



Institute of
Business Ethics

Registered Charity Number: 1180741 and Company Number 11594672

**ANNUAL REPORT AND FINANCIAL
STATEMENTS FOR
THE YEAR ENDED 31 December 2023**

About the Institute of Business Ethics

The Institute of Business Ethics (IBE) is a company limited by guarantee; it does not have share capital and is a registered charity, established in 1986. It is a not-for-profit organisation funded primarily by corporate, and individual supporters.

The directors, who are IBE Trustees and constitute the members of the Charity, present the Directors' and Trustees' Report and the audited financial Statements for the year ended 31 December 2023.

The Board of Trustees is, for company law purposes, also the Board of Directors and has ultimate responsibility for the Charity's activities. It exercises its powers through the Director.

The charitable aim of the IBE is to "to advance public education in business ethics", through leading the dissemination of knowledge and good practice.

To this end, the Institute assists organisations in building and strengthening their ethical culture, engaging with organisations in a wide variety of sectors, to discuss important ethical issues, and use their practical experience and knowledge to better establish and disseminate improved standards and best practice.

IBE Purpose:

To champion the highest standards of ethical behaviour in business

Public Benefit

The Board of Trustees has due regard of the Charities Act 2011 and the Charity Commission guidance on public benefit, in particular the requirement that public benefit can no longer be presumed but must be demonstrated, with specific attention to ensuring our services benefit society to advance and champion the highest standards of ethical behavior. This aligns with our stated charitable aims and objectives.

The IBE continues to operate as a not-for-profit organisation, ensuring that the funds we receive from our Supporters are put to best use through education, thought leadership and debate about business ethics.

We are substantially dependent on our Supporters for our income and for the public benefit of our work and are enormously grateful for their continued support.

Strategy

In 2020 the IBE's Board of Trustees approved a 5-year strategic plan which sets the tone and foundations for a new strategy, establishing a base for future growth. The strategy redefined our objectives, setting new targets, reinvigorating our message, and developing our programme to meet the new challenges ahead.

The strategic objectives are:

- Build our profile and enhance our 'go to' brand.
- Engage more supporters, diversify our supporter base, and augment our services.
- Expand our training and the scope of our webinars.
- Initiate new thought-leadership and seek to engage our supporters more effectively to expand our research and knowledge base.
- More effectively market our range of services and products to both supporters and non-supporters.

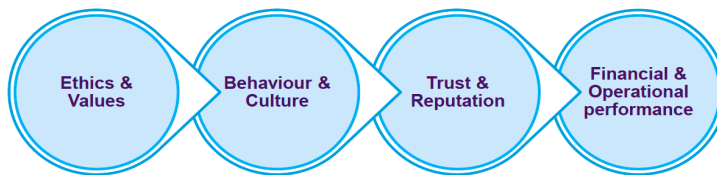
REPORT OF THE TRUSTEES

Message from the Chair

It's not rocket science! Businesses that behave ethically: that treat their employees, customers, suppliers, competitors and society fairly, build trust with these various stakeholders. Employees are more likely to be engaged and "to go the extra mile". Customers will give the business "the benefit of the doubt" and more leeway to put things right, if things do initially go wrong. Suppliers will be more flexible and helpful when the business faces an emergency, because they know that the business will reciprocate if they get into difficulties. Competitors will be more willing to collaborate on areas where there is no competitive advantage to operating unilaterally and where it makes sense, for example on sustainability initiatives or working with regulators on smarter enforcement of regulation. And there will be more in the business's "goodwill bank" with society, when things go awry.

As a much used IBE graphic indicates "building an ethical culture is the foundation of a sustainable organisation. Doing business ethically makes for better business".

BUILDING AN ETHICAL CULTURE IS THE FOUNDATION OF A SUSTAINABLE ORGANISATION



"Doing business ethically, makes for better business"

The IBE has nearly 40 years of hands-on experience, working with companies, large and small, to advise on "what works" in building, developing and maintaining an ethical culture. At the heart of our knowledge and experience is the IBE business ethics framework. I often say – only half-jokingly – this is 40 years work distilled onto one side of A4! During 2023, we updated this framework to give due emphasis to the links on rewards and recognition: i.e., that companies need regularly to check that how they reward and who they single out for recognition, corresponds to what people have achieved and how they have achieved their results.



The other important update to the Framework is emphasising board oversight and governance: tone from the top. The responsibility that boards will have for ensuring the organisation has an ethical culture.

We elaborated on this with guidance for non-executive directors and boards generally on the questions that would help them to achieve this. The process of developing this board guidance very much reflects an inclusive approach that IBE wants to inculcate. The staff team did an initial draft based on desk research and our existing IBE knowledge hub.

Then, we assembled an advisory group made up of FTSE board members and chairs and governance experts. They distilled the draft to two pages of A4 ("if you want busy board members to read this, no more than two pages of A4 please!"). This revised draft was then the subject of a three month consultation with supporter companies and friends of the IBE, regulators and governance experts. Feedback to the consultation informed the final draft signed off by the advisory panel.

If your board has not yet discussed the IBE guidance, (did I mention it was just two sides of A4!) please ask your Company Secretary to table it for the next board meeting – and as a substantive item for discussion. The UK Corporate Governance Code does emphasise the responsibility of boards for ensuring the desired culture of their organisation is the reality. We were, therefore, delighted to see the IBE's board guidance referenced in the FRC's guidance to the revised Corporate Governance Code published in January 2024. Having recently joined a commercial board myself, I do understand the time pressures on board agendas; but I also understand it is a false economy for boards to "take as read" that everything is indeed "hunky-dory" with their organisational culture.

Back to the IBE Business Ethics Framework. Not only is it the basis for all of our IBE training programmes and advisory services, but it also informs our IBE strategy and annual work programme. Additionally, it is now the basis for a new benchmarking service that the IBE launched in 2023. Again, if your business has yet to complete the benchmarking questionnaire, (it takes around 20 minutes to complete) please do so! The more businesses in the database, the more valuable the benchmarking becomes. Think of the 20 minutes it takes to complete the benchmarking questionnaire as an investment in your organisation's continuous improvement (all companies that complete the benchmarking questionnaire will receive the results of the benchmark) and as a contribution in kind to the work of the IBE. The bigger the benchmarking database, the more it helps the charity to be effective in our triple A roles as Authority, Advocate and Advisor.

Our supporters are the IBE. Thank you to all our supporters and thank you on behalf of the entire board to our hard working staff team. And my own personal thanks to fellow trustees and members of our Advisory Council. Some trustees have retired by rotation during the year: Cris Cortes, Loren Shuster and Yetunde Hofmann. We have been pleased to welcome several new trustees: Biran Misra, Fabiola Williams, Mark Dawson, Meriem Smida, Sarah Mason and Siwan Kalatzi.

Particular thanks to Mike Tuffrey who has stepped down as honorary treasurer but who remains a valued member of the board; and a warm welcome to our new treasurer, Sarah Mason.

We also send heartfelt thanks to retiring members of the Advisory Council during 2023: Sir Tim Melville-Ross, Sir Robert Worcester, Ian Barlow, Sir Kevin Tebbit, Peter Harper and Rachel Lomax and welcome in our new President Simon Thompson and Vice President Jasmine Whitbread; and new members of the Council: Paul Wilden, Amanda Mackenzie, Andrew Hill, Jonathan Evans (Lord Evans of Weardale), Marsha Ramroop.

During 2024, we will be saying thank you to our Director Dr Ian Peters who will be retiring from the IBE and we will be welcoming in our first CEO. More on this in due course. In the meantime it is "full steam ahead".

David Grayson
July 2024

Activities of the Institute of Business Ethics

The Board of Trustees present their report and the audited financial statements for the year ended 31 December 2023.

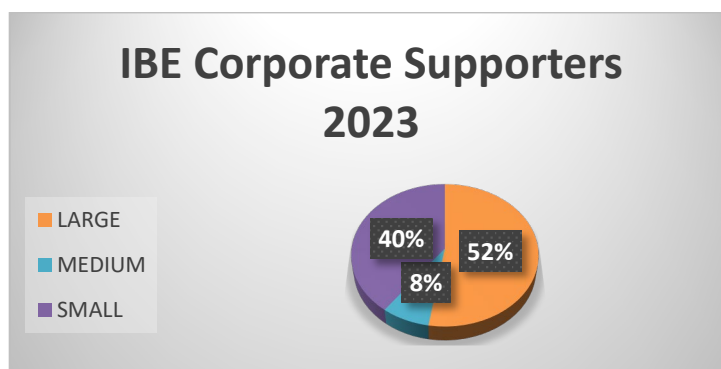
The IBE provides specialist advisory and training services, and delivers an extensive programme of research, surveys, and publications to inform business and the public in relation to business ethics. Much information is made freely available through our website, but it is our Supporters that have the most influence on the IBE's priorities and work programmes and, most importantly, they enjoy the significant advantages that come from participation in our unique supporter networks.

Engagement with our supporters

The IBE's work is funded by corporate and individual supporters. Through their donations, the Institute is able to realise its purpose.

Our supporters join a community of individuals and organisations committed to promoting the highest standards of business conduct based on ethical values. Our work is informed and shaped by engagement with our supporters and the insight this provides us. Our ongoing programme of engagement meetings has proved successful and informative for both the IBE and its supporters and has led to further interest and commissioned work.

It is important to our mission that we achieve a broad focus. To achieve this, we seek to engage with those at board and senior leadership level, as well as with the organisations' ethics and compliance practitioners, thereby increasing our effectiveness in creating a positive influence throughout the corporate world.



Through our Supporter-only networks, roundtables, and workshops:

- we connect businesses and ethics professionals working in similar fields and facing similar challenges, for industry and issue-specific confidential networking events, to identify emerging trends and share best practices,
- we provide a neutral, safe space to allow Chatham House Rule dialogue with industry peers and experts on the ethical dilemmas that businesses face.

Supporters' Forum

Our annual Supporters' Forum is an opportunity for IBE supporters to meet and hear about the IBE's work and provide input to our plans for the forthcoming year. This annual meeting is key to helping the IBE ensure that it is responsive to the latest developments in business ethics and thereby meeting the needs of our Supporters.

Business Ethics Network

Key to engagement with our supporters is our Business Ethics Network (BEN). It provides a confidential forum for the sharing of both good practice and any challenges faced in implementing an effective ethics programme. BEN members also contribute significantly to

the IBE's work programme by informing and influencing our priorities for future discussions and research. BEN meetings take place on a monthly basis.

Ethics Leaders Roundtables

Since its inception in 2021, the Ethics Leaders Roundtable meetings have had significant impact on the work of the IBE. Specific to the leaders of ethics functions to exchange views on the latest developments with a strategic focus, these small group discussions facilitate a greater depth of exchange.

Sector Groups

In order to address concerns relevant to specific areas of business, we host a number of sector groups, such as the Defence Practitioners (DPG), and the Utilities Sector (USG). These groups are for those responsible for ethics within their organisation to meet and explore specific ethical challenges in their sector, with the IBE providing research and producing briefings for discussion.

Two further groups comprise the **Bank Culture Chairs Group** (BCCG) being the Non-Executive Chairs of the committees looking at ethics and culture of six leading UK banks; and **Professionals against Corruption** (PaC), a group of professional services firms from the legal, accountancy and real estate sectors, committed to work together on the anti-money laundering and anti-corruption agenda.

The IBE provides the independent chair and secretariat for BCCG, and the secretariat and advisory services to support PaC.

Advisory Services and Training

As an independent not-for-profit organisation, our unique and pragmatic perspective allows us to work with organisations as a critical friend. Our advisory services are a means of ensuring we remain both current in our understanding of the shifts in the nature of ethical challenges in fast-evolving workplaces, and as a means of sharing expertise and good practice with others.

In addition, advisory work is an important means of diversifying our income sources. Assignments undertaken during 2023 included work with a multinational information technology company, a major UK financial institution and a multinational accounting organisation.

Training

The IBE has a long tradition and a strong belief in training. In 2023, we moved our Introduction to Business Ethics and Developing an ethics programme course to being free and on-demand for all our supporters. We also provide workshops and corporate in-house training, offering bespoke training sessions to all levels of staff, from boards and senior management to operational personnel.

All our various training services provide both online and face-to-face options as required..

Products

We provide a range of practical and easy to use toolkits which can be customised to the needs of the individual organisation. These include:

Say No Toolkit

A web-based product and app decision-making tool, designed to help organisations support their employees to make the right decision when faced with difficult situations such as whether to accept a gift or hospitality, a facilitation payment, or when faced with a conflict of interest. To maintain its relevance, work began in 2023 to review and update this product.

Speak Up Toolkit

This app helps employees prepare themselves to raise a concern at work. It answers questions about the entire process – from noticing a problem and having a

conversation through to what to expect if you call a Speak Up helpline or if your concern is investigated.

Business Ethics Toolkit

This toolkit provides a guide for business owners, chief executives or managers seeking to make their ethical values explicit, and to protect their business against ethical lapses. It suggests a simple, affordable approach to design an ethics framework, and it is intended to be particularly useful to small and medium sized businesses, start-ups, and growth companies.

Research & Thought leadership

Our research provides the foundation for our thought-leadership and our advisory services. We focus on topics with practical application and seek to support business through the promotion of the latest solutions and ideas. All our work is published on our website, and in 2023 included: Attitudes of the British Public to Business Ethics, Measuring Ethical Culture, Decision Making Toolkits in FTSE100 Codes, FTSE 350 Codes of Ethics and The Ethics of A.I.

A key project during 2023 was the development and publication of our **Guidance for Boards on Developing an Ethical Culture**. Led by an advisory group of non-executives and other specialists and chaired by Simon Thompson, this two-page note has been well received and referenced in the FRC's revised Corporate Governance Code Guidance. It will be a cornerstone of our work to promote ethical culture in organisations.

Website

Work has continued to ensure our site is user-friendly and easy to navigate. We have continued to feature **weekly blogs** where IBE staff, trustees, supporters and invited guests contribute to topical ethical debates. These blogs engender comment and debate on ethical culture and reviews of ethics-related books. In 2023 we began work on an upgrade to the website which will be completed in 2024.

Events

IBE events are typically provided free of charge. Most discussions and publication launches are open to the public and are advertised on our website. Alongside these, the IBE runs a series of private discussions and workshops available to corporate supporters only.

Many of our events were online, with recordings of our webinars made available as a free resource on our website and via YouTube to further the Institute's public and geographic outreach.

During 2023 we hosted:

- 11 public webinars with more than 500 attendees.
- European Business Ethics Forum (in Amsterdam jointly with French and US partners) with 78 paid registrants
- Our Annual Lecture (speaker: Claire Ighodaro CBE), Summer event and Supporter Forum to allow us to network and interact with supporters and other interested parties.

Business Ethics in Education

A core part of IBE's mission is the education of the next generation of business leaders in business schools and universities, sensitising them to the importance of ethical business practice and ethical issues. In 2023 we launched a new initiative: **The Future Leaders Forum**. Through this network we will engage with young people (up to age 30-35) to discuss and better understand their views on business ethics and what they want to see change to promote ethical behaviour in organisations.

Advocacy

The IBE provides advice to policy makers in government, supports corporate governance consultations and reviews, and is an advocate for ethical business practice.

The Trustees, Directors and staff make presentations and speak at conferences nationally and internationally advocating good business practice and offer the media and others an informed opinion and advice on current issues and good practice.

In particular, we engaged with the following:

- FRC – Member of the Stakeholder Insight Group and review of the Wates Principles for Private Companies, and contributed to the review of the UK Corporate Governance Code
- Chartered Governance Institute to chair a review of their Guidance on Board Evaluation
- Committee on Standards in Public Life, following publication of the CSPL report
- CBI's Culture Advisory Committee to advise and challenge CBI on addressing cultural issues
- IoD Commission to create a code of conduct for directors
- CISI – Member of the Integrity Committee

We once again participated in the 3 day Anthropy event at the Eden Project which included an IBE session on Ethical Dilemmas.

Structure, Governance and Management

The Institute of Business Ethics is an incorporated charity, re-registered with the Charity Commission on 1 April 2019, as a Company limited by Guarantee. It is governed by a Memorandum and Articles, dated September 2018.

The financial statements have been prepared in accordance with the accounting policies set out in Note 1 to the financial statements and comply with the charity's Articles, applicable law, and the Statement of Recommended Practice - Accounting and Reporting by Charities: SORP applicable to charities preparing their accounts in accordance with FRS 102.

Board of Trustees

The Board of Trustees are responsible for the overall strategic direction of the Institute, ensuring that the IBE abides by its charitable aim, works within the law, and delivers its mission effectively. The Trustees are led by the Chair of the board.

Trustees serve a maximum of three three-year terms and attend quarterly meetings.

Trustee vacancies are advertised when there is a particular skills gap and when a term of office comes to an end within the overall membership of the Board of Trustees. Applicants are interviewed by the Nominations Committee, and appointments are ratified by the whole Trustee body. Trustee induction is held at the start of the term and training is provided, as and when identified by the Chair and/or other trustees. All Trustees give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed from the charity are set out in note 5 to the accounts.

Decision-making

The Trustees reserve the following decisions to themselves:

- Setting the strategy for the Charity.
- Approval of capital expenditure items of £10,000 or more
- Approval of the annual operating plan and budget, including the staff plan
- Approval of annual remuneration of staff and any termination or redundancy packages
- Approval of contracts and policies not in the ordinary course of affairs
- All Director level appointments
- Approval of the IBE's code of ethics
- Appointments of Trustees and Advisory Council members
- Approval of the Annual Report and Accounts
- Approval of reserves and investment policies
- Appointment of the Auditor

The Trustees delegate the following decisions to the Director:

- Hiring of staff within the staff plan
- Capital expenditure up to £5,000 with reference to the Chair and Treasurer on sums between £5,000 and £10,000
- Day-to-day operational decisions in relation to the delivery of the budget and strategic plan.

Advisory Council

The Advisory Council members, who include the President and the Vice Presidents, provide the IBE with advice and guidance on its work programme, thought leadership and strategy. They are invited to attend bi-annual meetings and receive copies of the Director's reports and the IBE's events programmes and publications. In addition, The President and the Vice Presidents receive copies of the Trustees' meeting minutes. The Advisory Council does not form part of the Institute's formal governance structure.

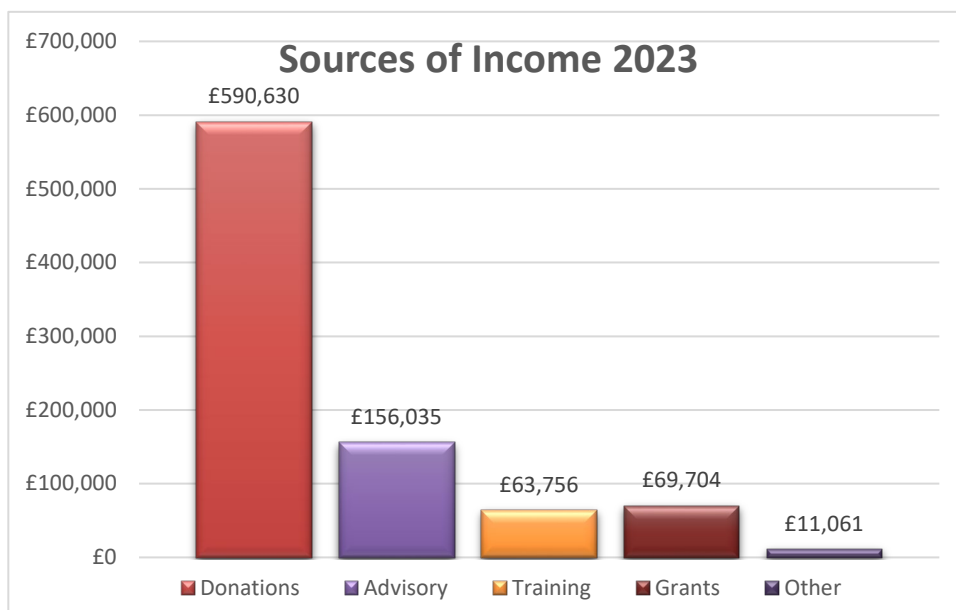
In 2023, we restructured the Advisory Council which included appointing a new President and a Vice-President and a change of membership, welcoming seven new members to replace a number of stalwarts who retired with our grateful thanks.

Funding

The IBE receives financial support from corporate supporters, individuals, and associations. The Institute also generates income from the provision of advisory services, corporate training courses, project funding, and products and events, as well as from public training courses and the sale of publications to non-supporters.

Sources of income

Through their donations, IBE supporters help to promote ethical business practice. They are encouraged to engage with us via events, publications, advice, and other services that the IBE provides. Diversification of cash funds and investments is regularly reviewed in order to reduce exposure of financial risk to any single institution.



Reserves & going concern

The income of the Institute of Business Ethics depends mainly on donations from companies, which can fluctuate from year to year. Any reduction in these can have a considerable impact on income. In addition, the Institute initiates and incurs costs for projects that may or may not generate equivalent revenue.

The Trustees regularly review the organisation's reserves policy and following board approval, the current policy has been put in place based on the following principles:

- Provide adequate working capital to cover the usual cash flow variability.
- To cover unforeseen financial difficulties allowing time for the Board and management to take remedial action, should income unexpectedly fall off or unplanned expenditure be incurred.

These two provide our normal operational reserves.

- When we receive income subject to specific stipulations which is unspent at the end of the financial year, the balance will be carried forward as restricted reserves, signaling they are not available for general purposes.
- We may also wish to hold additional 'earmarked' reserves – designated funds within our unrestricted reserves – so as to be able to make strategic investments in future.

A review shows that to cover routine operations together with salaries for a 3-month period, based on 2023 numbers, this equates to £163,867.

Based on these calculations, the Board confirmed that for 2023 we should continue to hold a minimum of £300,000 in reserves, to ensure that not only would this cover routine operations, but would also ensure cover for any further expenditure needed outside the norm. The IBE met this policy during the reporting period and continues to do so. However, the Board and management continue to monitor closely the level of reserves alongside income and expenditure.

As of 31 December 2023, total reserves were £569,653 of which unrestricted free reserves were £530,252. Note 15a of the accompanying accounts explains our future plans to disburse the restricted and designated funds held in reserve.

In reviewing our business and financial plans for the coming year, the trustees took account of possible outcomes should our supporter renewal rates decline, and the flexibility we have within our cost budget to offset any income shortfall.

In July 2023 trustees discussed the specific areas around our viability as a going concern, considering the Future Funding paper, and any anticipated risk to our operations. The trustees believe the charity will have sufficient resources to meet its liabilities as they fall due. As such, they remain satisfied that the charity can continue operating for the foreseeable future and these accounts have been prepared on a going concern basis.

Investment policy

Investments are stated at market value. The Trustees consider social, ethical, and environmental considerations when deciding where the Institute's funds are invested.

Remuneration policy

IBE is committed to ensuring that we pay our staff fairly, and in a way that ensures we attract and retain the right skills to have the greatest impact in delivering our charitable objectives.

Following recommendations from the Remuneration Committee (established in 2020), the Board of Trustees approve the annual percentage increase in the payroll for all staff in November, for the following salary year beginning in January, considering CPI as of 30 September of the current year and the latest figures for inflation and average earnings growth. This also includes any non-consolidated pay awards and staff salary increases outside of the annual review process as recommended from time to time by the Director.

The appropriateness and relevance of the remuneration policy is reviewed annually by the Director, who is entrusted to ensure that the review includes reference to comparisons with other relevant organisations, ensuring IBE remains sensitive to the broader issues e.g., pay and employment conditions, meets all national pay standards, and provides all paid staff with a living wage. Salaries are benchmarked against similar roles within like-minded charities, the Charity Salary Survey, and other comparable roles.

The Director reviews all staff pay levels annually, and new proposals are put to the Remuneration Committee and subsequently to the Board of Trustees for review and approval. The Director is in attendance for the meeting but leaves for any discussion regarding their own remuneration.

Pension policy

The IBE has adhered to the Auto-Enrolment Scheme, all employees are automatically enrolled in the company pension scheme and new employees will be automatically enrolled in the National Employment Savings Trust (NEST) in accordance with the company's obligations under the Pensions Act 2008.

Risk management

The IBE maintains an ongoing commitment to manage risks. The risk register forms part of the board pack, and the Director and executive team monitor the 8 identified areas of risk (see below) and any newly identified risks on a regular basis, with any changes reported to the board at each

meeting.

| | |
|-------------------|--|
| <u>Governance</u> | Failure to govern the institute in accordance with its objectives and external regulatory requirements |
| <u>People</u> | Failure to ensure right skills and resources to deliver objectives |
| <u>Relevance</u> | Failure to maintain relevance to business leading to loss of support and income |
| <u>Profile</u> | Failure to maintain profile and promote the IBE |
| <u>Finance</u> | Failure to maintain effective financial controls leads to financial loss |
| <u>Compliance</u> | Failure to comply with all legal and regulatory obligations |
| <u>IT</u> | Failure to maintain / upgrade IT systems and security |
| <u>External</u> | Failure to anticipate crisis |

IBE Code of Ethics

The IBE has a Code of Ethics for all staff and Trustees, which is published on the website. It was reviewed and updated in 2021, next review scheduled for 2024.

Our values are to be:

Respectful – we respect the diversity of thought and perspectives offered by others. We are inclusive and treat others as they would want to be treated (consistent with ethical values).

Collaborative – we work as one team, empowering and supporting each other to achieve high quality results.

Trustworthy – we act with integrity, building strong relationships based on openness and honesty.

Courageous – we stand up for what's right, take managed risks and learn from experience when things go wrong.

Entrepreneurial – we are dynamic and innovative, seeking to achieve high performance, impact and growth to further the IBE's purpose.

Customer Focused – we treat our customers as partners and look to create powerful relationships based on professionalism, relevance, and subject-matter expertise.

In order to mitigate reputation risk and avoid potential conflicts of interest, the Trustees have a Register of Interests of Trustees for internal use. This is completed by new Trustees on appointment and reviewed annually.

Annual review of board effectiveness

The Chairman conducts 1:1 interviews with each trustee at the end of the year, collated feedback and a paper is presented to the first board meeting of the following year.

Statement of Trustees' Responsibilities

The board of trustees, who are also directors of Institute of Business Ethics for the purposes of company law, are responsible for preparing the trustees' annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period.

In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently
- Observe the methods and principles in the Charities SORP
- Make judgements and estimates that are reasonable and prudent
- State whether applicable UK Accounting Standards and statements of recommended practice 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 charity will continue in operation

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

In so far as the trustees are aware:

- There is no relevant audit information of which the charitable company's auditor is unaware.
- The trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The total number of such guarantees at 2023 Year End was 16, as trustees are still guarantors for one year after resigning. The trustees are members of the charity, but this entitles them only to voting rights. The trustees have no beneficial interest in the charity. The trustees who served during the year, and their pattern of attendance at board meetings, are shown in the table below.

| Trustee | 08-Mar | 07-Jun | 05-Jul | 06-Sep | 06-Dec |
|----------------------------|--------|----------|--------|----------|----------|
| David Grayson(Chair) | ✓ | ✓ | ✓ | ✓ | ✓ |
| Mike Tuffrey(Treasurer) | ✓ | ✓ | ✓ | ✓ | ✓ |
| Loree Gourley (Vice-Chair) | ✓ | ✓ | ✓ | ✓ | ✓ |
| Ian Dyson | ✓ | ✓ | x | ✓ | ✓ |
| Cristina Cortes | ✓ | x | ✓ | Resigned | |
| Loren Shuster | ✓ | ✓ | ✓ | ✓ | Resigned |
| Yetunde Hofmann | X | Resigned | | | |
| Tim Langton | ✓ | ✓ | ✓ | ✓ | x |
| Louise Terry | ✓ | ✓ | ✓ | ✓ | ✓ |
| Jason Engelbrecht | X | ✓ | ✓ | X | ✓ |
| Sarah Mason | | ✓ | ✓ | ✓ | ✓ |
| Biren Misra | | ✓ | ✓ | X | ✓ |
| Fabiola Williams | | ✓ | x | X | X |
| Mark Dawson | | ✓ | ✓ | x | X |
| Meriem Smida | | ✓ | ✓ | ✓ | ✓ |
| Siwan Kalatzi | | ✓ | ✓ | ✓ | ✓ |

Trustees:

- ❖ David Grayson, CBE – Chair
- ❖ Mike Tuffrey – Treasurer until September 2023
- ❖ Cristina Cortes – Retired July 2023
- ❖ Ian Dyson QPM
- ❖ Jason Engelbrecht
- ❖ Loree Gourley – Vice Chair
- ❖ Yetunde Hofmann – Retired March 2023
- ❖ Tim Langton
- ❖ Loren Shuster – Retired December 2023
- ❖ Louise Terry
- ❖ Sarah Mason – Joined July 2023 Treasurer from September 2023
- ❖ Biren Misra – Joined July 2023
- ❖ Fabiola Williams – Joined July 2023
- ❖ Mark Dawson – Joined July 2023
- ❖ Meriem Smida – Joined July 2023
- ❖ Siwan Kalatzi – Joined July 2023

Advisory Council:


- ❖ Sir Tim Melville-Ross KBE – President Retired July 2023
- ❖ Ian Barlow – Vice President- Retired October 2023
- ❖ Ram Gidoomal CBE – Vice President
- ❖ Simon Thompson – Vice President until December 2023 when appointed President
- ❖ Sir Robert Worcester KBE DL – Honorary Vice President- Retired October 2023
- ❖ Iain Anderson
- ❖ Sir Brendan Barber
- ❖ Sir Douglas Flint CBE
- ❖ Annabel Gillard
- ❖ Dr Peter Harper – Retired October 2023
- ❖ David Jackson
- ❖ Rachel Lomax – Retired October 2023
- ❖ John Williams

- ❖ Sir Mark Moody Stuart
- ❖ Chris Moorhouse
- ❖ Ruth Rawling
- ❖ Barbara Ridpath
- ❖ Robert Smith
- ❖ Professor Laura Spence
- ❖ Sir Kevin Tebbit KCB CMG – Retired October 2023
- ❖ Amanda Mackenzie LVO OBE– Joined August 2023
- ❖ Marsha Ramroop – Joined July 2023
- ❖ Paul Wilden – Joined July 2023

Auditors

Sayer Vincent were re-appointed as the charity's auditors during the year and have expressed their willingness to act in that capacity.

The accounts have been prepared in accordance with the special provisions applicable to companies subject to the small companies' regime. The trustees' annual report has been approved by the trustees on 3 July 2024 and signed on their behalf by



David Grayson, CBE
Chair of Trustees

Independent auditor's report

To the members of

Institute of Business Ethics

Opinion

We have audited the financial statements of Institute of Business Ethics (the 'charitable company') for the year ended 31 December 2023 which comprise the statement of financial activities, balance sheet, statement of cash flows and notes to the financial statements, including significant accounting policies. 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 charitable company's affairs as at 31 December 2023 and of its incoming resources and application of resources, including its income and expenditure for the year then ended
- Have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice
- Have been prepared in accordance with the requirements of the Companies Act 2006

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 charitable company 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 trustees' 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 Institute of Business Ethics' 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 trustees with respect to going concern are described in the relevant sections of this report.

Other Information

The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual 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.

Independent auditor's report

To the members of

Institute of Business Ethics

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.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- The information given in the trustees' annual report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- The trustees' annual report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' annual report. We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- Adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- The financial statements are not in agreement with the accounting records and returns; or
- Certain disclosures of trustees' remuneration specified by law are not made; or
- We have not received all the information and explanations we require for our audit; or
- The directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' annual report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the statement of trustees' responsibilities set out in the trustees' annual report, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees 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 trustees are responsible for assessing the charitable company'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 trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Independent auditor's report

To the members of

Institute of Business Ethics

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 are set out below.

Capability of the audit in detecting irregularities

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

- We enquired of management, which included obtaining and reviewing supporting documentation, concerning the charity's 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 related to fraud or non-compliance with laws and regulations.
- We inspected the minutes of meetings of those charged with governance.
- We obtained an understanding of the legal and regulatory framework that the charity operates in, focusing on those laws and regulations that had a material effect on the financial statements or that had a fundamental effect on the operations of the charity from our professional and sector experience.
- We communicated applicable laws and regulations throughout the audit team and remained alert to any indications of non-compliance throughout the audit.
- We reviewed any reports made to regulators.
- We reviewed the financial statement disclosures and tested these to supporting documentation to assess compliance with applicable laws and regulations.
- We performed analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud.

Independent auditor's report

To the members of

Institute of Business Ethics

- In addressing the risk of fraud through management override of controls, we tested the appropriateness of journal entries and other adjustments, assessed whether the judgements made in making accounting estimates are indicative of a potential bias and tested significant transactions that are unusual or those outside the normal course of business.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

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



Joanna Pittman (Senior statutory auditor)
18 July 2024
for and on behalf of Sayer Vincent LLP, Statutory Auditor
110 Golden Lane, LONDON, EC1Y 0TG

Statement of financial activities (incorporating income and expenditure account)

For the year ended 31 December 2023

| | Note | Unrestricted £ | Restricted £ | 2023 Total £ | Unrestricted £ | Restricted £ | 2022 Total £ |
|--|------|-------------------|-----------------|--------------------|-------------------|-----------------|--------------------|
| Income from: | | | | | | | |
| Donations and legacies | 2 | 590,630 | - | 590,630 | 558,568 | - | 558,568 |
| Charitable activities | | | | | | | |
| Advisory services | | 156,035 | - | 156,035 | 173,063 | - | 173,063 |
| Training & Events | | 63,756 | - | 63,756 | 89,347 | - | 89,347 |
| Marketing, Comms & Publs | | 1,050 | - | 1,050 | 1,260 | - | 1,260 |
| Other charitable income | 2a | 56,454 | 13,250 | 69,704 | - | - | - |
| Other | | 10,011 | - | 10,011 | 6,507 | - | 6,507 |
| Total income | | 877,936 | 13,250 | 891,186 | 828,745 | - | 828,745 |
| Expenditure on: | | | | | | | |
| Raising funds | 3a | 111,381 | - | 111,381 | 84,272 | - | 84,272 |
| Charitable activities | | | | | | | |
| Advisory services | 3a | 195,661 | - | 195,661 | 161,698 | - | 161,698 |
| Research | 3a | 64,220 | 7,163 | 71,384 | 80,393 | - | 80,393 |
| Training & Events | 3a | 139,244 | - | 139,244 | 96,953 | - | 96,953 |
| Marketing, Comms & Publs | 3a | 230,058 | - | 230,058 | 189,309 | 1,009 | 190,318 |
| Supporter Engagement | 3a | 62,345 | - | 62,345 | 107,842 | - | 107,842 |
| Total expenditure | | 802,909 | 7,163 | 810,073 | 720,467 | 1,009 | 721,476 |
| Net income / (expenditure) before net gains on investments | | 75,027 | 6,087 | 81,113 | 108,278 | (1,009) | 107,269 |
| Net gains on investments | 10 | 864 | - | 864 | (3,149) | - | (3,149) |
| Net income / (expenditure) | | 75,891 | 6,087 | 81,977 | 105,129 | (1,009) | 104,120 |
| Transfers between funds | 15a | - | - | - | - | - | - |
| Net income / (expenditure) before other recognised gains and losses | 4 | 75,891 | 6,087 | 81,977 | 105,129 | (1,009) | 104,120 |
| Gains / (losses) on foreign exchange | | (1,367) | - | (1,367) | 926 | - | 926 |
| Net movement in funds | | 74,524 | 6,087 | 80,610 | 106,055 | (1,009) | 105,046 |
| Reconciliation of funds: | | | | | | | |
| Total funds brought forward | | 479,976 | 9,067 | 489,043 | 373,921 | 10,076 | 383,997 |
| Total funds carried forward | | 554,500 | 15,154 | 569,653 | 479,976 | 9,067 | 489,043 |

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 funds are disclosed above.

Balance sheet

Company number 11594672

As at 31 December 2023

| | Note | £ | 2023 £ | £ | 2022 £ |
|--|------|----------------|----------------|---------|-----------|
| Fixed assets: | | | | | |
| Tangible assets | 9 | | 8,757 | | 7,810 |
| Intangible assets | 9 | | 455 | | 13,267 |
| Investments | 10 | | 27,386 | | 26,522 |
| | | | 36,598 | | 47,599 |
| Current assets: | | | | | |
| Debtors | 11 | 32,448 | | 13,135 | |
| Cash at bank and in hand | | 739,144 | | 599,547 | |
| | | 771,592 | | 612,682 | |
| Liabilities: | | | | | |
| Creditors: amounts falling due within one year | 12 | 238,537 | | 171,238 | |
| Net current assets | | | 533,055 | | 441,444 |
| Total net assets | | | 569,653 | | 489,043 |
| The funds of the charity: | | | | | |
| Unrestricted income funds: | | | | | |
| Designated funds | 15a | 19,461 | | 26,473 | |
| General funds | | 535,038 | | 453,503 | |
| Total unrestricted funds | | | 554,499 | | 479,976 |
| Restricted funds | 15a | | 15,154 | | 9,067 |
| Total charity funds | | | 569,653 | | 489,043 |

Approved by the trustees on 3 July 2024 and signed on their behalf by



David Grayson, CBE

Chair

Statement of cash flows

For the year ended 31 December 2023

| | 2023 £ | £ | 2022 £ | £ |
|---|-----------------------------|-----------------------------|-----------------------------|--|
| Cash flows from operating activities | | | | |
| Net income for the reporting period (as per the statement of financial activities) | 81,977 | | 104,120 | |
| Loss on investments | (864) | | 3,149 | |
| Depreciation and amortisation | 16,716 | | 14,890 | |
| Decrease / (Increase) in debtors | (19,313) | | 25,520 | |
| (Decrease) / Increase in creditors | 67,299 | | (29,610) | |
| | <u> </u> | 145,815 | <u> </u> | 118,069 |
| Net cash used in operating activities | | | | |
| Cash flows from investing activities: | | | | |
| Purchase of fixed assets | (4,851) | | (6,799) | |
| | <u> </u> | | <u> </u> | |
| Net cash used in investing activities | | (4,851) | | (6,799) |
| | | <u> </u> | | <u> </u> |
| Change in cash and cash equivalents in the period | | 140,964 | | 111,270 |
| Cash and cash equivalents on transfer of funds / start of period | | 599,547 | | 487,351 |
| Change in cash and cash equivalents due to foreign exchange | | (1,367) | | 926 |
| | | <u> </u> | | <u> </u> |
| Cash and cash equivalents at the end of the period | | <u>739,144</u> | | <u>599,547</u> |
| Analysis of cash and cash equivalents | | | | |
| | At 1 January 2023 £ | Cash flows £ | Other changes £ | At 31 December 2023 £ |
| Cash in hand | 599,547 | 140,964 | (1,367) | 739,144 |
| | <u> </u> | <u> </u> | <u> </u> | <u> </u> |
| Total cash and cash equivalents | <u>599,547</u> | <u>140,964</u> | <u>(1,367)</u> | <u>739,144</u> |

1 Accounting policies

a) Statutory information

Institute of Business Ethics is a charitable company limited by guarantee and is incorporated in England and Wales on 28 September 2018.

The registered office address and principal place of business is 71-75 Shelton Street, London, WC2H 9TQ.

b) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) - (Charities SORP FRS 102), The Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy or note.

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

In applying the financial reporting framework, the trustees have made a number of subjective judgements, for example in respect of significant accounting estimates. Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. The nature of the estimation means the actual outcomes could differ from those estimates. Any significant estimates and judgements affecting these financial statements are detailed within the relevant accounting policy below.

c) Public benefit entity

The charity meets the definition of a public benefit entity under FRS 102.

d) Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

e) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the income have been met, it is probable that the income will be received and that the amount can be measured reliably.

Income received in advance of the provision of a specified service is deferred until the criteria for income recognition are met.

f) Donations of gifts, services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item or received the service, any conditions associated with the donation have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), volunteer time is not recognised so refer to the trustees' annual report for more information about their contribution.

On receipt, donated gifts, professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

g) Interest receivable

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

h) Expenditure and irrecoverable VAT

In 2022, a new structure for allocating costs was adopted, with more focus on identifying activities undertaken by the charity:

- Costs of raising funds relate to the costs incurred by the charity in inducing third parties to make voluntary contributions to it, as well as the cost of any activities with a fundraising purpose
- Expenditure on charitable activities includes the costs of delivering advisory services, undertaking research and providing training courses and events on ethical matters. Charitable activities also include outreach to supporters and users via engagement, publications and meetings
- The Admin & IT and other costs represents those items not falling into any other heading

Irrecoverable VAT for 2023 is included in the accounts as overheads and charged back to the accounts in the same proportion as overheads.

i) Allocation of support and governance costs

Resources expended are allocated to the particular activity where the cost relates directly to that activity. However, the cost of overall direction and administration of each activity, comprising the salary and overhead costs of the central function, is apportioned on the following basis which are an estimate, based on staff time, of the amount attributable to each activity.

Where information about the aims, objectives and projects of the charity is provided to potential beneficiaries, the costs associated with this publicity are allocated to charitable expenditure.

| | Staff costs | Office support |
|--|-------------|----------------|
| <input type="checkbox"/> Cost of raising funds | 12% | 16% |
| <input type="checkbox"/> Advisory Services | 19% | 26% |
| <input type="checkbox"/> Research | 8% | 11% |
| <input type="checkbox"/> Training & Events | 11% | 15% |
| <input type="checkbox"/> Marketing, Webs & Publications | 17% | 23% |
| <input type="checkbox"/> Supporter engagement | 7% | 9% |
| <input type="checkbox"/> Admin, IT and other support costs | 26% | |

j) Listed investments

Investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market price. Any change in fair value will be recognised in the statement of financial activities. Investment gains and losses, whether realised or unrealised, are combined and shown in the heading "Net gains/(losses) on investments" in the statement of financial activities. The charity does not acquire put options, derivatives or other complex financial instruments.

k) Operating leases

The rental lease ended on 31 July 2022, and IBE staff now work remotely. There are no active operating leases.

l) 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.

m) 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. Cash balances exclude any funds held on behalf of service users.

n) Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

o) Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value. Full details are given in the financial instruments note.

p) Pensions

The charity operates a defined contribution scheme, whereby it will put in a contribution of 5% of an employee's gross salary. Pension contributions are paid monthly in arrears. There is no obligation for any employee to join the scheme and the charity has no further obligations once payments have been made.

q) Tangible fixed assets

Items of equipment are capitalised where the purchase price exceeds £500 excluding VAT. Depreciation costs are allocated to activities on the basis of the use of the related assets in those activities. Assets are reviewed for impairment if circumstances indicate their carrying value may exceed their net realisable value and value in use. Major components are treated as a separate asset where they have significantly different patterns of consumption of economic benefits and are depreciated separately over its useful life.

Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The depreciation rate in use is 4 years.

r) Intangible assets

The new IBE website, developed in 2020 went live on 13 January 2021. All installation and development costs have been classed as intangible assets. Website support & update costs, website hosting and domain name costs are considered to be normal running costs and will be expensed in the period they are incurred.

Amortization is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The amortization rate in use is 4 years.

2 Income from donations and legacies

| | 2023 | 2022 |
|--------------------------|----------------|---------|
| | Total | Total |
| | £ | £ |
| Corporate subscriptions | 586,423 | 556,518 |
| Individual subscriptions | 4,207 | 2,050 |
| | 590,630 | 558,568 |

2a Breakdown of other charitable income category

| | | | 2023 | 2022 |
|---|---------------|---------------|---------------|-------|
| | Unrestricted | Restricted | Total | Total |
| | £ | £ | £ | £ |
| The Law Project - restricted fund | | 13,250 | 13,250 | |
| Say No toolkit | 16,705 | | 16,705 | |
| Funds to translate IBE main publication | 34,749 | | 34,749 | |
| Ethical risk project | 5,000 | | 5,000 | |
| | 56,454 | 13,250 | 69,704 | - |

Institute of Business Ethics

Notes to the financial statements

For the year ended 31 December 2023

3a Analysis of expenditure (current period)

| | Charitable activities | | | | | | | 2023 £ |
|-------------------------------|-----------------------|------------------------|---------------|------------------------|--------------------------------------|---|---|----------------|
| | Cost of raising funds | Advisory Services £ | Research £ | Training & Events £ | Marketing, Comms & Publications £ | Supporter Engagement & Recruitment £ | Admin, IT, Governance, Support costs £ | |
| Staff costs (Note 5) | 79,025 | 144,431 | 34,584 | 54,913 | 107,107 | 42,375 | 137,660 | 600,095 |
| Other staff costs | - | - | - | - | - | - | - | - |
| Direct expense | - | - | 14,566 | 5,573 | 77,112 | - | - | 97,251 |
| Events - EBEF | - | - | - | 49,098 | - | - | - | 49,098 |
| PaC expense | - | - | - | - | - | 1,095 | - | 1,095 |
| Ethics at Work 2021 | - | - | - | - | - | - | - | - |
| Law Project direct expense | - | - | 663 | - | - | - | - | 663 |
| Office & IT support costs | 4,895 | 7,750 | 3,263 | 4,487 | 6,934 | 2,855 | 10,606 | 40,790 |
| Professional fees & insurance | 2,529 | 4,005 | 1,686 | 2,319 | 3,584 | 1,476 | 5,481 | 21,080 |
| | 86,449 | 156,186 | 54,763 | 116,390 | 194,737 | 47,801 | 153,747 | 810,073 |
| Admin, IT and office support | 24,932 | 39,475 | 16,621 | 22,854 | 35,321 | 14,544 | (153,747) | - |
| Total expenditure 2023 | 111,381 | 195,661 | 71,384 | 139,244 | 230,058 | 62,345 | - | 810,073 |

Institute of Business Ethics

Notes to the financial statements

For the year ended 31 December 2023

3b Analysis of expenditure (previous period)

| | Charitable activities | | | | | | | 2022 £ |
|-------------------------------|-----------------------|------------------------|---------------|------------------------|--------------------------------------|---|---|----------------|
| | Cost of raising funds | Advisory Services £ | Research £ | Training & Events £ | Marketing, Comms & Publications £ | Supporter Engagement & Recruitment £ | Admin, IT, Governance, Support costs £ | |
| Staff costs (Note 5) | 50,074 | 100,733 | 44,011 | 35,572 | 73,933 | 61,828 | 148,473 | 514,624 |
| Other staff costs | - | - | - | - | 960 | - | - | 960 |
| Direct expense | - | 168 | 2,183 | 7,868 | 57,419 | 2,430 | - | 70,068 |
| Events - EBEF | - | - | - | 19,315 | - | - | - | 19,315 |
| PaC expense | - | - | - | - | - | 1,786 | - | 1,786 |
| Ethics at Work 2021 | - | - | - | - | 1,009 | - | - | 1,009 |
| Office & IT support costs | 8,092 | 14,387 | 8,093 | 8,092 | 13,487 | 9,890 | 27,874 | 89,915 |
| Professional fees & insurance | 2,142 | 3,808 | 2,142 | 2,142 | 3,570 | 2,618 | 7,377 | 23,799 |
| | 60,308 | 119,096 | 56,429 | 72,989 | 150,378 | 78,552 | 183,724 | 721,476 |
| Admin, IT and office support | 23,964 | 42,602 | 23,964 | 23,964 | 39,940 | 29,290 | (183,724) | - |
| Total expenditure 2022 | 84,272 | 161,698 | 80,393 | 96,953 | 190,318 | 107,842 | - | 721,476 |

4 Net income for the period

This is stated after charging / crediting:

| | 2023 | 2022 |
|---|--------------|--------|
| | £ | £ |
| Operating lease rentals: | | |
| Property | - | 25,715 |
| Other | - | 11,553 |
| Auditor's remuneration (excluding VAT): | | |
| Audit | 8,500 | 7,200 |
| Foreign exchange gains or (losses) | - | - |
| | 8,500 | 7,200 |

5 Analysis of staff costs, trustee remuneration and expenses, and the cost of key management personnel

Staff costs were as follows:

| | 2023 | 2022 |
|---|----------------|---------|
| | £ | £ |
| Salaries and wages | 526,068 | 449,723 |
| Social security costs | 50,879 | 47,450 |
| Employer's contribution to defined contribution pension schemes | 23,148 | 17,451 |
| | 600,095 | 514,624 |

The following number of employees received employee benefits (excluding employer pension costs and employer's national insurance) during the accounting period between:

| | 2023 | 2022 |
|---------------------|-------------|------|
| | No. | No. |
| £60,000 - £69,998 | 1 | - |
| £70,000 - £79,999 | 1 | 1 |
| £100,000 - £109,999 | - | 1 |
| £110,000 - £119,999 | 1 | - |

The total employee benefits (including pension contributions and employer's national insurance) of the key management personnel were £264,981 (2022: £237,131).

The charity trustees were neither paid nor received any other benefits from employment with the charity in the period. No charity trustee received payment for professional or other services supplied to the charity.

Trustees' expenses represents the payment or reimbursement of travel and subsistence costs totalling £nil (2022: £nil) incurred by 0 members (2022: 0) relating to attendance at meetings of the trustees.

6 Staff numbers

The average number of employees (head count based on number of staff employed) during the accounting period was as follows:

| | 2023 | 2022 |
|-------------------------|-------------|------------|
| | No. | No. |
| Raising funds | 1.2 | 0.9 |
| Advisory Services | 2.1 | 1.6 |
| Training & Events | 1.1 | 0.9 |
| Research | 0.9 | 0.8 |
| Marketing/Comms & Publs | 1.8 | 1.5 |
| Supporter Engagement | 0.9 | 1.1 |
| Admin, IT & support | 2.7 | 3.0 |
| | 10.7 | 9.8 |

The average number of employees (full time equivalents) during the accounting period was as follows:

| | 2023 | 2022 |
|-------------------------|-------------|------------|
| | No. | No. |
| Raising funds | 1.1 | 0.7 |
| Advisory Services | 1.9 | 1.3 |
| Training & Events | 1.0 | 0.7 |
| Research | 0.7 | 0.7 |
| Marketing/Comms & Publs | 1.6 | 1.3 |
| Supporter Engagement | 0.8 | 0.9 |
| Admin, IT & support | 2.5 | 2.7 |
| | 9.6 | 8.3 |

7 Related party transactions

There are no donations from related parties to disclose for 2023 (2022: none) which are outside the normal course of business and no restricted donations from related parties.

8 Taxation

The charity is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

| 9 Fixed assets | Computers £ | Total £ |
|---------------------------------|----------------|----------------------|
| Cost - fixed | | |
| At the start of the period | 14,920 | 14,920 |
| Additions in the period | 4,851 | 4,851 |
| At the end of the period | <u>19,771</u> | <u>19,771</u> |
| Depreciation | | |
| At the start of the period | 7,110 | 7,110 |
| Charge for the period | 3,904 | 3,904 |
| At the end of the period | <u>11,014</u> | <u>11,014</u> |
| Net book value | | |
| At the end of the period | <u>8,757</u> | <u>8,757</u> |
| At the start of the period | <u>7,810</u> | <u>7,810</u> |
| Cost - intangibles | Website £ | Total £ |
| At the start of the period | 51,248 | 51,248 |
| At the end of the period | <u>51,248</u> | <u>51,248</u> |
| Depreciation | | |
| At the start of the period | 37,981 | 37,981 |
| Charge for the period | 12,812 | 12,812 |
| At the end of the period | <u>50,793</u> | <u>50,793</u> |
| Net book value | | |
| At the end of the period | <u>455</u> | <u>455</u> |
| At the start of the period | <u>13,267</u> | <u>13,267</u> |

All of the above assets are used for charitable purposes.

Notes to the financial statements

For the year ended 31 December 2023

| 10 Listed investments measured through profit and loss | 2023 | 2022 |
|---|------------------|-------------|
| | £ | £ |
| Fair value at the start of the period | 26,522 | 29,671 |
| Net gain / (loss) on change in fair value | 864 | (3,149) |
| | 27,386 | 26,522 |
| Investments comprise: | | |
| | 2023 | 2022 |
| | £ | £ |
| UK Common investment funds | 27,386 | 26,522 |
| | 27,386 | 26,522 |
| | | |
| 11 Debtors | 2023 | 2022 |
| | £ | £ |
| Trade debtors | 26,558 | 6,616 |
| Other debtors | 90 | 161 |
| Prepayments | 5,800 | 6,296 |
| Accrued income | - | 62 |
| | 32,448 | 13,135 |
| | | |
| 12 Creditors: amounts falling due within 12 months | 2023 | 2022 |
| | £ | £ |
| Sundry creditors | - | 460 |
| Taxation and social security | 14,464 | 15,773 |
| VAT | 2,775 | 9,291 |
| Accruals | 27,778 | 29,411 |
| Deferred income | 193,520 | 116,303 |
| | 238,537 | 171,238 |
| | | |
| 13 Deferred income | | |
| Deferred income comprises fees, corporate or individual subscriptions that have been paid in advance. | | |
| | 2023 | 2022 |
| | £ | £ |
| Balance at the beginning of the period | 116,303 | 159,993 |
| Amount released to income in the period | (116,303) | (159,993) |
| Amount deferred in the period | 193,520 | 116,303 |
| | 193,520 | 116,303 |

14a Analysis of net assets between funds (current period)

| | General unrestricted £ | Designated £ | Restricted £ | Total funds £ |
|---------------------------------------|------------------------------|-----------------|-----------------|------------------|
| Tangible and intangible fixed assets | 8,189 | - | 1,023 | 9,212 |
| Net current assets | 530,252 | 19,462 | 10,727 | 560,441 |
| Net assets at 31 December 2023 | 538,441 | 19,462 | 11,750 | 569,653 |

14b Analysis of net assets between funds (prior period)

| | General unrestricted £ | Designated £ | Restricted £ | Total funds £ |
|---------------------------------------|------------------------------|-----------------|-----------------|------------------|
| Tangible and intangible fixed assets | 21,077 | - | - | 21,077 |
| Net current assets | 432,426 | 26,473 | 9,067 | 467,966 |
| Net assets at 31 December 2022 | 453,503 | 26,473 | 9,067 | 489,043 |

15a Movements in funds (current period)

| | At 1 January 2023 £ | Income & gains £ | Expenditure & losses £ | Transfers £ | At 31 December 2023 £ |
|--|---------------------------|------------------------|------------------------------|----------------|--------------------------------|
| Restricted funds: | | | | | |
| Contributed Income, Research & Publication Fund | 5,664 | - | - | - | 5,664 |
| Ethics @ Work 2021 | 3,403 | - | - | - | 3,403 |
| The Law Project | | 13,250 | (7,163) | - | 6,087 |
| Total restricted funds | 9,067 | 13,250 | (7,163) | - | 15,154 |
| Unrestricted funds: | | | | | |
| Designated fund: Professionals against Corruption (PaC) | 26,473 | - | (1,095) | (5,917) | 19,461 |
| General funds | 453,503 | 877,936 | (802,318) | 5,917 | 535,038 |
| Total funds | 489,043 | 891,186 | (810,576) | - | 569,653 |

The narrative to explain the purpose of each fund is given at the foot of the note below.

15b Movements in funds (prior period)

| | At 1 January 2021 £ | Income & gains £ | Expenditure & losses £ | Transfers £ | At 31 December 2022 £ |
|---|---------------------------|------------------------|------------------------------|----------------|--------------------------------|
| Restricted funds: | | | | | |
| Contributed Income, Research & Publication Fund | 5,664 | - | - | - | 5,664 |
| Ethics @ Work 2021 | 4,412 | - | (1,009) | - | 3,403 |
| Total restricted funds | 10,076 | - | (1,009) | - | 9,067 |
| Unrestricted funds: | | | | | |
| Designated fund: Professionals against Corruption (PaC) | 43,309 | - | (1,786) | (15,050) | 26,473 |
| General funds | 330,612 | 828,745 | (720,904) | 15,050 | 453,503 |
| Total unrestricted funds | 383,997 | 828,745 | (723,699) | - | 489,043 |

Purposes of restricted funds

Contributed Income, Research & Publication Fund

This is a fund from a series of requested donations for the purpose of the IBE's Research and Publication work. It allowed the IBE to create more resources and freely disseminate them more widely. The monies collected so far will be spent by the end of 2024.

Ethics @ Work 2021 fund

This is a fund from a series of requested donations from major supporters to sponsor the research, collation of data and publication which is done every three years. These funds cover the costs of the outsourced research and publications. The surveys are conducted in a set amount of countries (usually determined by the amount of funds received and the organisation used to survey and their reach) and focused on the ethical behaviour of staff in larger companies (overall in excess of more than 10,000 employees). Any remaining funds will be used to support the IBE's ongoing research and to further develop our thought leadership for IBE's supporters and the wider community.

The Law Project

The Law Project is the establishment of a Taskforce on Business Ethics and the Legal Profession, to examine the role of lawyers and law firms in relation to kleptocracy and grand corruption. This is in line with the IBE's mission, and the formal funding relationship is between the Joffe Trust and the IBE. The project commenced in July 2023 and will run for 18 months and will formally cease on the publication of the final report.

Purposes of designated funds

Professionals against Corruption

A group of professional services firms have reached an agreement with the IBE, to work together on an anti-corruption and anti-money laundering agenda. The transfer of funds for 2023 was to cover the costs of training sessions requested by PAC. Further funds will be drawn down to facilitate research and projects connected to this agenda.