

# COMPANIES HOUSE

Company registration number: 08352716

**HAMILTON-EDDY & Co**

**Chartered Accountants**

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**EUMA Management Assistants UK**  
**Company limited by guarantee**

**Unaudited financial statements**

**31 December 2017**

SATURDAY



A16 \*A7HHGU9C\* #191  
27/10/2018  
COMPANIES HOUSE



**EUMA Management Assistants UK  
Company limited by guarantee**

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**EUMA Management Assistants UK**  
**Company limited by guarantee**

**Directors and other information**

**Director** Maria Elizabeth Wakeling

**Company number** 08352716

**Registered office** 78 Beckenham Road  
Beckenham  
Kent  
BR3 4RH

**Accountants** Hamilton-Eddy & Co  
Chartered Accountants  
39 Tamworth Road  
Croydon  
Surrey  
CR0 1XU

**Bankers** HSBC

**EUMA Management Assistants UK**  
**Company limited by guarantee**

**Strategic report**  
**Year ended 31 December 2017**

2017 was an eventful year of change and progress; we continued to work on our long term development plans for IMA to ensure a bright future for our network. A new name, brand and website, together with a host of new initiatives were introduced that has enabled us to expand our reputation and influence both in the UK & globally.

Since the rebranding in February 2017, we worked hard to be the global voice of the profession, and to create good quality training and networking events to support the personal and professional development of our members.

We launched the Sonia Vanular Prize - to acknowledge and reward outstanding members who have made a significant contribution to IMA UK

Introduced Webinars to support your learning and development

We extended our reach and influence by growing our connections worldwide to represent your views and are delighted to be supporting our IMA colleagues at the World Administrators Summit 2018 in Frankfurt, Germany.

We also welcomed Hungary and South Africa to IMA and look forward to expanding to other countries next year.

We successfully nominated our founder Sonia Vanular for the Executive PA Magazine 'Outstanding Contribution to Your Profession 2017' Award and are immensely proud she won!

We continued to build a strong social media presence to raise awareness of the value of IMA membership as a resource for learning, developing and connecting locally & globally.

We contributed a significant number of articles and commentaries on topical issues relating to Executive Assistants and skills for the future.

However, against this backdrop, we saw a reduction in full members - the decrease reflects a small decline in member renewals and new members. This drop was largely due to economic instability, retirement of key volunteers, and the growth of Commercial, Internal and Free Networks, offering similar conferences, training, and free resources.

The year ahead will no doubt continue to be as exciting and challenging - remaining resilient and adaptable will be important as we move into 2018. We are optimistic that the energy, enthusiasm and passion of our member committee and members will enable us to make significant strides in the growth and future of IMA.

I would like to take this opportunity to thank the committee for their tremendous work and to our members for their enthusiasm and support during this exciting and challenging period.

This report was approved by the board of directors on 10 October 2018 and signed on behalf of the board by:



**Maria Elizabeth Wakeling**  
Director

**EUMA Management Assistants UK  
Company limited by guarantee**

**Director's report  
Year ended 31 December 2017**

The director presents her report and the unaudited financial statements of the company for the year ended 31 December 2017.

**Director**

The director who served the company during the year was as follows:

Maria Elizabeth Wakeling

**Dividends**

The company is prohibited from paying dividends under its Memorandum & Articles of Association.

This report was approved by the board of directors on 10 October 2018 and signed on behalf of the board by:

A handwritten signature in black ink, appearing to read 'M. Wakeling', with a long, sweeping horizontal line extending to the right.

**Maria Elizabeth Wakeling**  
Director

**EUMA Management Assistants UK**  
**Company limited by guarantee**

**Chartered accountants report to the director on the preparation of the  
unaudited statutory financial statements of EUMA Management Assistants UK  
Year ended 31 December 2017**

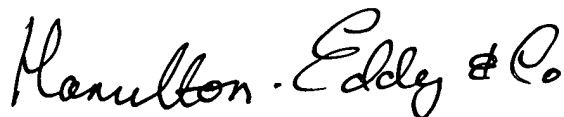
In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of EUMA Management Assistants UK for the year ended 31 December 2017 which comprise the statement of income and retained earnings, statement of financial position, statement of cash flows and related notes from the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales, we are subject to its ethical and other professional requirements which are detailed at <http://www.icaew.com/en/members/regulations-standards-and-guidance/>.

This report is made solely to the director of EUMA Management Assistants UK, as a body, in accordance with the terms of our engagement letter. Our work has been undertaken solely to prepare for your approval the financial statements of EUMA Management Assistants UK and state those matters that we have agreed to state to them, as a body, in this report in accordance with the ICAEW Technical Release 07/16 AAF. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than EUMA Management Assistants UK and its director as a body for our work or for this report.

It is your duty to ensure that EUMA Management Assistants UK has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and loss of EUMA Management Assistants UK. You consider that EUMA Management Assistants UK is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the financial statements of EUMA Management Assistants UK. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory financial statements.



**Hamilton-Eddy & Co**  
**Chartered Accountants**  
**39 Tamworth Road**  
**Croydon**  
**Surrey**  
**CR0 1XU**

10 October 2018

**EUMA Management Assistants UK  
Company limited by guarantee**

**Statement of income and retained earnings  
Year ended 31 December 2017**

	Note	2017 £	2016 £
<b>Turnover</b>	<b>5</b>	1,620	2,985
Administrative expenses		(3,133)	(3,972)
<b>Operating loss</b>		(1,513)	(987)
<b>Loss before taxation</b>		(1,513)	(987)
Tax on loss		-	-
<b>Loss for the financial year and total comprehensive income</b>		(1,513)	(987)
<b>Retained earnings at the start of the year</b>		735	1,722
<b>Retained earnings at the end of the year</b>		(778)	735

All the activities of the company are from continuing operations.

The notes on pages 8 to 9 form part of these financial statements.

**EUMA Management Assistants UK**  
**Company limited by guarantee**

**Statement of financial position**  
**31 December 2017**

	Note	2017 £	£	2016 £	£
<b>Current assets</b>					
Stocks	6	100		100	
Cash at bank and in hand		410		2,892	
		<u>510</u>		<u>2,992</u>	
<b>Creditors: amounts falling due within one year</b>	7	(1,288)		(2,257)	
<b>Net current (liabilities)/assets</b>			(778)		735
<b>Net (liabilities)/assets</b>			<u>(778)</u>		<u>735</u>
<b>Capital and reserves</b>					
Profit and loss account			(778)		735
<b>Members (deficit)/funds</b>			<u>(778)</u>		<u>735</u>

For the year ending 31 December 2017 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

**Director's responsibilities:**

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The director acknowledges their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

These financial statements were approved by the board of directors and authorised for issue on 10 October 2018, and are signed on behalf of the board by:



**Maria Elizabeth Wakeling**  
Director

Company registration number: 08352716

**The notes on pages 8 to 9 form part of these financial statements.**



**EUMA Management Assistants UK  
Company limited by guarantee**

**Statement of cash flows  
Year ended 31 December 2017**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
<b>Cash flows from operating activities</b>		
Loss for the financial year	(1,513)	(987)
<i>Adjustments for:</i>		
Accrued expenses/(income)	(969)	1,237
<i>Changes in:</i>		
Trade and other debtors	-	524
Cash generated from operations	<u>(2,482)</u>	<u>774</u>
Net cash (used in)/from operating activities	<u>(2,482)</u>	<u>774</u>
<b>Net increase/(decrease) in cash and cash equivalents</b>	(2,482)	774
<b>Cash and cash equivalents at beginning of year</b>	<u>2,892</u>	<u>2,118</u>
<b>Cash and cash equivalents at end of year</b>	<u><u>410</u></u>	<u><u>2,892</u></u>

**EUMA Management Assistants UK**  
**Company limited by guarantee**

**Notes to the financial statements**  
**Year ended 31 December 2017**

**1. General information**

The company is a private company limited by guarantee, registered in England. The address of the registered office is 78 Beckenham Road, Beckenham, Kent, BR3 4RH.

**2. Statement of compliance**

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

**3. Accounting policies**

**Basis of preparation**

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through profit or loss.

The financial statements are prepared in sterling, which is the functional currency of the entity.

**Turnover**

Turnover is measured at the fair value of the consideration received or receivable for goods supplied and services rendered, net of discounts and Value Added Tax.

Revenue from the rendering of services is measured by reference to the stage of completion of the service transaction at the end of the reporting period provided that the outcome can be reliably estimated. When the outcome cannot be reliably estimated, revenue is recognised only to the extent that expenses recognised are recoverable.

**Taxation**

The company is exempt from corporation tax as a member not for profit organisation.

**Stocks**

Stocks are represented by pins in hand at the year end - set at a notional value.

**4. Limited by guarantee**

The liability of each member is limited to £1.00, being the amount that each member undertakes to contribute to the assets of the Company in the event of it being wound up while he is a member or within one year after he ceases to be member

**5. Turnover**

The whole of the turnover is attributable to the principal activity of the company wholly undertaken in the United Kingdom.

**6. Stocks**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Stock of pins at notional value	<u>100</u>	<u>100</u>

**EUMA Management Assistants UK  
Company limited by guarantee**

**Notes to the financial statements (continued)  
Year ended 31 December 2017**

**7. Creditors: amounts falling due within one year**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Accruals	<u>1,288</u>	<u>2,257</u>

**8. Controlling party**

The company is controlled by the sole director Maria Elizabeth Wakeling.

**EUMA Management Assistants UK**  
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**The following pages do not form part of the statutory accounts.**

**EUMA Management Assistants UK**  
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**Year ended 31 December 2017**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
<b>Turnover</b>		
Members Subscriptions	<u>1,620</u>	<u>2,985</u>
 <b>Overheads</b>		
<b>Administrative expenses</b>		
Events & Exhibitions	-	159
Rent payable	120	120
Printing, postage and stationery	581	323
Advertising and Marketing	500	105
Computer costs	-	350
Travelling & Committee Expenses UK	154	494
Travelling & Committee Expenses Europe	122	638
Accountancy fees	660	540
Accountancy Accrual - cancelled	-	(720)
Bank charges	66	65
Bad debts	-	974
General expenses	36	6
Subscriptions - European Central Funds	894	918
	<u>(3,133)</u>	<u>(3,972)</u>
 <b>Operating loss</b>	 <u><u>(1,513)</u></u>	 <u><u>(987)</u></u>