

Registered number: 03317333

The Expert Witness Institute
(A company limited by guarantee)

Annual report and financial statements

For the year ended 31 October 2020

The Expert Witness Institute
(A company limited by guarantee)

Company Information

President	Lord Hodge (from October 2020)
Past-President	The Rt. Hon Lord Kerr of Tonaghmore (to September 2020)
Directors	Sir Martin Spencer (Chair) Mr Allen Hirson, MA Mr Christopher David Turner (appointed 2 June 2020) Mr Colin James Holburn (appointed 2 June 2020) Mr Edward John Picton (appointed 2 June 2020) Miss Kay Linnell, FCA, MBA, FCI Arb, FEWI Mr Mark Richard Broadbent (appointed 2 June 2020) Mr Michael Anthony Pilgrem Mr Michael Shaun Tibbatts (appointed 2 June 2020) Mr Peter Andrew Mulhern (appointed 2 June 2020) Mr Richard Porter MSc, FRCOG Ms Saba Naqshbandi (appointed 2 June 2020)
Company secretary	Miss Kay Linnell, FCA, MBA, FCI Arb, FEWI
Registered number	03317333
Registered office	159-161 Temple Chambers 3-7 Temple Avenue London EC4Y 0DA
Accountants	Kreston Reeves LLP Chartered Accountants Montague Place Quayside Chatham Maritime Chatham Kent ME4 4QU
Bankers	Coutts & Co 440 Strand London WC2R 0QS

The Expert Witness Institute
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The Expert Witness Institute
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Chairman's statement
For the year ended 31 October 2020

The chairman presents his statement for the period.

2019/20 has been an unprecedented year for the Institute as we dealt with the impact of the Covid-19 pandemic, the enforced replacement of our Membership Management System and website (following the end-of-life notice from our previous supplier), and the financial issues that both of these created.

However, as a result of the hard work of the team and the generosity of our members and suppliers, EWI has emerged from 2019/20 in a stronger and more resilient position.

Due to other priorities and a significant change in Board members at the 2020 AGM, the Interim Strategy has not been finalised as expected. However, we expect this to be completed by our 2021 conference. The Board is still working to the interim Strategy that was adopted in 2019.

The four strategic objectives are to:

1. Enhance our impact by growing membership
2. Support the development and improve the quality of experts within the community
3. Advocate on behalf of the Expert Witness community
4. Provide an excellent, sustainable and effective membership body

The rest of this report is structured using these headings to demonstrate how our activities have contributed to our strategic objectives.

Enhance our impact by growing membership

The institute has made a number of key improvements to its membership categories during the year and this has made a significant impact in the recruitment of new members.

As reported last year, EWI launched its new Corporate Membership scheme. All current Corporate Members (except for two) transferred over to the new scheme and during the year we have gained one new Corporate Member and two new Corporate Partners. In turn this delivered a significant uplift in Membership with the addition of 2 new Provisional Members and 119 new Individual Members. It is anticipated that we will see the scheme and the number of new members joining through Corporate Members and Partners grow further during 2020/21.

Additional improvements in 2019/20 include the creation of a new entry-level membership: Prospective Member. This has been instrumental in attracting new members who are just starting off as Expert Witnesses, creating a clear progression pathway to Provisional Membership through completion of the Core Training.

The Institute has also made it possible for Provisional Members who have completed the core training to appear on the Find an Expert Directory, enabling them to receive instructions and gain experience which will make it possible for them to upgrade to Individual Membership.

The Membership Committee has also spent time reviewing and revising the assessment criteria for Individual Membership to make sure that assessments are more robust and the criteria transparent for applicants.

The Membership Committee has also begun work in reviewing Fellowship and the EWI is also reviewing the Certification programme with changes for both being implemented in early 2020/21.

Unfortunately, due to our restricted income, the EWI had to terminate the Service Level Agreement for the delivery of the branch in Singapore. This was not a decision made lightly, given the investment over the past few years, but it was necessary and we have provided support for EWI Singapore to re-form as a new entity for experts in the Asia-Pacific region.

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Chairman's statement
For the year ended 31 October 2020

Support the development and improve the quality of experts within the community

The impact of Covid-19 created a challenging environment for all organisations in 2020. However, the EWI adapted quickly, moving all training to delivery via webinar rather than face-to-face events and whilst delegates still note that there are benefits from doing day-long training in person, online delivery has expanded the range of people that have been able to participate in training.

For the first time ever, the EWI ran their Annual Conference online and this was extremely well received including contributions from a range of Experts and Senior members of the Judiciary. The keynote speech was given by our outgoing president, Lord Kerr (see further below).

During the course of the year the institute ran 38 events with 403 delegates in 2019/20 compared to 20 events with 278 delegates in the previous year.

Advocate on behalf of the Expert Witness community

EWI continues to seek opportunities to be an advocate on behalf of the Expert Witness community.

During 2019/20 EWI made representations to the Upper Tribunal Land Chamber regarding their revisions to Practice Directions and the role of Experts and a consultation on the role of Medical Experts in the Family Courts.

The EWI is also represented on the Forensic Science Regulator Board Quality Standards Group to ensure the voice of Experts are heard.

Provide an excellent, sustainable and effective membership body

As already mentioned, the EWI were forced to source an alternative supplier for the Membership Management System following the announcement that the recently implemented system would be withdrawn from the market at the end of January 2021. This prompted a full review of the system and also the work that would need to be undertaken to develop further the website to deliver the functionality required going forward. In the end, it was found to be more cost-effective to replace both the Membership Management System and Website, and the Board agreed the contract with the new supplier in November 2019 and the discovery phase was completed by Christmas.

I would like to thank the EWI Staff and our new technology partners Silverbear for working so hard over the first 6 months of 2020 to ensure that the new systems went live at the beginning of July.

They have delivered exceptional value for money and a significant uplift in functionality for both staff and, more importantly, members and customers.

As previously highlighted, we have had a significant change to the Board composition in 2019/20. Amanda Stevens stepped down from the Board in February 2020, Dr Thomas Walford stepped down in March 2020, and Alexander Mackay and Christopher Easton stepped down in June 2020. I would like to thank them all for their invaluable service and good counsel over their time on the Board.

In April 2020, EWI promoted Board vacancies and encouraged members to stand for election to the Board. This gained significant interest and resulted in the first elections since I have been on the Board. We were pleased to welcome Mr Christopher Turner, Mr Mark Broadbent, Mr Colin Holborn, Mr Peter Mulhern, Mr Edward Picton, and Mr Michael Tibbatts to the Board and to confirm Ms Saba Naqshbandi's appointment.

In addition, our President Lord Kerr stepped down at the end of September 2020 to coincide with his retirement from the Supreme Court. The EWI were extremely sad to hear of the death of Lord Kerr on the 1st December only a few short weeks into his retirement. Lord Kerr had served as the President of the Institute from 2014 and was a warm-hearted, generous individual who was extremely supportive of the Institute.

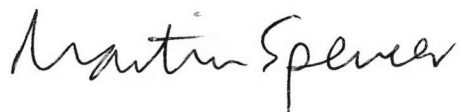
We are delighted to welcome Lord Hodge as our new President.

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Chairman's statement
For the year ended 31 October 2020

We have further strengthened our capacity by reinstating our Training and Events and Editorial Committees, providing further support and guidance for the staff team and opportunities for members to get involved in the development of the Institute and its offer.

It has never been more important to have a credible voice for expert witnesses, highlighting the critical role they play in our justice system. I believe the EWI does, and will increasingly, play a significant role in championing the best interests of our members and their contribution. I encourage you to engage with your Institute and take advantage of all it has to offer.



Name **Sir Martin Spencer (Chair)**
Chairman

Date *10 March 2021*

The Expert Witness Institute
(A company limited by guarantee)

Strategic report
For the year ended 31 October 2020

Results for the Year Ended 31 October 2020

Turnover for 2020 increased to £302,573 compared to £256,114 for the previous year, principally arising on a small increase in membership income supplemented by donations of £26,730.

Courses and events contributed a net £20,038 in 2020 compared to the net £12,164 in 2019.

Interest received of £87 in 2020 compares poorly to the interest received in 2019 of £261 reflecting the reduction in reserves. The ongoing investment policy continues to be holding all reserves in cash.

Cash flow difficulties were experienced in both the 2018 and 2019 years but did not recur in 2020 as a direct result of the additional contributions from members and a radical reduction in overheads. A decision has been made by the Board to give up the London premises within the next 2 years and operate EWI remotely. The current lease expires at the end of 2022.

The loss after tax in 2020 decreased to £11,539, compared to £46,791 in 2019. Figures in 2020 reflect the final year in which payments for some of the 20 year anniversary projects were written off utilising all the EWI accumulated reserves. These projects included establishing an expert witness presence in Singapore, initially through a branch and latterly a self-funding independent Singapore body, the final payment for this part of the project was included in the £27,373 cost in the 2020 accounts. Computer expenditure has increased by £33,877 to £56,607 in 2020 to complete the IT upgrades to the membership database and the integrated accounting and communication systems, this was in excess of the original budget due to the withdrawal of key supplier partway through the contract, no similar cost is anticipated in the 2021 budget. A substantial saving was made on the salaries in 2020 of £43,504 as this was the first year that we had a stable staffing and reduced marketing and accounting to a part-time basis, this situation may be reviewed after the Covid-19 pandemic. Other costs increases were in line with inflation.

Capitalisation of the final balance of all expenditure from the previous website and membership database project has caused an increase in depreciation of £5,517 above the 2019 figure of £19,577. This additional write off was caused by the website costs incurred with the IT provider having to be written off earlier than expected due to the withdrawal of the IT platform supplier and the resultant need to replace both the Membership Management System and the website.

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Strategic report (continued)
For the year ended 31 October 2020

Financial position and resources

The Institute's accumulated capital and reserves have decreased from £5,982 as at 31 October 2019 to a deficit of £5,557 as at 31 October 2020. This decrease reflects the completion of the Board's planned expenditure on the EWI 20th Anniversary projects including establishing a presence in developing the witness markets in different jurisdictions, and investment in technology aimed at supporting members and improving the EWI website. The impact of the Covid-19 has affected the projected membership increases that were expected to return EWI to a surplus annual position as a not-for-profit membership and to increase retained funds as a reserve to cover future operating costs. Current operating results since the 2020 year-end have demonstrated continued success and positive reserves.

The level of capital and reserves is not adequate for the maintenance of a reserve fund equivalent to half the normal administrative costs in a figure of £150,000. In the opinion of the Board this position will be remedied in the short term and the EWI finances will return to a positive position before the 2021 year-end. The Institute remains totally self-financing, principally financed by membership income without the received of any grants or subsidies to service its members.

The Board is aware of the challenging demands on cash resources and is of the opinion that future subscriptions from its members should be increased to provide the required funds for the Institute to continue services in supporting members. The Board considers that the current budgets and financial plans are adequate to return the Institute to a positive cash position. The Board continues to keep the current financial situation and cash flow requirements of running the EWI and dealing with the EWI office lease under close review.

We remain committed to increasing the standard expert judicial evidence worldwide promoting best practice and ensuring that the highest standards are maintained.

This report was approved by the board on 16th February 2021 and signed on its behalf.



Miss Kay Linnell, FCA, MBA, FCI Arb, FEWI
Secretary

The Expert Witness Institute
(A company limited by guarantee)

Directors' report
For the year ended 31 October 2020

The directors present their report and the financial statements for the year ended 31 October 2020.

Principal activity

The Institute's activities are directed towards the achievement of its objects, which are the support of the proper administration of justice and the early resolution of disputes through fair and unbiased expert evidence. To this end major priorities are the provision of training and the dissemination of information to members to maintain and enhance the standards and status of experts.

Directors

The directors who served during the year were:

Sir Martin Spencer (Chair)
Mr Allen Hirson, MA
Mr Alexander Mackay BArch, RIBA (stepped down 2 June 2020)
Mrs Amanda Stevens (resigned 26 February 2020)
Mr Christopher Easton, FRICS, MBEng (resigned 2 June 2020)
Mr Christopher David Turner (appointed 2 June 2020)
Mr Colin James Holburn (appointed 2 June 2020)
Mr Edward John Picton (appointed 2 June 2020)
Miss Kay Linnell, FCA, MBA, FCIArb, FEWI
Mr Mark Richard Broadbent (appointed 2 June 2020)
Mr Michael Anthony Pilgrem
Mr Michael Shaun Tibbatts (appointed 2 June 2020)
Mr Peter Andrew Mulhern (appointed 2 June 2020)
Mr Richard Porter MSc, FRCOG
Ms Saba Naqshbandi (appointed 2 June 2020)
Dr Thomas Walford MEWI, MCIArb, CEng, MIMechE, MIET (resigned 7 March 2020)

Covid-19

At the time of signing the accounts the Directors are aware of the potential economic and social effects of the Covid-19 virus outbreak. The full impact of the pandemic on the UK economy is still evolving, but the Company will continue to seek to mitigate this risk by following the UK Government's guidelines and adapting/developing its own internal strategy.

Small companies note

In preparing this report, the directors have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the board on 16th February 2021 and signed on its behalf.



Sir Martin Spencer (Chair)
Director

The Expert Witness Institute
(A company limited by guarantee)

Independent chartered accountants' review report
to the directors of The Expert Witness Institute
For the year ended 31 October 2020

We have reviewed the financial statements of The Expert Witness Institute for the year ended 31 October 2020, which comprise the Statement of income and retained earnings, the Balance sheet and 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 Financial Reporting Standard 102 'Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

Directors' Responsibility for the Financial Statements

As explained more fully in the Directors' responsibilities statement set out on page 6, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Accountants' Responsibility

Our responsibility is to express a conclusion based on our review of the financial statements. We conducted our review in accordance with International Standard on Review Engagements (ISRE) 2400 (Revised), 'Engagements to review historical financial statements' and ICAEW Technical Release TECH 09/13AAF 'Assurance review engagements on historical financial statements'. ISRE 2400 (Revised) requires us to conclude whether anything has come to our attention that causes us to believe that the financial statements, taken as a whole, are not prepared, in all material respects, in accordance with United Kingdom Generally Accepted Accounting Practice. ISRE 2400 (Revised) also requires us to comply with the ICAEW Code of Ethics.

Scope of the Assurance Review

A review of the financial statements in accordance with ISRE 2400 (Revised) is a limited assurance engagement. We have performed procedures, primarily consisting of making enquiries of management and others within the entity, as appropriate, applying analytical procedures and evaluating the evidence obtained. The procedures performed in a review are substantially less than those performed in an audit conducted in accordance with International Standards on Auditing (UK). Accordingly, we do not express an audit opinion on these financial statements.

The Expert Witness Institute
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**Independent chartered accountants' review report
to the directors of The Expert Witness Institute (continued)
For the year ended 31 October 2020**

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that the financial statements have not been prepared:

- so as to give a true and fair view of the state of the Company's affairs as at 31 October 2020, and of its loss for the year then ended;
- in accordance with (United Kingdom Generally Accepted Accounting Practice) and
- in accordance with the requirements of the Companies Act 2006.

Use of our report

This report is made solely to the Company's directors, as a body, in accordance with the terms of our engagement letter dated 8 August 2018. Our review work has been undertaken so that we might state to the Company's directors those matters that we have agreed to state to them in a reviewer'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 Company and the Company's directors, as a body, for our review work, for this report or the conclusions we have formed.



Kreston Reeves LLP
Chartered Accountants
Chatham Maritime

25 March 2021

The Expert Witness Institute
(A company limited by guarantee)

Statement of income and retained earnings
For the year ended 31 October 2020

	2020 £	2019 £
Turnover	<u>302,573</u>	256,114
Gross profit	<u>302,573</u>	256,114
Administrative expenses	<u>(314,182)</u>	(303,116)
Operating loss	<u>(11,609)</u>	(47,002)
Interest receivable and similar income	<u>87</u>	261
Loss before tax	<u>(11,522)</u>	(46,741)
Tax on loss	<u>(17)</u>	(50)
Loss after tax	<u><u>(11,539)</u></u>	<u><u>(46,791)</u></u>
 Retained earnings at the beginning of the year	 <u>5,982</u>	 52,773
	<u>5,982</u>	52,773
Loss for the year	<u>(11,539)</u>	(46,791)
Retained earnings at the end of the year	<u><u>(5,557)</u></u>	<u><u>5,982</u></u>
The notes on pages 11 to 15 form part of these financial statements.		

The Expert Witness Institute
(A company limited by guarantee)
Registered number: 03317333

Balance sheet
As at 31 October 2020

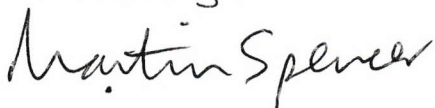
	Note	2020 £	2019 £
Fixed assets			
Tangible assets	4	-	24,094
		-	24,094
Current assets			
Debtors: amounts falling due within one year	5	15,576	183,305
Cash at bank and in hand		70,664	25,981
		86,240	209,286
Creditors: amounts falling due within one year	6	(91,797)	(227,398)
Net current liabilities		(5,557)	(18,112)
Net (liabilities)/assets		(5,557)	5,982
Capital and reserves			
Profit and loss account		(5,557)	5,982
		(5,557)	5,982

The directors consider that the Company is entitled to exemption from audit under section 477 of the Companies Act 2006 and members have not required the Company to obtain an audit for the year in question in accordance with section 476 of the Companies Act 2006.


The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and in accordance with the provisions of FRS 102 Section 1A - small entities.

The financial statements were approved and authorised for issue by the board and were signed on its behalf on 16 February 2021



Sir Martin Spencer (Chair)
Director



Miss Kay Linnell, FCA, MBA, FCI Arb, FEWI
Director

The notes on pages 11 to 15 form part of these financial statements.

Notes to the financial statements
For the year ended 31 October 2020

1. General information

The Expert Witness Institute is a private company limited by guarantee, and is incorporated in England and Wales with the registration number 03317333. The address of the registered office is 159-161 Temple Chambers, 3-7 Temple Avenue, London, EC4Y 0DA.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention unless otherwise specified within these accounting policies and in accordance with Section 1A of Financial Reporting Standard 102, the Financial Reporting Standard applicable in the UK and the Republic of Ireland and the Companies Act 2006.

The following principal accounting policies have been applied:

2.2 Going concern

The Directors assess whether the use of the going concern assumption is appropriate. The Company is deemed a going concern unless the Directors intend to liquidate the Company or cease its trading, or they have no realistic alternative but to do so. The Directors also consider if they are aware of material uncertainties related to events or conditions that may cast significant doubt on the ability of the Company to continue as a going concern. The Directors make this assessment in respect of a period of at least one year from the date of authorisation for issue of the financial statements.

The Directors have concluded that the use of the going concern assumption is appropriate.

In making that assessment, the Directors are aware of the following material uncertainties.

(a) The annual costs of the Company's activities do not vary significantly as the number of members increases or reduces. With the primary exception of fees paid by third parties for access to its courses and events, the Company depends entirely on cash contributions from its members in order to fund the costs of its activities. Those contributions, principally in the form of annual subscriptions, are recognised as turnover in the Company's statement of income. During the years ended 31 October 2018 to 2020, the Company's annual expenditure on administration and tangible fixed assets has exceeded its turnover. During this financial year the members of the company made additional contributions to the Company in the form of donations. It is anticipated that the annual subscription rates for the year ending 31 October 2021 will be higher than that for the year ending 31 October 2020. In the event that the Company's existing members are not willing, in aggregate, to make annual contributions sufficient to cover the costs of the Company's activities, the Directors may have no realistic alternative but to cause the Company to cease trading.

(b) Whilst the impact of the Covid-19 pandemic has been assessed by the Directors, so far as is reasonably possible, due to its unprecedented impact on the worldwide economy it is difficult to evaluate with any certainty the potential outcomes on the Company's future activities. However, taking into consideration the Company's level of reserves, the Directors that the Company be able to continue in operational existence for the foreseeable future.

Notes to the financial statements
For the year ended 31 October 2020

2. Accounting policies (continued)

2.3 Revenue

Revenue is recognised to the extent that it is probable that the economic benefits will flow to the Company and the revenue can be reliably measured. Revenue is measured as the fair value of the consideration received or receivable, excluding discounts, rebates, value added tax and other sales taxes. *The following criteria must also be met before revenue is recognised:*

Rendering of services

Revenue from a contract to provide services is recognised in the period in which the services are provided in accordance with the stage of completion of the contract when all of the following conditions are satisfied:

- the amount of revenue can be measured reliably;
- it is probable that the Company will receive the consideration due under the contract;
- the stage of completion of the contract at the end of the reporting period can be measured reliably; and
- the costs incurred and the costs to complete the contract can be measured reliably.

2.4 Interest income

Interest income is recognised in profit or loss using the effective interest method.

2.5 Borrowing costs

All borrowing costs are recognised in profit or loss in the year in which they are incurred.

2.6 Pensions

Defined contribution pension plan

The Company operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the Company pays fixed contributions into a separate entity. Once the contributions have been paid the Company has no further payment obligations.

The contributions are recognised as an expense in profit or loss when they fall due. Amounts not paid are shown in accruals as a liability in the Balance sheet. The assets of the plan are held separately from the Company in independently administered funds.

2.7 Taxation

The tax expense represents the sum of the tax currently payable.

The Company has obtained exemption in respect of corporation tax relating to surpluses earned from operating activities. Corporation tax is payable on any interest income received.

Notes to the financial statements
For the year ended 31 October 2020

2. Accounting policies (continued)

2.8 Tangible fixed assets

Tangible fixed assets under the cost model are stated at historical cost less accumulated depreciation and any accumulated impairment losses. Historical cost includes expenditure that is directly attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management.

Depreciation is charged so as to allocate the cost of assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following basis:

Fixtures and fittings	-	33% straight-line basis
Website	-	33% straight-line basis

The assets' residual values, useful lives and depreciation methods are reviewed, and adjusted prospectively if appropriate, or if there is an indication of a significant change since the last reporting date.

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount and are recognised in profit or loss.

2.9 Debtors

Short term debtors are measured at transaction price, less any impairment. Loans receivable are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method, less any impairment.

2.10 Cash and cash equivalents

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are highly liquid investments that mature in no more than three months from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

2.11 Creditors

Short term 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.

2.12 Financial instruments

The Company only enters into basic financial instrument transactions that result in the recognition of financial assets and liabilities like trade and other debtors and creditors, loans from banks and other third parties, loans to related parties and investments in ordinary shares.

3. Employees

The average monthly number of employees, including directors, during the year was 4 (2019 - 4).

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Notes to the financial statements
For the year ended 31 October 2020

4. Tangible fixed assets

	Fixtures and fittings £	Website £	Total £
Cost or valuation			
At 1 November 2019	13,341	57,255	70,596
At 31 October 2020	13,341	57,255	70,596
Depreciation			
At 1 November 2019	13,049	33,453	46,502
Charge for the year on owned assets	292	23,802	24,094
At 31 October 2020	13,341	57,255	70,596
Net book value			
At 31 October 2020	-	-	-
At 31 October 2019	292	23,802	24,094

5. Debtors

	2020 £	2019 £
Trade debtors	740	144,425
Other debtors	-	2,048
Prepayments and accrued income	14,836	36,832
	15,576	183,305

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Notes to the financial statements
For the year ended 31 October 2020

6. Creditors: Amounts falling due within one year

	2020 £	2019 £
Loans from Directors	-	8,660
Trade creditors	27,055	4,703
Corporation tax	17	50
Other taxation and social security	2,387	2,877
Other creditors	3,046	4,485
Accruals and deferred income	59,292	206,623
	<u>91,797</u>	<u>227,398</u>

During the year ended 31 October 2019, the Company borrowed £23,660 in total from five Directors. The loans were interest-free and unsecured. £15,000 was repaid by 31 October 2019 and the balance of £8,660 has been repaid during the year ended 31 October 2020.

7. Company status

The Company is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the Company in the event of liquidation.

8. Commitments under operating leases

At 31 October 2020 the Company had future minimum lease payments due under non-cancellable operating leases for each of the following periods:

	2020 £	2019 £
Not later than 1 year	29,155	29,155
Later than 1 year and not later than 5 years	31,585	60,740
	<u>60,740</u>	<u>89,895</u>

The Expert Witness Institute
(A company limited by guarantee)

Detailed profit and loss account
For the year ended 31 October 2020

	2020 £	2019 £
Turnover	302,573	256,114
Gross profit	302,573	256,114
Gross profit %	100.0 %	100.0 %
Less: overheads		
Administration expenses	(314,182)	(303,116)
Operating loss	(11,609)	(47,002)
Interest receivable	87	261
Tax on loss on ordinary activities	(17)	(50)
Loss for the year	(11,539)	(46,791)

The Expert Witness Institute
(A company limited by guarantee)

Schedule to the detailed accounts
For the year ended 31 October 2020

	2020 £	2019 £
Turnover		
Individual membership subscriptions	210,243	197,407
Vetting fees received	6,070	5,635
Course and events income	47,573	43,480
Associate membership	870	1,090
Corporate membership	10,937	8,091
Other income	150	411
Donations from members	26,730	-
	<u>302,573</u>	<u>256,114</u>
	2020 £	2019 £
Administration expenses		
Staff salaries	100,614	136,138
Staff national insurance	5,640	11,429
Staff pension	3,007	3,559
Staff recruitment and training	285	1,924
Travel expenses	311	1,040
Postage, carriage and stationery	2,017	4,172
Telephone	1,828	1,447
Computer and website costs	56,607	22,730
Advertising and marketing	1,107	1,776
Subscriptions	35	35
Legal and professional	7,397	3,470
Auditors' remuneration	4,152	3,943
Equipment hire	262	491
Bank charges	2,850	3,329
Sundry expenses	1,528	1,601
Rent and service charge	44,514	51,245
Light and heat	475	820
Cleaning	750	1,268
Insurances	1,801	1,806
Depreciation	24,094	19,577
Courses and events	27,535	31,316
Singapore costs	27,373	-
	<u>314,182</u>	<u>303,116</u>

The Expert Witness Institute
(A company limited by guarantee)

Schedule to the detailed accounts
For the year ended 31 October 2020

	2020	2019
	£	£
Interest receivable		
Bank interest receivable	87	261
	87	261