

Chartered Institute of Public Relations

Report and financial statements
For the year ended 31 December 2024

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For the year ended 31 December 2024

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For the year ended 31 December 2024

Status The organisation is incorporated under Royal Charter, number RC000801.

Registered office CIPR
Brook House
Manor Drive
Clyst St. Mary
Exeter, Devon
EX5 1GD

Board of Directors **Directors in office during 2024:**
Rachael Clamp (President 2024)
Steve Shepperson-Smith (President 2023)
Advita Patel (President Elect)
Dan Gerrella (elected)
Anne Gregory (elected)
Hayley James (elected)
Anne-Marie Lacey (elected)
Avril Lee (elected)
Noha Al Afifi (elected)
Rebecca Deegan (co-opted)
Riaz Kanani (co-opted)

Current Directors commencing office on 1 January 2025:
Dame Maria Miller (Chair)
Advita Patel (President)
Rachael Clamp (President 2024)
Farzana Baduel (President Elect)
Noha Al Afifi (elected)
Shakil Butt (elected)
Dan Gerrella (elected)
Laurian Hubbard (elected)
Aileen Thompson (elected)
Anne-Marie Lacey (elected)
Katie Marlow (elected)
Claire Melia-Tompkins (elected)

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For the year ended 31 December 2024

Council as at the document signing date

Hajira Amla
Mike Browne
Tanya Burak
John Clegg
Paul Compton
Catherine Condie
Jonathan Cross
Karen Floyd
Sasha Fuller
Ruth Jackson
Binu Jacob

Paula McNulty
Kirsty Peebles
Christine Richardson
Stephen Salifu
Samantha Seewoosurrun
Suzanne Steele
Nicki Sturzaker
Gary Taylor
Alexander Walster
Caroline Wood
Justine Wrightson

Bankers NatWest PLC
134 Aldersgate Street
London
EC1A 4LD

Solicitors Camerons Solicitors LLP
70 Wimpole Street
London
W1G 8AX

Auditor Bishop Fleming LLP
10 Temple Back
Bristol
BS1 6FL

The Board of Directors presents its report and the audited financial statements for the year ended 31 December 2024.

Principal activities and review

Corporate Governance

In 2023 the Institute identified a number of governance risks relating to Board effectiveness and the diversity of backgrounds of individuals standing for election. Following a review, in 2024 the Institute received permission from the Privy Council Office to amend its Royal Charter and Bylaws to mitigate these risks. This led to a number of changes that took effect from January 2025.

From this date the CIPR has a paid external Chair of the Board and Board terms of office have been extended from two years to three for greater continuity. In addition a new Nominations Committee was established with an independent external chair to sift the applications of prospective candidates seeking election to Board and Council. The process for election to Council was also changed so that after 2024 we will not elect a full Council at one time, but half each year. From 1 January 2025 it is also a requirement that the President, as lead spokesperson for the profession, must be a Chartered Public Relations Practitioner.

Board of Directors

All acts undertaken by the officers and staff of the Institute were in the name of, and with the authority of, the Board of Directors. The Board met five times over the year and focused on overall strategy for the Institute. Day to day responsibility was delegated to the Chief Executive.

Council

Council's role is to debate important points of strategy or principle, to provide guidance and perspective to the Board of Directors, and to raise issues of concern for the Board of Directors to pursue. Council met four times over the year.

Standing Committees

The Standing Committees were the Finance Committee, the Coordination Committee, the Professional Practices Committee and the Equity Diversity and Inclusion Committee. In addition, as part of our governance changes, a new Nominations Committee was established in 2024.

Financial responsibilities of the Board of Directors

The Board of Directors is responsible for preparing the directors' annual report and the financial statements in accordance with applicable law and regulations. In preparing these financial statements, the Board of Directors is required to:

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

The Board of Directors is responsible for keeping adequate accounting records that are sufficient to show and explain the Institute's transactions and disclose with reasonable accuracy at any time the financial position of the Chartered Institute of Public Relations. The Board is also responsible for safeguarding the assets of the Institute and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Board of Directors must, in determining how amounts are presented within items in the statement of comprehensive income and balance sheet, have regard to the substance of the reported transaction or arrangement, in accordance with generally accepted accounting principles and practice.

Financial review

	2024	2023
Income	£3,949,576	£3,914,770
Pre-tax Expenditure	£4,037,174	£4,122,624
of which staff costs	£1,767,387	£1,611,465
Pre-Tax (deficit)/surplus	(£87,598)	(£207,854)

The final quarter of 2023 produced some unexpected financial shocks, so our budgeting for 2024 was correspondingly cautious. During the year we undertook a comprehensive review of our commercial activities and initiated regular meetings of managers to discuss our future business pipeline. During the year we were able to anticipate changes to our future income which allowed us to move resources to support our key income-generating areas. As a result our membership continued to grow, and we were particularly successful in growing our Corporate Affiliate scheme.

Having reviewed and evaluated options for the future of our national and regional PRide awards, the Board determined that they carried too great a financial risk and decided to end them.

The main financial aim of 2024 was to improve significantly on the 2023 loss. This objective was achieved, and our final trading result for the year was a loss of £50,596 compared with a budgeted loss of £73,000. However, in addition to our trading result, we became aware during the year of some exceptional costs from 2022 and 2023 arising from payroll liabilities in the Netherlands. We will seek to recover some of these costs in the future but have included them all in 2024, giving us an overall deficit of £87,598. Building on the positive trading in 2024 we aim to break even in 2025 and plan for a positive financial trajectory from here.

Future Business Risks and Opportunities

The main risk for 2025 and beyond remains the unpredictability of customer behaviour. It is harder to make reliable plans, and more necessary than ever to be flexible and responsive in what we offer. Whilst the availability of skilled and experienced employees remains a significant concern for a large number of businesses and agencies, macroeconomic changes such as the increase in employer national insurance and uncertainty caused by the introduction of some trading tariffs by the US, may reduce the amounts of money businesses are willing to spend on discretionary items including the training and professional development that form a core part of the Institute's offer.

Despite this, the main opportunities for 2025 and beyond are potential business growth, albeit in an operating environment that is increasingly difficult to predict.

- We continue to have a strong pipeline of PR employers enquiring about membership, and embarking on the CPD journey
- Demand for our open and in-house training remains strong, though subject to rapid fluctuations

In addition, there are opportunities for a small professional body to deploy artificial intelligence to accelerate time-consuming tasks and multiply impact. We have identified some experimental uses in 2024 and expect to build in these in 2025 and beyond.

Approved by the directors on 18 June 2025 and signed on their behalf by

Rachael Clamp, Director
2024 President

Advita Patel, Director
2025 President

Independent auditor's report

To the directors of

Chartered Institute of Public Relations

Opinion

We have audited the financial statements of the Chartered Institute of Public Relations ("the Institute") for the year ended 31 December 2024 which comprise the Income and Expenditure account, Balance Sheet and related notes, including the accounting policies. The non-statutory accounts have been prepared for the reasons set out in the Accounting Policies included in the Notes to the Financial Statements.

The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the Institute's affairs as at 31 December 2024 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with UK accounting standards, including FRS 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland*.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Institute in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Directors' use of the going concern basis of accounting in the preparation of the financial statements is appropriate. Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Institute's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Directors with respect to going concern are described in the relevant sections of this report.

Independent auditor's report

To the directors of

Chartered Institute of Public Relations

Other information

The other information comprises the information included in the Directors' annual report, other than the financial statements and our auditor's report thereon. The Directors are responsible for the other information contained within the report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Independent auditor's report to the Directors of the Chartered Institute of Public Relations Auditor's responsibilities

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters:

- the information given in the financial statements is inconsistent in any material respect with the Directors' report; or
- the Institute has not kept adequate accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of the Directors

As explained more fully in the Directors' responsibilities statement, the Directors are responsible for the preparation of financial statements which give a true and fair view, and for such internal control as the Directors determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the Directors are responsible for assessing the Institute's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Directors either intend to liquidate the Institute or to cease operations, or have no realistic alternative but to do so.

Independent auditor's report

To the directors of

Chartered Institute of Public Relations

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below.

In identifying and assessing risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, we considered the following:

- the nature of the sector, control environment and the Institute's performance;
- results of our enquiries of management and the Board of Directors, including the committees charged with governance over the Institute's finance and control, about their own identification and assessment of the risks of irregularities;
- any matters we identified having obtained and reviewed the Institute's documentation of their policies and procedures relating to: identifying, evaluating and complying with laws and regulations and whether they were aware of any instances of non-compliance; detecting and responding to the risks of fraud and whether they have knowledge of any actual, suspected or alleged fraud; the internal controls established to mitigate risks of fraud or noncompliance with laws and regulations;

As a result of these procedures, we considered the opportunities and incentives that may exist within the organisation for fraud, which included incorrect recognition of revenue, management override of controls using manual journal entries. We identified the greatest potential for fraud as incorrect recognition of revenue and management override using manual journal entries.

Independent auditor's report

To the directors of

Chartered Institute of Public Relations

Independent auditor's report to the Directors of the Chartered Institute of Public Relations Auditor's responsibilities (continued)

In common with all audits under ISAs (UK), we are also required to perform specific procedures to respond to the risk of management override. We also obtained an understanding of the legal and regulatory frameworks that the Institute operates in, focusing on provisions of those laws and regulations that had a direct effect on the determination of material amounts and disclosures in the financial statements. The key laws and regulations we considered in this context included tax legislation.

In addition, we considered provisions of other laws and regulations that do not have a direct effect on the financial statements but compliance with which may be fundamental to the Institute's ability to operate or to avoid a material penalty.

Our procedures to respond to risks identified included the following:

- reviewing the financial statement disclosures and testing to supporting documentation to assess compliance with provisions of relevant laws and regulations described as having a direct effect on the financial statements;
- reviewing the financial statement disclosures and testing to supporting documentation to assess the recognition of income;
- enquiring of the Directors and management and those charged with governance concerning actual and potential litigation and claims;
- performing procedures to confirm material compliance with the requirements of its regulators;
- performing analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud;
- reading minutes of meetings of those charged with governance and reviewing internal control reports; and
- in addressing the risk of fraud through management override of controls, testing the appropriateness of journal entries and other adjustments; and assessing whether the judgements made in making accounting estimates are indicative of a potential bias.

We also communicated relevant identified laws and regulations and potential fraud risks to all engagement team members, and remained alert to any indications of fraud or non-compliance with laws and regulations throughout the audit.

Our audit procedures were designed to respond to risks of material misstatement in the financial statements, recognising that the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from an error, as fraud may involve deliberate concealment by, for example, forgery, misrepresentations or through collusion. There are inherent limitations in the audit procedures performed and the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely we would become aware of it.

Independent auditor's report

A further description of our responsibilities is available on the FRC's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the Institute's Directors, as a body. Our audit work has been undertaken so that we might state to the Institute's Directors those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Institute and the Institute's Directors as a body, for our audit work, for this report, or for the opinions we have formed.

Chris Trantham FCA (Senior Statutory Auditor) For and on behalf of

Bishop Fleming LLP

Chartered Accountants

Statutory Auditors

10 Temple Back

Bristol

BS1 6FL

Date: 27 June 2025

Bishop Fleming LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

Statement of income & retained earnings

For the year ended 31 December 2024

	Note	2024 Total £	2023 Total £
Income			
<i>Building a resilient community of practice</i>			
Membership		1,854,128	1,806,313
Groups		135,589	50,031
		1,989,717	1,856,344
<i>Leading practice development</i>			
Excellence awards		252,750	260,595
PRide awards		754	212,980
Influence magazine		15,793	15,263
National conference		53,930	30,131
Advertising, Sponsorship, Partners		72,274	-
		395,501	518,969
<i>Championing lifelong learning</i>			
CPD & chartership		39,672	44,553
Training		1,184,210	1,177,221
Qualifications		288,937	282,228
		1,512,819	1,504,002
<i>Advocating public relations</i>			
Policy & communications		216	574
		216	574
<i>Other</i>			
Governance, finance & disciplinary		51,323	34,881
		51,323	34,881
Total income	3	3,949,576	3,914,770
Expenditure			
<i>Building a resilient community of practice</i>			
Membership		381,963	154,426
Groups		189,491	102,868
Volunteer Support/(Conference)		18,381	-
Management & other		90,694	88,843
		680,529	346,137
<i>Leading practice development</i>			
Excellence awards		187,683	165,070
PRide awards		6,861	262,494
Influence magazine		166,490	135,610
National conference		113,784	94,208
Advertising, Sponsorship, Partners		38,359	-
Management & other		53,874	81,940
		567,051	739,322
<i>Championing lifelong learning</i>			
CPD & chartership		195,063	264,471
Training		664,592	597,082
Qualifications		172,112	162,667
Management & other		56,110	51,088
		1,087,877	1,075,308
<i>Advocating public relations</i>			
Policy & communications		253,906	275,179
Marketing		80,931	298,790
Management & other		6,754	152,481
		341,591	726,450
<i>Other</i>			
Governance, finance & disciplinary		611,412	555,856
HR, IT & facilities		748,714	679,551
		1,360,126	1,235,407
Total expenditure		4,037,174	4,122,624
Deficit on ordinary activities before taxation	2	(87,598)	(207,854)
Taxation recoverable/(payable) on profit on ordinary activities	4	-	-
Deficit for the financial year		(87,598)	(207,854)
Retained earnings			
Total retained earnings brought forward		1,053,435	1,261,289
Deficit for the financial year		(87,598)	(207,854)
Total retained earnings carried forward		965,837	1,053,435

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. All movements in equity are included within the statement above.

Chartered Institute of Public Relations

Balance Sheet

As at 31 December 2024

			2024	2023
	Note	£	£	£
Tangible fixed assets	5		<u>52,202</u>	<u>75,161</u>
			52,202	75,161
Current assets:				
Debtors	6	372,935	370,786	
Cash at bank and in hand		<u>1,531,151</u>	<u>1,573,838</u>	
		1,904,086	1,944,624	
Creditors:				
Amounts falling due within one year	7	<u>990,451</u>	<u>966,351</u>	
Net current assets			<u>913,635</u>	<u>978,273</u>
Net assets			<u><u>965,837</u></u>	<u><u>1,053,435</u></u>
Reserves				
Revenue account		753,292	820,988	
Groups		<u>212,545</u>	<u>232,447</u>	
Total reserves	8		<u><u>965,837</u></u>	<u><u>1,053,435</u></u>

The financial statements were approved by the Board on 18/06/2025 and signed on their behalf by:

Advita Patel
2025 President

Rachael Clamp
2024 President

1 Accounting policies

a) Statutory information

Chartered Institute of Public Relations is incorporated under Royal Charter in the United Kingdom. The registered office address is Brook House, Manor Drive, Clyst St. Mary, Exeter, Devon, EX5 1GD. The organisation operated remotely and therefore has no principle place of business.

b) Basis of preparation

These financial statements have been prepared in accordance with applicable United Kingdom accounting standards, including Financial Reporting Standard 102 – 'The Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland' ('FRS 102'). The financial statements have been prepared on the historical cost basis. In accordance with Section 1A of FRS102, the Institute has taken the exemption from preparing the Statement of Cash Flows.

The financial statements have been prepared under the historical cost convention. The Directors have prepared these financial statements in order to provide members of the Institute with information about the Institute's financial position and performance for the year ended 31 December 2024.

c) Going concern

The Directors consider that with a bank balance of more than £1m, the Institute remains a going concern.

d) Income

Membership subscription income is recognised over the period it relates to following renewal. Income from awarding body fees, seminars and events is recognised upon the timing of the event and all other income is recognised upon the provision of the goods or services excluding VAT.

Subscription, awarding body fees, events and other income received in advance is carried forward as deferred income and included within creditors at the year end. Amounts received in advance for subscriptions are carried forward as deferred income, and are non-refundable. Rental income is recognised on a straight line basis over the lease term taking into account any rent free period at the commencement of the lease.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the company; this is normally upon notification of the interest paid or payable by the bank.

Income from grants is recognised on an accruals basis.

1 Accounting policies continued

e) National, regional and sectoral groups

The Institute makes grants to national, regional and sectoral groups to fund their activities. These grants are eliminated on consolidation. The revenue account therefore recognises the revenues generated and expenditure incurred by these groups during the year from their activities, and the balance sheet recognises any residual net assets, for example cash balances debtors less liabilities at the year end.

f) Tangible fixed assets and depreciation

Items of equipment are capitalised where the purchase price exceeds £1,000. Assets are reviewed for impairment if circumstances indicate their carrying value may exceed their net realisable value and value in use.

Depreciation is calculated to write down the cost less estimated residual value of all property, plant and equipment, over their expected useful lives, using the straight line method. The rates applicable are:

Computer software & development	3 years
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g) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

h) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

i) Creditors

Short term trade creditors are measured at the transaction price. Other financial liabilities, including bank loans, are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.

j) Taxation

The Institute's transactions with its members are not subject to tax. Other transactions are taxable on a basis agreed with HM Revenue & Customs.

k) Deferred tax

Provision is made on the liability method for all taxation deferred in respect of timing differences to the extent that, in the opinion of the directors, a liability is likely to crystallise in the foreseeable future.

Notes to the financial statements

For the year ended 31 December 2024

1 Accounting policies continued

l) Pensions

The Institute operates a defined contribution pension scheme available to all qualifying employees. The contributions payable in providing benefits are charged in the revenue account in the year to which they relate.

2 Deficit before tax is stated after charging

	2024	2023
	£	£
Auditors' remuneration (excluding VAT):		
Audit: fees for current year	18,500	18,700
Accountancy: corporation tax calculation	2,500	2,650
Depreciation	46,458	35,391

3 Staff costs

	2024	2023
	£	£
Staff costs during the year were as follows:		
Wages and salaries	1,538,616	1,397,549
Social security costs	170,241	152,255
Other pension costs	58,530	61,661
	1,767,387	1,611,465

The average number of employees during the year was as follows:

2024	2023
No.	No.
33	31

The total employee benefits including employer national insurance and pension contributions of the key management personnel were £464,361 (2023: £446,299).

The Institute operates a defined contribution pension scheme in respect of the staff. The pension charge represents contributions due from the Institute. The scheme and its assets are held and managed by independent managers.

4 Taxation

	2024	2023
	£	£
UK corporation tax	–	–
Total current tax	–	–

Taxation is provided on the Institute's income from investment and surpluses arising from non-member sources.

5 Tangible fixed assets

	Software & development costs	Total
	£	£
Cost		
At the start of the year	129,383	129,383
Additions and assets in progress in year	23,500	23,500
Disposals in year	(26,620)	(26,620)
At the end of the year	126,263	126,263
Depreciation		
At the start of the year	54,222	54,222
Charge for the year	46,459	46,459
Eliminated on disposal	(26,620)	(26,620)
At the end of the year	74,061	74,061
Net book value		
At the end of the year	52,202	52,202
At the start of the year	75,161	75,161

6 Debtors

	2024	2023
	£	£
Trade debtors	129,105	188,577
Accrued Income	15,800	–
Other debtors	(1,130)	7,073
Prepayments	229,160	175,136
	372,935	370,786

7 Creditors: amounts falling due within one year

	2024	2023	2024	2023
	£	£	£	£
Trade creditors			110,512	147,224
Taxation and social security			96,875	83,220
Other creditors			30,128	20,168
Accruals			55,694	21,800
Deferred income				
<i>Membership Subscriptions</i>	564,299	565,677		
<i>Chartered Practitioner & Qualifications</i>	21,011	2,270		
<i>Workshops</i>	111,932	125,993		
			697,242	693,940
			990,451	966,351

8 Reserves

	Institute	Groups	Total funds
	£	£	£
At 31 December 2023	820,988	232,447	1,053,435
(Deficit) for the year	(33,696)	(53,902)	(87,598)
HQ funding to groups	(34,000)	34,000	–
At 31 December 2024	753,292	212,545	965,837

Group funding represents the transfer of reserves from the central funds to the regional and sectoral groups.

9 Related party transactions

- (a) Under the Royal Charter, the role of a Board and Council member is a voluntary position and no fees are paid related to this work. However, they are entitled to reclaim accommodation, travel & subsistence expenses. In 2024, 9 members claimed expenses in the sum of £4,559 (2023: 0 members claimed £0). Expenses claimed from groups are not material.
- (b) Additionally, Board and/or Council members may receive fees and expenses for services provided to CIPR.

	2024	2023
	£	£
Katie Marlow providing staff training	5,005	4,339
Chrispin Thorold providing assessment services	700	–
	<u>5,705</u>	<u>4,339</u>