosed.

We read the trustees' report and consider the implications for our report if we become aware of any apparent misstatements within it.

We report to you whether in our opinion the information given in the trustees' report is consistent with the financial statements.

### **Basis of audit opinion**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgments made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF  
INDEPENDENT PANEL FOR SPECIAL EDUCATION ADVICE**

**Opinion**

In our opinion:

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of the company's affairs as at 31 March 2006 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- the financial statements have been properly prepared in accordance with the Companies Act 1985; and
- the information given in the trustees' report is consistent with the financial statements.

**PKF (UK) LLP**  
**Ipswich, UK**  
Registered Auditors

**19 September 2006**

**INDEPENDENT PANEL FOR SPECIAL EDUCATION ADVICE**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
(Incorporating the income and expenditure account)  
**FOR THE YEAR ENDED 31 MARCH 2006**

<u>Notes</u>	<u>Unrestricted</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>Total</u> £	<u>2005</u> £
<b>INCOMING RESOURCES</b>				
<b>Incoming resources from generated funds</b>				
Voluntary Income				
Donations and gifts	8,420	-	8,420	3,345
Activities for generating funds				
Fundraising	-	9,000	9,000	15,000
Investment income	3,605	-	3,605	3,530
<b>Incoming resources from charitable activities</b>				
Publications	2,947	-	2,947	2,373
Training	26,609	-	26,609	6,086
Contracts & service agreements	155,760	-	155,760	10,666
Advice line	-	40,721	40,721	40,035
Tribunal support service	-	102,775	102,775	71,653
Exclusion service	-	54,975	54,975	56,730
Campaigning	-	40,000	40,000	20,000
Strategic review	-	23,000	23,000	-
<b>Other incoming resources</b>				
Gain on disposal of fixed assets	550	-	550	-
	<hr/>	<hr/>	<hr/>	<hr/>
	197,891	270,471	468,362	229,418
	<hr/>	<hr/>	<hr/>	<hr/>
<b>RESOURCES EXPENDED</b>				
	<b>2, 3</b>			
<b>Cost of generating funds</b>				
Costs of generating voluntary income				
Fundraising	-	9,000	9,000	-
<b>Charitable Activities</b>				
Publications	-	-	-	-
Training	9,421	-	9,421	4,000
Contracts & service Agreements	85,087	-	85,087	10,400
Advice line	-	39,098	39,098	58,040
Tribunal support service	-	99,474	99,474	100,157
Exclusion service	-	55,581	55,581	54,249
Campaigning	-	40,000	40,000	10,108
<b>Governance costs</b>	6,889	-	6,889	4,086
	<hr/>	<hr/>	<hr/>	<hr/>
<b>TOTAL RESOURCES EXPENDED</b>	101,397	243,153	344,550	241,040
	<hr/>	<hr/>	<hr/>	<hr/>
<b>NET MOVEMENT IN FUNDS</b>				
	96,494	27,318	123,812	(11,622)
Transfer of funds to SENAC	-	-	-	(24,360)
Transfer of funds	6,955	(6,955)	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
Fund balances brought forward at 1 April 2005	20,482	9,922	30,404	66,386
	<hr/>	<hr/>	<hr/>	<hr/>
<b>FUND BALANCES CARRIED FORWARD AT 31 MARCH 2006</b>	123,931	30,285	154,216	30,404
	<hr/>	<hr/>	<hr/>	<hr/>

All amounts derive from continuing activities.

The statement of financial activities includes all gains and losses recognised in the year.

All figures for 2005 have been re-stated in accordance with SORP 2005.

**INDEPENDENT PANEL FOR SPECIAL EDUCATION ADVICE  
BALANCE SHEET  
AS AT 31 MARCH 2006**

	<u>Notes</u>	£	<u>2006</u>	£	£	<u>2005</u>	£
<b>FIXED ASSETS</b>							
Tangible fixed assets	4			18,295			7,655
<b>CURRENT ASSETS</b>							
Debtors and prepayments	5	66,526				-	
Cash at bank and in hand		152,528				111,643	
			219,054			111,643	
<b>LIABILITIES:</b>							
Creditors:							
Amounts falling due within one year	6	83,133				88,894	
<b>NET CURRENT ASSETS</b>							
				135,921			22,749
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>							
				154,216			30,404
<b>FUNDS</b>							
Restricted funds	7			30,285			9,922
Unrestricted funds	8			123,931			20,482
<b>TOTAL FUNDS</b>							
				154,216			30,404

The financial statements were approved and authorised for issue by the board and signed on its behalf on 1 September 2006

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Anne Keatley-Clarke – Trustee

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Mr R N Ludlow – Trustee and Treasurer

**INDEPENDENT PANEL FOR SPECIAL EDUCATION ADVICE  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2006**

**1 ACCOUNTING POLICIES**

**a) Basis of Accounting**

These accounts are prepared in accordance with the historical cost convention and in accordance with applicable accounting standards. They have also been prepared in accordance with the recommendations contained in the Statement of Recommended Practice (SORP) – Accounting and Reporting by Charities, issued in March 2005.

Where appropriate the comparative figures have been restated. The basis for allocation of prior year figures has been carried out based on the budget for 2005. This is felt to be a reasonable basis for allocation of income and expenditure to the revised Statement of Financial Activity format.

**b) Fund accounting**

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the charitable objectives of IPSEA.

Restricted income funds are funds subject to specific restrictions imposed by donors or by the purpose of the fundraising appeal. The purpose and use of the restricted funds is set out in the notes to the financial statements.

**c) Fixed assets**

Tangible fixed assets stated at cost less depreciation.

Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less estimated residual value, over the expected useful life on the following basis:

Office equipment	-	6 years straight line
Computer equipment	-	5 years straight line

**d) Value Added Tax**

Value Added Tax is not recoverable by the Charity, and as such is included in the relevant costs in the Statement of Financial Activity.

**e) Incoming resources**

All incoming resources are included are accounted for when the charity is entitled to the income and there is certainty of receipt and the amount can be quantified with reasonable accuracy. The following specific policies apply to categories of income:

Donations	- as received
Grants and fees	- as received unless otherwise specified
Interest and other income	- on an accruals basis where appropriate, others as received

Grants: where grants are related to performance and specific deliverables they are accounted for as the charity earns the right to consideration by its performance. Where income is received in advance of performance its recognition is deferred and included in creditors. Where entitlement occurs before income is received the income is accrued.

**NOTES TO ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2006**

**g) Resources expended**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to that activity. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of resources. Central Overhead costs are allocated to operational and fundraising functions on the basis of their use of central support services.

- Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.
- Governance costs are the costs associated with the governance arrangements of the charity which relate to the general running of the charity as opposed to those costs associated with fundraising or charitable activity. Included within this category are costs associated with the strategic as opposed to day-to-day management of the charity's activities.
- Support costs, which include the central or regional office functions such as general management, payroll administration, budgeting and accounting, information technology, human resources, and financing are allocated across the categories of charitable expenditure, governance costs and the costs of generating funds. The basis of the cost allocation is on staff time.
- Irrecoverable VAT is charged as a cost to the statement of financial activity.

**2 RESOURCES EXPENDED**

**a) Analysis of total resources expended**

	<b>Staff Costs £</b>	<b>Support Costs £</b>	<b>Other Direct Costs £</b>	<b>2006 £</b>	<b>2005 £</b>
Fundraising	2,325	945	5,730	9,000	-
Training	1,966	2,618	9,421	4,000	
Service Agreements	73,424	3,066	8,597	85,087	10,400
Advice Line	13,678	5,560	19,860	39,098	58,040
Tribunal Support Service	17,649	5,783	76,042	99,474	100,157
Exclusion Service	4,245	1,726	49,610	55,581	54,249
Campaigning	34,457	2,218	3,325	40,000	10,108
Governance	650	264	5,975	6,889	4,086
<b>Total resource expended</b>	<b>151,265</b>	<b>21,528</b>	<b>171,757</b>	<b>344,550</b>	<b>241,040</b>

**INDEPENDENT PANEL FOR SPECIAL EDUCATION ADVICE  
NOTES TO ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2006**

**b) Analysis of support costs**

	Fundraising	Training	Service Agreements	Advice Line	Tribunal Support Service	Exclusion Service	Campaigning	Governance	Total 2006	Total 2005
	£	£	£	£	£	£	£	£	£	£
Materials	45	94	147	264	273	83	106	12	1,024	1,000
Telephone	164	341	532	966	998	300	385	46	3,732	3,500
Equipment	152	317	495	897	927	278	358	43	3,467	3,000
Postage, printing & stationery	531	1,104	1,721	3,122	3,264	969	1,245	148	12,104	6,590
Website costs	53	110	171	311	321	96	124	15	1,201	-
<b>Total support cost</b>	<b>945</b>	<b>1,966</b>	<b>3,066</b>	<b>5,560</b>	<b>5,783</b>	<b>1,726</b>	<b>2,218</b>	<b>264</b>	<b>21,528</b>	<b>14,090</b>

**c) Analysis of governance costs**

	2006 £	2005 £
Legal and professional fees	-	-
Audit/accountancy fees	3,231	940
Costs of AGM & Trustee travel etc	614	1,034
Apportionment of staff and support costs	3,044	2,112
<b>Total governance costs</b>	<b>6,889</b>	<b>4,086</b>

**3 NET INCOMING/(OUTGOING) RESOURCES**

These are stated after charging:

	2006 £	2005 £
Auditors Remuneration	3,231	-
Depreciation	3,032	1,351
Operating leases – land and buildings	4,200	4,200

**INDEPENDENT PANEL FOR SPECIAL EDUCATION ADVICE  
NOTES TO ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2006**

**4 TANGIBLE FIXED ASSETS**

	<u>Office Equipment</u> £	<u>Computer &amp; Telephone Equipment</u> £	<u>Total</u> £
<b>Cost</b>			
At 1 April 2005	25,893	-	25,893
Additions	-	13,672	13,672
	<hr/>	<hr/>	<hr/>
	25,893	13,672	39,565
	<hr/>	<hr/>	<hr/>
<b>Depreciation</b>			
At 1 April 2005	18,238	-	18,238
Charge for the year	1,276	1,756	3,032
	<hr/>	<hr/>	<hr/>
	19,514	1,756	21,270
	<hr/>	<hr/>	<hr/>
<b>Net Book Value</b>			
At 31 March 2006	6,379	11,916	18,295
	<hr/>	<hr/>	<hr/>
At 31 March 2005	7,655	-	7,655
	<hr/>	<hr/>	<hr/>

**5 DEBTORS**

	<u>2006</u> £	<u>2005</u> £
Debtors and accrued income	63,428	-
Prepayments	3,098	-
	<hr/>	<hr/>
	66,526	-
	<hr/>	<hr/>

**6 CREDITORS DUE WITHIN ONE YEAR**

	<u>2005</u> £	<u>2004</u> £
Deferred income	67,500	88,094
Accruals	15,633	800
	<hr/>	<hr/>
	83,133	88,894
	<hr/>	<hr/>

**INDEPENDENT PANEL FOR SPECIAL EDUCATION ADVICE  
NOTES TO ACCOUNTS  
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**7 RESTRICTED FUNDS**

The income funds of the Charity include restricted funds comprising the following unexpended balances of donations and other income held on trust to be applied for specific purposes.

	<u>Balance</u> <u>1 April 2005</u> <u>£</u>	<u>Incoming</u> <u>Resources</u> <u>£</u>	<u>Expenditure</u> <u>£</u>	<u>Transfer</u> <u>£</u>	<u>Balance</u> <u>31 March 2006</u> <u>£</u>
Fundraising	-	9,000	(9,000)	-	-
Advice line	3,507	40,721	(39,098)	(2,130)	3,000
Tribunal support	5,809	102,775	(99,474)	(4,825)	4,285
Exclusion service	606	54,975	(55,581)	-	-
Campaigning	-	40,000	(40,000)	-	-
Strategic review	-	23,000	-	-	23,000
	<u>9,922</u>	<u>270,471</u>	<u>(243,153)</u>	<u>(6,955)</u>	<u>30,285</u>

**8 UNRESTRICTED FUNDS**

The funds of the Charity include unrestricted funds being unexpended balances of donations and other income held on trust to be applied in the furtherance of charitable objectives.

The significant majority of these reserves are in fact payments received in respect of our recent agreement with the Disability Rights Commission which have not yet been spent.

The reserves policy is detailed further within the Trustees Report.

**INDEPENDENT PANEL FOR SPECIAL EDUCATION ADVICE  
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**9 ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	<b>Total Funds £</b>	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>
<b>Fund balance at 31 March 2006 and represented by:</b>			
Tangible fixed assets	18,295	18,295	-
Current assets	219,054	121,269	97,785
Current liabilities	(83,133)	(15,633)	(67,500)
	<hr/>	<hr/>	<hr/>
Total net assets	154,216	123,931	30,285
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**10 TRUSTEES' REMUNERATION**

The trustees did not receive any remuneration during the year (2005 : £Nil). Trustees are reimbursed expenses incurred, and these costs are included within governance costs as detailed in note 2(c).

**11 AUDITORS' REMUNERATION**

The auditors charged £3,241 in respect of the audit.

**12 STAFF COSTS**

	<b>2006 £</b>	<b>2005 £</b>
Wages & salaries	134,444	85,188
Social security costs	13,893	8,802
Pension contributions	2,928	2,556
	<hr/>	<hr/>
	151,265	96,546
	<hr/> <hr/>	<hr/> <hr/>

The average weekly number of staff employed by the charity during the year was as follows:

<b>2006</b>	<b>2005</b>
6	4

The number of employees whose emoluments amounted to over £60,000 during the year was nil (2005 – nil).

**INDEPENDENT PANEL FOR SPECIAL EDUCATION ADVICE  
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**13 OPERATION LEASES**

Annual commitment under non-cancelled operating leases for buildings were as follows:

	<u>2006</u> £	<u>2005</u> £
Leases expiring in 1-5 years	4,200	4,200