

Annual Report
& Accounts 2012/13



information
and records
management
society



Chair's Report

This is my final report as Chair of the IRMS as I am standing down after the 2013 AGM. In this report I shall be looking back over my four years as Chair, but the bulk of what I write is quite properly about the last year.

The last year has been one of great activity and also major upheaval.

The Exec year starts straight after the AGM and we were very active in inviting a number of interested individuals to become Officers, assisting the Exec to deliver its many and varied objectives.

The following Officers were appointed, Leanne Bridges, e-Officer; Reynold Leming, Special Projects Officer; Roger Poole, Private Sector Development Officer; Scott Sammons, Groups Officer; and John Wilson, International Officer. There was also some rearrangement of Directorial responsibilities with Tom Devenish becoming Projects Director, Paul Duller becoming Training Director; Shona Dunning, Creative Director and Phil Greenwood, Corporate Development Director. James Beale was appointed Marketing Director and subsequent to Karen Bullen's resignation, Emily Overton was appointed Groups Director.

Most of the Exec and Officers attended a 2-day strategy session in Birmingham in July. This was a very productive meeting and gave us a strategy comprises four key objectives:

- to develop IRMS as the Voice of the Profession
- to Increase our Membership, Strengthen our Finances and develop our Membership Benefits.

While these have been realised to a significant extent, the priorities of the Executive Committee altered in the second half of 2012.

For some time, the Executive Committee had been aware of perceived shortcomings in our administrative and secretariat support. It had developed well-documented working practices with the provider in this area, Benchmark Communications but it became apparent that these were not being adhered

to resulting in a diminution of service to the membership of the Society, to the Executive Committee in the pursuance of its objectives as well as a marked reduction in the quality of its financial and administrative record keeping. This coincided with a retendering exercise which saw the IRMS move to a new administrative and secretariat support provider, Kingston Smith Association Management (KSAM). At the same time, the Executive Committee opted to end its arrangements with Benchmark Communications in terms of Conference Management and now has an agreement in place with Revolution Events Ltd (REL) who are delivering the 2013 conference.

This upheaval consumed a great deal of time of the Secretary and Treasurer as well as the Conference Director and others: I am grateful to them for devoting hours and days to ensuring that the handover was as smooth as possible, spending large amounts of work time, personal time and annual leave on these matters.

We are now, I think in a much better position than we have been for a number of years. Meic Pierce Owen, the Treasurer has, painstakingly, over his three years in post got to the bottom of our finances and we are now in a position where we know exactly how much money we have, how much is

coming in and how much is going out. Thanks to Nicholas Cooper, the Secretary, we have also refined and rationalised our membership database so we now know who the current members are and which former members have allowed their membership to lapse. We also are on top of communications with the membership and all correspondence and communications with members is logged, something which, sadly, was not the case even a few months ago.

All in all, the upheaval has been a traumatic and painful process but we are in a stronger, better and more transparent relationship with KSAM and REL, setting up clear KPIs and working practices enabling us to ensure that we are getting best value for money and the best services for our members.

At the same time, Meic has continued his quest to rationalise and promote efficiency within the Society and we are now doing more than ever before with less than ever before and are active within our means!

Our change to a project management approach last year has reaped benefits this year as, despite a late start due to the change on service provider, our Conference planning has been more effective than ever. A number of members of the Executive Committee and Officers, each responsible for

Vice Chair's Report

This will be my last report as Vice Chair and I must start by saying thank you for allowing me the privilege of being Vice Chair. It is a real pleasure working with

members and such a dedicated Executive, but sadly I feel it is time to take a step back and let someone else take up the baton.

This year has once again been busy for the Executive. I have been focusing on

coordinating responses to public consultations. Thank you to all Exec who have fed into this. I am glad to say that taking part in public consultations is now embedded into The Society and we are now automatically included as contributors in public consultations.

I have had the privilege of representing the Society at a number of events. One in particular was a meeting of Education staff in Oldham to promote and discuss

Matthew Stephenson · chair@irms.org.uk

a discrete area of the event have worked diligently with Conference Director, Rob Hutton, and REL to ensure that the 30th anniversary Conference is a blinder!

Furthermore, I am grateful to Iron Mountain and Box It who have agreed multi-year deals which will underpin the financial stability of the conference.

Executive Committee members continue to attend a number of meetings both within and outside the Society. We are more active in promoting the profession and the Society as the leading organisation representing practitioners in Information and Records Management in the UK, Europe and beyond. Our activity on the Web site continues with content constantly being added. Innovations such as the Your Rewards and JobTarget ensure that members benefit personally and professionally from their membership of IRMS. *The Bulletin*, I am pleased to say, is better than ever and I am grateful to Tribal for their sponsorship, which contributed to our being able to mark the IRMS's thirtieth anniversary.

In 2012, we saw the first members come through the Accreditation process and I hope that this will become a signpost within the profession and to employers to mark holders of this level of membership as being practitioners with recognised levels of experience and expertise, irrespective of

qualification. In concert with other training providers, we rolled out successful training events which went down well with the participants and this is a model I am hopeful will continue into the future and which can be pursued as a basis for the potential accreditation of training providers.

In 2012, we also saw the resignation of Directors Karen Bullen, Tom Devenish and Phil Greenwood. I am grateful to them for their contribution to the furthering of IRMS's objectives and their service to our membership.

Over the past four years, the IRMS has seen a difficult time; we have gone from believing that we were a somewhat wealthy society to realising that this is far from the case. Our membership levels, after a period of great expansion in the early 2000s with the new Data Protection Act and Freedom of Information Act, has stabilised at around the 1200 mark: although we attract many dozens of new members a year, almost as many leave us.

Nevertheless, at the same time, we have seen, at last the rolling out of Accreditation to members, the renewed provision of IRMS training, and increased support for Groups as they now mature after their creation almost ten years ago. Our constitutional

changes have made the Executive Committee bigger, better supported and more able to deliver for the Society's members. We see better representation of the Profession and a more professional and consistently financially stable Conference. While I have had many (perhaps go for the Sinatra approach and say 'a few') regrets over the past four years, I also look back and think "wow, did we do all that!"

I am grateful to the members of the Executive Committee with whom I have served over the past four years and as well as those mentioned above, I would like to thank my Vice Chair, David Bridge for his support. Thanks also to former Exec members, Alison North, Edith Pringault-Adam and Diana Windsor Brown. I am grateful to our Group Chairs and Officers who do so much to keep their groups active and dynamic, to the staff of all our service providers past and present and to all members who make a contribution. The IRMS is a professional organisation made up of its members and it is through member activity that we remain strong, your work, whether presenting a paper at an event, as a group or executive committee member, a contributor to *the Bulletin* or as an attendee make the Society what it is, and long may that continue.

David Bridge · vicechair@irms.org.uk



the updated Tool Kit for Schools. As someone who works with schools I can testify to how well it has been received by schools, and more importantly, how much work it saves the Records Manager. The last group meeting I had the pleasure to attend was held in Shrewsbury and it is always a pleasure to attend these events and extend networks.

As usual I have been leading the responses to enquiries from members

and non-members. These have ranged from the extremely interesting and complex to "do I need to keep stuff". I particularly enjoy queries from members and always take the opportunity to promote services provide by own members when dealing with external enquiries.

I am excited by the future plans of the executive which will be led by Nick & Meic. However, the whole of the new

Executive has my wholehearted support. But once again I urge anyone with an interest in the Society to get involved in the organisation of the Groups or with the Executive. This will help with the accreditation process too. I will still be about and hope that everyone will keep in touch. I am also looking forward to a social drink at the bar when not being on conference duty – so see you there!

Treasurer's Report

Meic Pierce Owen · treasurer@irms.org.uk

The 12 months since my last annual report has seen much finance activity. This has related to:

- increasing income
- decreasing costs
- migrating our financial administration to our new Secretariat Company
- a subsequent total overhaul of our financial procedures
- completion of the aged debt reconciliation process initiated in 2010

It has also been a year that has seen the Society fund much activity while living within its means, and in continued choppy economic seas.

Increasing income

In actuality, this relates to both increasing income and increasing the realisation of that income. The new format Annual Accounts evidences both a growth in

It has also been a year that has seen the Society fund much activity whilst living within its means, and in continued choppy economic seas.

membership income realisation and a healthy recovery in advertising income. In addition, while the accounts do not explicitly show this (for reasons of coding deficiencies now addressed), Conference generated a surplus for a second consecutive year – with this yielding around £5k for the Society. This included a 100% realisation of Conference income for the first time since at least 2007.

We have also secured favourable multi-year deals for both Gold and Silver conference sponsorship with our existing partners that provide a solid base for the Conference, not only for this year and the next but possibly also 2015.

This surplus, along with income from a successful Training Joint Venture with Tribal, and Group sponsorship moneys, form the 'other income' figure included within the Accounts.

In addition, we have this year launched an online payments system for membership renewal. This system appears to be popular with the membership, with 15% of members using the facility to renew their subscription in the first month of its operation!

Decreasing costs

Since last AGM, we have attained significant cost savings on both Secretariat and Web site admin services, while at the same time increasing the quality of service provided. In addition, we now have far stronger systems than before for the management of Conference costs.

Migration and reform of financial administration

Over the second half of 2012, I set about preparing our finances for migration should the tendering process for our Secretariat contract see us move providers. In the event this proved to be the case and, working closely with the Chair and Secretary, a successful migration was achieved. Since this time, I have been working with the finance section of our new provider to reform our financial procedures. This work is now largely complete and sees both greatly improved procedures and reporting mechanisms in place. This same process has been also been completed with our new Conference Management partners.

Aged debt reconciliation

I am very pleased to be able to report that the process of reconciling the £56k of aged debt identified in mid-2010 has now been completed. Of this figure, over £26k proved to be 'ghost membership' renewal invoices that had not been cleared off the books, while around £1k proved to be live and genuine membership income that we were able to realise. The remaining £29k proved to be almost entirely outstanding Conference income stretching back to 2008 together with a small amount of unpaid advertising income. This in turn roughly broke down into

- £7k already paid but not removed from the 'aged debt' section of our accounts
- £4.5k paid to IRMS via Benchmark's Worldpay system but not yet reconciled (transferred) to our accounts
- £13.5k of genuine debt that we have been able to realise
- £4k of genuine debt that the Exec has written off (JV write off's agreed with Benchmark, amounts too small to recover, and debt outside the UK that proved beyond recovery)

Looking at aged debt as recorded at the end of 2012, this small figure is both real and realisable and is within acceptable parameters for an organisation of our size.

Funding activity

Over 2012 the Society was able to fund all routine operations across the year. This included funding as requested by the Groups as well as an active Executive, on top of the core costs of Secretariat, *Bulletin* and Conference. In addition, we

I am very pleased to be able to report that the process of reconciling the £56k of aged debt identified in mid-2010 has now been completed.

were able to fund projects that delivered a completely new Web site and a profitable Joint Venture Training Course with Tribal.

Closing remarks

This is my third and final annual report as Treasurer. Over this period we have seen what appears at first glance to be a steady decline in our fortunes. However, I would strongly contend that the opposite is actually the case. Over the past 3 years, the slowing of business has allowed us to



Moreover, since 2010 we have achieved both a steady decrease in our costs and a consistent increase in our income.

take stock and make sense of our assets. What you see today is solid and real.

Our year end balances are down compared to last year, but only because Membership and Conference revenues have been scheduled to come in later this year.

Moreover, since 2010 we have achieved both a steady decrease in our costs and a

consistent increase in our income. I believe that with the effective administration now in place, the Society is in an excellent position to grow both its membership and its income streams.

The resultant revenue growths will see us remain solid and able to increase our activity to the benefit of our membership and the wider profession.

To recap, 2012–2013 has seen the Society live within its means. It has seen the Society:

- increase income and realisation of income
- reduce costs whilst increasing quality of service
- fund core activities
- fund additional Projects
- stage a second consecutive financially

successful Annual Conference

- reform financial procedures
- complete the aged debt reconciliation begun in 2010

It has been both my pleasure and an honour to play my part within the Exec Team that has achieved this through its prudent spending, its willingness to find the smart way of delivering things and its willingness to trust its Treasurer. I thank my colleagues for this and wish my successor every success.

I hope that I leave the Counting House in reasonable order. Shona, the keys are under the mat and the cupboards are neither bare nor hiding (as far as I am aware that is) any skeletons. Enjoy!

Secretary's Report

Nicholas Cooper · secretary@irms.org.uk



2 012 was an extremely busy year, with the first half taken up with the migration of the Web site, and the second half consolidating on this work together with the review and migration of our two primary outsourced services.

Secretariat and financial administration

The contract with Benchmark Communications was due for renewal in 2012, which prompted a full review of the services being received by the Society. The Executive decided to undertake a retendering exercise with the issue of a formal Invitation to Tender (ITT) which I prepared and sent to seventeen organisations that provided membership services, plus the incumbent supplier.

Six valid responses were received, which was shortlisted to three. After extensive scrutiny, references sought, and legal advice taken, the contract was awarded to Kingston Smith Association Management (KSAM), a subsidiary of the accountancy firm Kingston Smith. Formal handover of services took place between mid-December and the beginning of January.

Conference service provider

Following a review of the success of recent conferences, the Executive decided to terminate the relationship with Benchmark Communications. As the conference takes a full ten months of planning there was no time to undertake a full tender exercise and I supported the Conference Director, Rob Hutton, in the identification of possible providers, discussions and negotiations, and the selection of Revolution Events.

Membership

In July I gained access to a full and complete copy of the core data within the membership and contact database. This revealed that membership numbers presented in Annual Reports by this, and the previous Secretary, were inaccurate as the data provided included lapsed members who were identified as Current Members, but had neither maintained their membership, nor formally cancelled their subscription. In addition it was identified from members email correspondence that contact details were not being kept up to date. Work undertaken during the 2013 renewal process has revealed that a significant proportion of the contact details for the present and lapsed members were incorrect. >>>>>

>>>> Secretary's report · *continued*

Once work has been undertaken between the new Membership Database and the Web site the Members will have the capability to update their details through the Members Area of the website.

The membership numbers presented here are from an analysis of the data undertaken by me taken from a copy of the 'close of year' membership database, when Benchmark Communications formally stopped processing IRMS work on 12th December 2012.

It should be noted that where there was a cancellation of corporate membership, this was often balance by individuals from that organisation taking out personal membership.

Membership services

In the second half of the year, I negotiated

Table 1: IRMS membership as at 12 December 2012

	No.	New members	Cancellations
Individual	617	115	58
Corporate	304	22	30
Bulletin	24	1	
Honorary	19	1	
Affiliate	12	1	1
Student	62	47	4
Subscription	2		
Total	1040	187	93

Applications

in Process	34
Individual	27
Corporate	5
Affiliate	1
Student	1

Table 2: Breakdown of members by country

Country/region	No.
UK ¹	883
Ireland	36
Northern Ireland	27
Europe ²	22
Rest of World ³	62

1) Includes the Channel Islands and the Isle of Man.
 2) European Members include: Estonia, France, Finland, Germany, Iceland, Italy, Malta, Netherlands, Portugal, and Switzerland. 3) Rest of World covers members Australia, Barbados, Botswana, Canada, China, Gambia, Ghana, Iceland, Jamaica, Kenya, New Zealand, Nigeria, Saudi Arabia, Sierra Leone, South Africa, St Lucia, Sudan, Tanzania, Trinidad & Tobago; United Arab Emirates, USA, and Zambia.

the introduction three new membership benefits.

- TasteCard: for a limited period discount was offered on their card membership which was taken up by 55 members.
- Your Rewards: who provide discounted products and services which is available through the Members Area of the Web site.
- JobTarget: we now host their jobs portal on the IRMS Web site. The agreement, at no cost to the Society, gave an opportunity to generate greater revenue from featured jobs, and provide access through the jobs page to employment opportunities from around the world. This initiative has seen a very major increase in traffic to the jobs page, and its first month of operation realised more web advertising revenue for the Society than in the previous six months.

Communications

In 2012, I project managed the introduction of the new Web site together with the service improvement of a full functioning IRMS email capability. This has not only enabled a consistent presentation of the Society, but allowed members of the Executive to see the correspondence sent by our members to the Secretariat and Financial Administration service provider.

The Web site is in a state of continual review and improvement to provide value to members and visitors.

The new email service means members of the Executive now have first-hand knowledge of members concerns, requirements, and why they may cancel their subscription. This helps us to refine our work, respond to members' wishes, and make appropriate decisions.

Particular effort is now being made to increase communication to the members of the Society through the email broadcast capability within the Web site environment.

In addition the IRMS Group on LinkedIn continues to grow with 1376 new members in 2012. This is a truly international group with 919 members in the UK, USA 801, Canada 251, Australia 202, South Africa 83, and India 58.

Conclusion

I believe the efforts made in 2012 have established a stable platform for the Society to grow in real terms across membership and development in our national and international activities.

Training

During 2012–13, the IRMS established training and development partnerships with both Association of Certified E-Discovery Specialists (ACEDS) and the E-Records Institute (ERI), in addition to those established in 2011–12 with the Tribal Group and Strategy Partners.

Following the success of the Information Governance for Local Authorities course provided in partnership with Tribal, we have arranged a re-run of this 1-day course immediately after the IRMS Conference in Brighton. In addition, other IRMS approved courses are planned during 2013:



The past 12 months in the post of Conference Director have been a challenge with significant change occurring that was not

anticipated this time last year.

However, as they say, change is as good as a rest. I hope 2013 Conference will show that all the changes have been worthwhile.

Conference 2012

Once again we were in Brighton, a popular venue for delegates, sponsors and vendors alike. This conference was the second of the 3-year agreement with the Hilton Metropole.

The event had the following aims:

- To build on the success of the 2011 event

Training Director's Report

Paul Duller · training@irms.org.uk



Accreditation

During 2012/13, the IRMS Accreditation Panel reviewed a number of Accreditation Applications.

To date, the following IRMS Members have received IRMS Accredited status: Matthew Stephenson, Paul Duller, Rachael McGuire, Cerys Ledger, Jamie Burton, Andrew Pitt, Susan Payne, Phil Hatton, Aidan Robertson, Tom Devenish, Elizabeth Barber and Scott Sammons.

During 2013, the Accreditation Panel updated and streamlined the process established by the Accreditation Subcommittee and has worked closely with the new IRMS Secretariat (KSAM)

Additional marketing has raised awareness of IRMS Accreditation within our membership – our target is to have over 100 IRMS members accredited by the AGM.

to ensure that they are fully aware of their role in the accreditation process.

Additional marketing and communication work has been undertaken to raise awareness

of the IRMS Accreditation programme within our membership – our target is to have over 100 IRMS members accredited by the 2014 AGM. In order to ensure that the accreditation process is a success and is taken up across the industry, we need our members to embrace this scheme, so brush up your CV's and submit your application forms as soon as possible.

Site visits

Due to poor attendance at previous events, the IRMS decided not to develop a programme of IRMS site visits during 2012/13, but to focus attention of the development of approved training courses.

Conference Director's Report

Rob Hutton · conference@irms.org.uk

- To maintain both sustainability and growth.

I am pleased to report that the Conference achieved on both these. Not only did we make a financial surplus for a second consecutive year, we also maintained the balance between public and private sector markets. Some of the

The overall feedback was overwhelmingly positive with many people saying it was the best conference yet.

key changes were the introduction of the Mobile App, the introduction of QR codes and the enhancement of the various activities on the Sunday.

The overall feedback was overwhelmingly positive, with many people saying it was the

best conference yet. However, this is no reason for complacency and as with any event there is always room for improvement. Delegates provided some very useful feedback which was reviewed at the debrief session held the day after conference.

Conference 2013

As every year, virtually as soon as the conference is completed we began thinking about the event for 2013. This year, however, saw the added hurdle of the decision, in October 2012, to change event management companies. This was a significant step given we had already set the ball rolling for the 2013 event. However, by December we had appointed Revolution Events Limited to take over the logistical side of the conference, and they have taken up the baton with exceptional speed and have helped keep the event on track.

Through the hard work of our current Treasurer and Secretary we have been able to secure lucrative multi-year sponsorship deals for both the Gold and Silver Sponsorship for the event.

As well as a big thank you to the Conference Working Group, I would also like to personally thank Emily Overton who, as well as her role as Groups Director, has taken on the additional role of Assistant Conference Director and done a sterling job. Also to our out-going Chair Matthew Stephenson who has stepped into the breach when circumstances have required.

I believe that this year's event is set to be even better and I am very much looking forward to it. Finally I just want to say that if there is anything you want to see at future conferences, then please do contact the Executive, or even better get involved. After all it is your Society, and your Conference.



Creative Director's Report

Shona Dunning · editorial@irms.org.uk

Over the past year I have moved from Editorial Director to become the new Creative Director.

I also took 3 months off on 'relaxed duties' at the end of 2012 as I was planning my wedding, getting married and then jetting off on honeymoon. The eagle-eyed amongst you will have spotted the photo in *the Bulletin*.

In the 9 months up to that point I was part of the team given the task of looking at the design, structure and content of the IRMS Web site. Working closely with Nick Cooper and Leanne Bridges, amongst others, we worked to make the Web site more user friendly and more logical. Our Web site provider, Emily Tarrant at Webfooted Design, guided us through the new Content Management System and

provided hands on training so we are now much more in control of the content.

Alongside the new Web site, we now have @IRMS.org.uk email addresses for all the Executive directors, officers and groups.

Our flagship publication *the Bulletin* has gone from strength to strength thanks to the amazing work of our Bulletin Editor, Jamie Burton at Tribal and Bulletin Production Editors Paul Duller at Tribal and Roy Webb at Hargrave Design. In addition to his excellent editorial work, my many thanks to Jamie for his tweets as @IRMSBulletin.

For Conference 2013 I am now the lead for delegate experience, working with our conference providers, Revolution Events Limited, Emily Overton and Leanne Bridges. So if you don't like the bag, you now know who is to blame!

Our flagship publication *the Bulletin* has gone from strength to strength.

I have also regularly attended South West and Public Sector (London) group meetings. For the South West group, I am currently the group Treasurer and I am working to settle into the new South West chair role.

In addition to all the directors and officers on the IRMS Committee, I have had the honour of working with some fantastic people and I wish to pass on my appreciation and thanks to them for all their help and hard work over the past year.

Marketing Director's Report

James Beale · marketing@irms.org.uk

Over the past 12 months, my role within the IRMS changed from being Conference Marketing Officer, purely focussing on marketing activities for

the annual Conference, to Marketing Director for the society as a whole.

With no direct replacement Conference Marketing Officer, a core part of my role has remained in planning, managing and executing the marketing for the conference, but with additional marketing strategies also undertaken across the IRMS in general.

For our 2013 conference, my aim was to build upon what we had achieved the

One of our key aims identified over the past year has been to increase revenue streams through advertising and sponsorship by third parties.

previous year and bring a strong, unique visual identity to the conference that would differentiate it on a visual level in addition to the core informational aspects.

The new conference visual identity was rolled out across all marketing channels for the conference, including all Web sites and social media channels and in industry publication advertisements, including a prominent full-page advert on the back cover of 'IT NOW'. A conference flyer was

also produced in line with the visual identity, and distributed to over 5000 potential delegates via *the Bulletin* publication and direct mail. Branded e-newsletters were also sent out to a database of over 84,000 members and non-members highlighting different aspects of the conference.

This year, the standalone conference Web site from 2012 was migrated to its own section within the newly redesigned and



Groups Director's Report

Emily Overton · groups@irms.org.uk

At the beginning of 2012, I was in post as a Groups Officer supporting the work of the then Groups Director, Karen Bullen.

Karen sadly resigned from the role at the beginning of August 2012 and I was co-opted into the position of Director.

Groups

Since becoming Director, I have set up Group Chair conference calls which will take place three times a year in advance of the Executive's quarterly meetings. A fourth Group Chair session is face-to-face at the conference.

I have been making efforts to increase the contact with the groups including regularly emails and updates from the

Executive to increase the transparency between us. I have also been involved in helping find sponsors and speakers for the group events and setting up the use of the conference call facility for groups and their respective committee members.

Web site/presence

Following the closure of Mailtalk, I have been working to develop a replacement with the Web site Subgroup which involves the use of blogs. I have also been working with Scott Sammons, our new Groups Officer to update the Groups sections of the Web site, and involved in the use of the Society's twitter account @IRMSociety.

New Professionals Award

To coincide with the new academic year, we planned an earlier launch of the Award applications in September, providing

applicants with more time to write their submissions. Eventually I passed this task to Scott, and as it has just closed. I wish to thank Scott for his superb work.

Conference 2013

At Conference 2012, I organised the IRMS Stand. Following its success, I was asked to join the Exec Sub-Group for Conference 2013 and as such I have taken up the role of Assistant Conference Director. This has proved challenging at times, but is a very interesting role. In the last month, I have been co-Directing with Matthew Stephenson, while Rob Hutton, the

I have been making efforts to increase the contact with the groups including regularly emails and updates from the executive to increase the transparency between us.



customisable main IRMS Web site, with a view that it would provide one place for people to find out information on both the IRMS and conference, rather than two.

Another strategy implemented has been that of offering students free membership to the society. An A5 flyer was designed, promoting this free offer, and distributed to 8 universities across the UK that offer records management-related courses. In 2012, the society experienced 47 new student members, up to 62 from 19, with 4 cancellations. It is our hope is that these new student members will continue with their membership to the IRMS once they have finished their courses.

One of our key aims identified over the past year has been to increase revenue streams through advertising and sponsorship by third parties. The launch of the new IRMS Web site has provided a great foundation for this, and going forwards over the next 12 months will prove to be a great resource, working hand-in-hand with *the Bulletin* publication and organised events throughout the year, providing third parties with cross-channel advertising and sponsorship opportunities. To coincide with this, we have a Media Pack in development, which will provide third parties with clear and concise data and information on all of these opportunities.

Conference Director has taken a step back due to personal circumstances. My main focus within the conference are the IRMS Stand, Business Lounge, Conference Charity (Grief Encounter), the Information Cafe and the biggest task – the delegate experience (including Social events and all round enjoyment)

Students

Following the Societies move on Students and making full-time student membership free, I have been working with the Marketing Director on producing a leaflet for universities.

International Officer's Report

John Wilson · international@irms.org.uk



I was appointed as IRMS International Officer in June 2012.

Existing international groups

Two international groups, Ghana and Czech Republic, are currently active. The chairs of these groups have prepared individual reports on their activities.

Potential new international groups

In July 2012, a memorandum of understanding was signed between the IRMS and a potential IRMS France Group. An agreement has been drafted and is in the process of being reviewed.

Proposals for the formation of an India Group have been put forward on the IRMS LinkedIn Group Discussion Board.

International enquiries

Enquiries about the IRMS and IRM in the UK were received from

non-members in Nigeria and South Africa. Enquirers are encouraged to make use of the IRMS LinkedIn Group, which has

Enquirers are encouraged to make use of the IRMS LinkedIn Group, which has a growing international membership.

a growing international membership, many of whom are potential IRMS members.

DLM forum

I attend DLM Forum meeting as an individual member and used this opportunity to 'spread the word' about IRMS and make new contacts. I attended the member meeting in Zagreb in November 2012, where both of these objectives were achieved!

Special Projects Officer's Report

Reynold Leming · wiki@irms.org.uk



The position of Special Projects Officer on the Society's Executive was established in mid-2012 and I was appointed as the office holder. The first and current project is the creation of the IRMS Retention Wiki.

This will be an open forum for the information and records management community to add and maintain retention rules for different record types. The wiki will be deployed using the open-source MediaWiki toolkit. This was originally

developed for use on Wikipedia. The Society is working on this project in conjunction with their web design company.

The wiki will be deployed as a series of pages. Each content page will be based on a record type for a jurisdiction; an example of this would be "Accounts Payable – UK". Initially the wiki will focus on United Kingdom retention rules and will be pre-populated with policies from the well-received 'Records Management Toolkit for Schools'. It will aim to cover public, private and third sector records,

including special rules for industries such as oil and gas, financial services and pharmaceuticals.

A moderation process will be put in place and business sector 'owners' will be nominated.

Over time we would see this becoming an international resource and have the potential for added value articles on records management best practice. There is also the potential for generating advertising revenue for the Society from Google, Amazon or other sources.

This is an exciting project for both the Society and the information governance world. The Officer also looks forward to undertaking other special projects for the Society during 2013/14.

Over time we would see [the IRMS wiki] becoming an international resource for records management best practice.

eOfficer's Report

Leanne Bridges · eofficer@irms.org.uk



In June I have joined the Executive Committee and taken on the role of eOfficer.

I have a long association with the Society and I am passionate about our profession; I am keen to develop and build a strong community and encourage collaboration and knowledge sharing via our web platforms and social media channels.

I have developed the IRMS Web Strategy that outlines our planned activity to improve the content of our Web site, providing a useful and valued reference for our membership and the profession more widely.

As well as refreshing content, I have worked with Executive colleagues and our Web Services Provider, Webfooted Design to introduce new core services

including Worldpay, to enable online membership renewal and a new jobs page, providing a single point of reference for any Information or Records Management professional seeking their next opportunity.

I have also introduced Blogs to the IRMS Web site:

IRMSblog; provides a platform whereby we can publish less formal articles and information relevant to the profession and engage in discussion via the comments options.

Newsblog; enables us to publish our own news items and respond to items in the national media and other professional publications.

Groupblogs; each of the IRMS Groups also has their own blog, the intention

being that they can publish articles relevant to the content of their recent group meetings and engage with their membership ongoing between meetings.

The advantage of the blog format is that we can capture discussion and valuable insight from the many subject matter experts that make up our membership.

During the year I have transferred content from the Conference website to our main Web site and have weeded content from previous conferences to provide a more concise archive of previous events.

I have also developed policies and standards for the use and maintenance of the IRMS Web site which will ensure that the development of our online channel continues.

Private Sector Development Officer's Report

Roger Poole · financial@irms.org.uk



I was honoured to join the Executive Committee as an Officer in June of 2012 – having been a member of the IRMS (and RMS) for a number of years.

I believe that this is an exciting time for the society and hope to make a contribution to its continued success and development.

My first duty was to attend an all-day Executive Committee strategy meeting in Birmingham on 9th July. What a busy day – I could not believe the range of topics being discussed/proposed and the amount of work the committee members put into this! Given the heady atmosphere and the number of topics I soon volunteered to help with a number of initiatives.

Do not hesitate to contact me with ideas to further improve IRMS membership benefits or advantages in any form.

Attending other monthly Executive Committee meetings has enabled me to participate in a number of key initiatives/decisions such as Membership Benefits, the IRMS Web site, Member Communications, IRMS

expenditure/budgets, IRMS supported charity and membership survey (which I am composing).

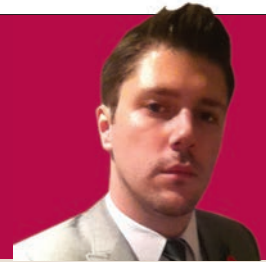
In addition, I am still a member of the Financial Services Records Management Forum and promoting the IRMS to the private sector.

It has been a busy few months fitting in IRMS responsibilities with those of my employer who are being very supportive of my IRMS contribution.

I look forward to serving the membership for the following year – please do not hesitate to contact me with any thoughts/ideas you may have to further improve membership benefits/advantages in any form.

Groups Officer's Report

Scott Sammons · groups-officer@irms.org.uk



I have only been in post since October 2012 after the IRMS Exec invited me to fill the post of Groups Officer for the IRMS. During this time alongside performing operational tasks and supporting the Group Director I have also taken steps to learn more about the IRMS and its structure, layout and various operations. In the short time that I have been in post I have learnt much about how the IRMS operates and still have much more to learn and take on board.

Groups

- Attended London Group, Ireland Group and Public Sector Group Meetings.
- Collated and fed back to group chairs mailtalk member lists and created a Dropbox facility for templates & central financial tracking sheets.
- Two consultations (SAR & CCTV) issued to groups and

feedback collated to pass on to relevant government bodies. Aim is to continue this type of work going forward.

New professionals

- Award publicised throughout social media and online Web site. seven confirmed entries for 2013 and selection process underway.
- Attended round table discussion with UCL on behalf of IRMS to promote the society and its role in the community.

General projects

- Review and feedback of JobTarget functionality online.
- IRMS representation at "Data IQ" event.
- Attendance at ICO Data Protection Conference 2013 and submission of article for *the bulletin*.
- Promotion and increased use of the IRMS twitter account.

Public Sector

Elizabeth Barber · public-sector@irms.org.uk

Since the last annual report the Public Sector Group met in October 2012, and met again on 21st March 2013. We decided not to meet in July 2012 as scheduled because of the predicted travel disruption in London during the Olympic periods. Deborah Wilson had to step down from organising the Nottingham meetings for the Public Sector Group during the year and I would like to thank her for all her work in organising those meetings. In light of this it was decided to move back to meeting in London three times a year as is planned for 2013.

The October meeting was well attended, at some points there was standing room only. The theme for the meeting was 'Paperless Office: Urban

Myth or Reality'. The delegates enjoyed presentations from Alan Shipman, Richard Jeffrey-Cook, Marc Fresko and in a new departure, we invited a 'user', Marc Barber, to present about the paperless office from a user perspective. The meeting was sponsored by TNT Business Solutions who contributed a presentation about the work they do with Mobile Doctors. At the end of the day the delegates agreed that we should be talking about a "paper-lite" office not a "paper-less" office.

The meeting on 21st March focused on SharePoint: Can we make it work for records management? The meeting was sponsored by Automated Intelligence (AI).

We now have a team who are helping to organise the meetings and deal with the administration of

the Group. Jane Proffitt has taken on the role of secretary to the Group and is dealing with all the Group communications and the Web site and Cerys Ledger has taken on the role of Treasurer and is dealing with all things financial, including liaison with sponsors. This will make the organisation of the 2013 programme so much more effective.

We would like to thank all the delegates who have attended the meetings and the sponsors for ensuring that the meetings take place and are well attended. I would also like to thank Emily Overton who stepped into the role of Groups Director and who has been a great support and encouragement to the Group.

London

James Lappin, Katharine Stevenson · Co-Chairs · london@irms.org.uk

The IRMS London Group is an informal networking group for records managers and those interested in records management. There is no charge to attend events, which are held quarterly at varying venues in central London. All meetings are held in the evening from 5.30pm for an hour's worth of informal networking over sandwiches, tea and coffee. The meetings themselves start at 6.30pm and finish at 8.00pm.

Events to date

19 June 2012 Alison Gibney spoke about the relationship between records

September 13 2012 Stephen Howard and James Lappin spoke about managing records in pan-national governmental organisations.

management and information assurance. Alison described when and when not to use encryption in relation to personal

data, and gave a description of the different types of product on the market for encrypting e-mail.

13 September 2012 Stephen Howard and James Lappin spoke about managing records in pan-national governmental organisations. Stephen spoke about his experiences working with the United Nations and on a European Union civilian crisis management mission. James described his experiences working with the European Commission.

10 October 2012 Julie Stocken and Martin Tucker spoke about the transition from the thirty years rule to the twenty years rule in UK Government. This was a huge change which will involve UK government departments sending two years' worth of records to the National Archives every year.

28 January 2013 Katharine Stevenson spoke about managing e-mail. Katharine described the approach that her organisation has taken to integrating their e-mail client with both their case management system and their electronic document and records management system. This meeting was sponsored by Oyster IMS Resourcing.

11 March 2013 Alex Thompson spoke about approaches to controlling, migrating, moving and de-duplicating

11 March 2013 Alex Thompson spoke about approaches to controlling, migrating, moving and de-duplicating content on fileshares (shared drives).

content on fileshares (shared drives). Gavin Siggers showed how the GARP principles could be used as a framework to present an assessment of an organisation's information management strengths and weaknesses.

Administratively, the main development was that Katharine Stevenson has become co-chair, together with James Lappin. We have started to use an 'Eventbrite' Web site, linked to from the London Group page of the IRMS Web site, to provide guest list management facility for our meetings.

Wales

wales@irms.org.uk

The Wales Group currently has been unable to find a chair person to replace Stuart who had to resign as a result of work commitments. Discussions are on-going with a number of group

members to restructure the organisation and become active in organising a schedule of meetings again. Any volunteers wishing to be part of the organising group should contact wales@irms.org.uk

Discussions are on-going with a number of group members to restructure the organisation.

Midlands

Matt Smith · midlands@irms.org.uk

The Midlands Group aims to promote cooperation and discussion opportunities for Record Managers who might not otherwise get the chance to do so.

The key activities to facilitate this are our Group meetings, of which we held two in 2012. We are dependent upon members to offer venues and we are lucky in that generally we find it very easy to secure the use of appropriate facilities.

During 2012 we met in July and November. For content ideas and indeed for speakers we are again dependent upon our membership, and in this regard we are not quite so fortunate – it can be difficult to get ideas and speakers despite frequent requests and when we do they can often be quite unique in nature, making it difficult to shape a session for the benefit of all.

There was also a change in leadership at the end of the year.

July meeting

Hosted by Birmingham Council, the title of this session was 'Information Governance, Risk and Compliance'.

At this session the Group discussed the challenges in three sessions. These included training to ensure compliance, risks associated with 'cloud' options and governance challenges for Record & Information Managers.

The Midlands Group aims to promote cooperation and discussion opportunities for Record Managers who might not otherwise get the chance to do so. The key activities to facilitate this are our Group meetings, of which we held two in 2012.

November meeting

Hosted by Nuneaton & Bedworth Council.

At this session the Group discussed the role of Records Managers in improvement programmes.

Linda Evans from Birmingham City Council discussed the role the Record Management team had played in the

Matt Smith took over the role of Chair with the continued support of Linda Evans & Rod Bowie, and the additional support of James Sparrock.

strategic improvement programme to move from many disparate office locations into fewer locations.

Leadership change

At the close of 2012, Mark Goddard stepped down from the role of Chair of the Midlands Group.

Matt Smith took over the role of Chair with the continued support of Linda Evans and Rod Bowie, and the additional support of James Sparrock.

Isle of Man

Bernard Toontas · iom@irms.org.uk

Appointments

Appointments for the year 2012/13 were undertaken with Bernard Toontas inaugural chairman and vice chair Meic Pierce Owen.

Events

The planned events for the year were not achieved as a result of a number of major issues.

As part of our initial thinking, we endeavoured to co-host our events with BCS who seemed quite eager to do so. However, this proved to be too difficult. We did attend an event hosted by BCS in September. The formation of the Isle of Man group appears to be favoured by the local community, and several speakers were willing to take part in the events when approached.

The second major issue is the on-going rationalising of the IOM Government. Both Meic and I were affected by this

As part of our initial thinking we endeavoured to co-host our events with BCS who seemed quite eager to do so.

process and both our roles and responsibilities changed. A large number of our contacts also fell into this category. It would appear that in the short term this is now fairly stable.

IRMS membership

The membership is still estimated at around a dozen. We do, however, have a number of 'interested' parties on record.

Ireland

Dorothy Quinn · ireland@irms.org.uk

Following another exciting and successful year for the IRMS Ireland Group with record number of attendees and expert speakers, we are already looking forward to 2014.

The Ireland Group is committed to working in partnership with sister organisations to provide a forum where all involved in information and records management can meet to share ideas, experience and best practice. This approach has proved to be particularly valuable in the current economic climate and has contributed greatly to the success of the events organised by the Group in 2013. Without sponsorship we would be unable to bring these successful informative events to our

Our sixth annual joint event with the Archives and Records Association Ireland was held on Thursday 13th September 2012. The theme of the meeting was "Practical tools for Retention".

members. We would like to thank our sponsors throughout the year and welcome sponsorship for our next event.

The venues in which we hosted the events were also provided at either a nominal cost or for free, so thank you to the National Library of Ireland, Irish Architectural Archives and the Public

The Ireland Group is committed to working in partnership with sister organisations to provide a forum where all involved in information and records management can meet to share ideas, experience and best practice.

Record Office in Northern Ireland (PRONI). In addition to the above our hard-working and dedicated IRMS Ireland Committee members need to be commended in voluntarily giving up their time to co-ordinate and facilitate our events.

A recent event was on 8th November where we had over 60 in attendance.

Speakers were: Dr Niamh Brennan, Dermot Moore, John Morgan, Fearghal Kearney, Iain Fleming and Michael Mc Morrow. The event was sponsored by Digicom.

Our committee members who were elected at our Annual General Meeting after this meeting are as follows:

Chairman: Dorothy Quinn

Secretary: Chris Manson

Treasurer: Brendan Murphy

Training Officer: Liz Robinson
Event and Lobbying Co-coordinator;

Social Media and Web site Editor:
Sarah Hayes

Members without portfolio: Robert Corbett, Amanda Latimer, Lynda McAree, Dermot Moore, Julie Brooks, Claire Graham and Pat Reidy.

Our sixth annual joint event with the Archives and Records Association Ireland was held on Thursday 13th September 2012. The theme of the meeting was 'Practical tools for Retention' and we had 55 attendees including 15 new under graduates from University College of Dublin on the Archives and Records Management course. Our speakers were very well prepared: Eugenie Houston, Barrister Mark Farrell, Brendan Murphy and Noelle Dowling Dublin Diocesan Archives. We thank our sponsor Objective.

The next event is on 5th April in Belfast City Hall where our sponsors are Iron Mountain. The agenda of this event is:

Ken MacDonald, Assistant Commissioner for Scotland & Northern Ireland, Information Commissioner's Office, "The draft EU Data Protection Regulation and its impact in the UK"

Emily Overton and Scott Sammons, IRMS Committee, "Data Protection the perspective of end users, public & private Organisations"

Chris Pounder, Amberhawk Training Ltd, "Privacy Impact Assessments"

Emily Overton and Scott Sammons, IRMS Committee, "Update on IRMS activities and developments"

If you would like to sponsor our future events please email ireland@irms.org.uk.

North

David Mellalieu · north@irms.org.uk

I became Chair of IRMS North almost 12 Months ago when the group was almost inactive and I have found the task of revitalisation more challenging than expected.

I am assisted by Sarah Graham (NHS Tees) and despite a few disappointments, the organised events have received excellent feedback. We are most fortunate that we have a hard-core group of creative members who also want the Northern Group to succeed and we work together to bring new life into the meetings.

Motivation and enthusiasm is still good for the coming year.

IRMS north membership

Doubts remain about the number of members under the IRMS North umbrella and whether JISC Mail is effective in contacting them all.

Marketing

We are using Linked-in and Twitter to promote events. We also make use of the Raillex customer base to promote the IRMS generally.

Events

We held two events, in Durham and in Preston. There are two distinct groups in the North where attendance at both was 20–25, which needs improving. Feedback forms are completed at the end of the meetings and can be made available, if required.

At Durham we covered Retention Schedules and included legal expertise to keep our members on the right side of the law. At Preston the subject was Digital Continuity and Preservation.

An innovation at Preston was a Careers and Recruitment section which was well received and will probably become a permanent fixture.

Financial Services

Paul Finnis · financial@irms.org.uk

The group averages 10–20 attendees including dial in members. It relies on members/vendors to provide venues for the meetings.

Presenters are always requested not to include any sales pitch within their allotted time, which ensures that the information provided incorporates all members in the topics and all

Presenters are requested that the information provided incorporates all members in the topics and all meetings are carried out under Chatham House rules.

meetings are carried out under Chatham House rules.

Our meetings in 2012 consisted of the following events:

June 2012

Venue: Macquarie Group

The group received a thought-provoking presentation from Harwell Document Restoration Service (HDRS), including disaster scenarios such as flooding, fire, mould and infestation and the steps needed to preserve documents.

The past chair provided a report on the IRMS 2012 Conference and how the FSRMF would cover common challenges going forward.

September 2012

Venue: Linklaters

The group received a very interesting presentation from Linklaters, entitled "Going Global – Considerations when implementing a global records retention strategy", which covered the challenges and legal considerations of implementing a global records retention strategy.

The group also discussed the recent Information Governance & eDiscovery for Financial Services Conference.

December 2012

Venue: KPMG

The group received two comprehensive presentations from The Content Group and KPMG. The Content Group demonstrated how technology can manage aspects of the lifecycle stages that content goes through, and KPMG reported on the challenges of managing records and relationships within social media.

At this meeting two new posts of deputy events and deputy secretary were agreed and proposals were made for a joint meeting with a Pharmaceuticals group and FSRMF LinkedIn Group. In addition, the existing members of the group committee were re-elected, and I took the role of Chair for 2013.

The past chair provided a report on the IRMS 2012 Conference and how the FSRMF would cover common challenges going forward.

Scotland

Claire Johnson · scotland@irms.org.uk

2012 review
The Group organised two meetings (April and December) in the past year and thanks are due to our generous hosts Registers of Scotland, Edinburgh and Glasgow City Archives. The committee contributed to various other events (Scottish Council on Archives committee, training events etc.).

Two long-standing members of the committee (Ali Mason and Allan Drysdale) stood down at the AGM and our thanks to them for their hard work are duly noted here. New committee members are Martyn Lockwood and Eleanor Rowe. The acting chair, Claire Johnson, was confirmed in that role.

Congratulations to all who attained post-graduate qualifications in the past year. We only know of three and they are Laura Baird, Joyce Chapman and Dawn Turnbull.

Meetings overview

The April meeting provided both the AGM and an introduction to risk management from practical and academic perspectives. The speakers were Graham Offord

The 'Records and Information Management Scotland Knowledge Hub' provides an online community for sharing expertise. Main features include forums, wikis and notices of events.

(Offrisk Consulting Ltd) and Professor Michael Moss (University of Glasgow).

The December meeting focused on the implementation of the Public Records (Scotland) Act (PRSA) 2011, which places explicit responsibilities to keep public records not only on public sector bodies but any organisation carrying out public sector functions or services.

The speakers were drawn from a range of organisations: National Records of

Congratulations to all who attained post-graduate qualifications in the past year. We only know of three and they are Laura Baird, Joyce Chapman and Dawn Turnbull.

Scotland (Ava Wieclawska and Dr Hugh Hagan); Glasgow City Council (Dr Kenny Meechan, Head of Information Governance); Scottish Council on Archives (Dr Irene O'Brien, Chair); Aberdeenshire Council (Edith Pringault-Adam, Information and Records Manager); Heather Jack (HJBS Ltd, Director).

The 'Records and Information Management Scotland Knowledge Hub' was announced at the meeting and launched formally in February 2013. It provides an online community for sharing expertise and though the group has a Scottish bias members are welcome from all locations. Main features include forums, wikis and notices of events.

The meeting format is increasingly supplemented by other forms of communication and contact with members and the straightened times continue to put more emphasis on delivering the benefits of membership and a network in a variety of ways.

Ghana

Frank Boris-Hemans · ghana@irms.org.uk

Unfortunately there was not much progress in 2012, as many of the members work for government departments and there was much work required for the election of a new president after the sad and untimely death of President John Atta Mills.

There was one meeting held in March.

Membership

We still have a significant number of members (55) but the active members and the paid up members are very few. The Group will create a database of the

Strategies will be introduced to get more active members on board to push the Society ahead.

members and contacts and explore how to encourage more people to become involved. The new IRMS Web site and the new additions will potentially help in that direction.

Way forward

Strategies will be introduced to get more active members on board to push the Society ahead. Support will also be needed from the International Officer.

Members want to take advantage of the Accreditation system introduced as a way of, among others, generating the interest of members and prospective members because it can go a long way to support their promotion status in their various institutions.

Czech Republic

Tomas Bezouska · czech@irms.org.uk

Over the past year we have participated in several conferences and workshops all over the Czech Republic. Among the most important there were Data & Documents (June 2012) Prague, 50 participants; e-government 20:10 (September 2012) Mikulov, 350 participants; Docuride 2012 (October 2012,) Jihlava, 150 participants; and DRMS forum 2012 (October 2012) Prague, 350 participants. The membership has grown but has not fulfilled our targets. The accounts statement will be completed by the end of June 2013 and will be delivered upon completion.

New legislation workshop

We organised our first workshop in October dedicated to changes in key records management and archiving legislation that came into effect in July 2012. The workshop had over 30 attendees and we got a very positive feedback.

First IRMS publication – The RM Dictionary

There has been a problem in definition and use of key terms in records management for quite a time resulting from inconsistent use of terms such as “document” or “archive” in various environments (QA based on ISO 9000

vs Czech archive law vs ISO 15489, etc.). On advice from the Ministry of Interior Memorandum Working Group we have prepared a comparative dictionary covering key terms in records management, their definition in respective sources and a proposed universal explanation and use. The dictionary was published by IRMS CRG in August 2012 and distributed at conferences and workshops through the end of the year. An updated version is being prepared in 2013.

Accredited learning programme

IRMS CRG has developed a unique learning programme covering the whole range of courses starting with general records management overview at one end, and records management audit and training at the other. The whole concept and courses details were submitted for accreditation by the Ministry of Interior and the accreditation was granted in November 2012.

Public administration RM survey

To gain a better understanding of the actual status of records management in public offices IRMS CRG has conducted a survey of more than 50 organizations (ministries, regional government offices and municipal authorities). Results of the survey were published and discussed at several public events.

IRMS CRG has developed a unique learning programme covering the whole range of courses with general records management overview at one end, and records management audit and training at the other.

Accounts

For The Year Ended 31st December 2012

Information and Records Management Society

Income and Expenditure Account for the Year Ended 31st December 2012

	2012	2011	2010	2009	2008
	£	£	£	£	£
INCOME					
Membership	119,985	117,046	90,317	112,288	134,732
Annual Conference	216,500	175,551	198,320	192,746	262,669
Advertising	10,019	5,000	-	-	-
Other income	14,458	1,629	2,899	2,173	2,418
	<u>360,962</u>	<u>299,226</u>	<u>291,536</u>	<u>307,207</u>	<u>399,819</u>
LESS					
Direct costs					
Bulletin and Editorial	47,139	53,080	53,246	64,423	51,274
Conference	215,984	192,036	217,588	191,876	194,744
Total direct costs	<u>263,123</u>	<u>245,116</u>	<u>270,834</u>	<u>256,299</u>	<u>246,018</u>
Less:					
Professional Services and General Items					
Secretariat Management Fees and General Admin*	64,531	39,870	28,107	29,297	33,219
Executive Committee	10,128				
Groups	7,083				
Web site (site maintenance/new site development)	9,485				
Tribal Training JV (Development and Admin)	4,635				
Professional fees*	6,746	33,705	49,092	51,833	35,815
Write off of Bad Debt	3,896				
	<u>106,235</u>	<u>73,575</u>	<u>77,199</u>	<u>81,130</u>	<u>69,034</u>
Net result for the year to date					
Surplus / (Deficit)	<u><u>(8,395)</u></u>	<u><u>(19,465)</u></u>	<u><u>(56,497)</u></u>	<u><u>(30,222)</u></u>	<u><u>84,767</u></u>

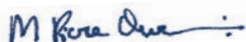
*Secretariat Management fees included in professional fees in previous years

Information and Records Management Society

Balance Sheet as at 31st December 2012

	2012	2011	2010	2009	2008
	£	£	£	£	£
CURRENT ASSETS					
Trade Debtors	5,194	27,233	66,664	161,302	107,208
VAT repayable	14,307	-	8,018	5,351	-
Prepayments	4,683	23,275	9,777	59,673	460
Cash at Bank and on Deposit	54,300	144,755	64,475	84,497	164,369
	<u>78,485</u>	<u>195,263</u>	<u>148,934</u>	<u>310,823</u>	<u>272,037</u>
CURRENT LIABILITIES					
Trade Creditors	12,765	126,032	63,754	168,394	94,638
Accruals	1,309	-	-	-	-
VAT payable	-	3,524	-	-	4,748
Taxation	-	11	8	752	725
	<u>21,184</u>	<u>129,567</u>	<u>63,762</u>	<u>169,146</u>	<u>100,111</u>
NET ASSETS	<u>57,301</u>	<u>65,696</u>	<u>85,172</u>	<u>141,677</u>	<u>171,926</u>
PROFIT AND LOSS ACCOUNT					
Brought forward at 1st January 2012	65,696	85,172	141,677	171,926	87,601
Result for the year	(8,395)	(19,476)	(56,505)	(30,249)	84,325
Deferred Income at Current Liabilities	7,110	-	-	-	-
	<u>57,301</u>	<u>65,696</u>	<u>85,172</u>	<u>141,677</u>	<u>171,926</u>

I approve these accounts and confirm that all relevant records and information for their preparation have been made available to Kingston Smith Association Management, who control the day-to-day running of the Society.


Meic Pierce Owen

Date: 26 March 2013

ACCOUNTANTS REPORT

We have prepared the accounts for the year ended 31st December 2012 from the records and explanations supplied to us by Kingston Smith Association Management.

Cannon Moorcroft Limited, 3 Manor Courtyard, Hughenden Avenue, High Wycombe, Buckinghamshire, HP13 5RE.

A version of the annual accounts including additional detail can be accessed via the Web site.