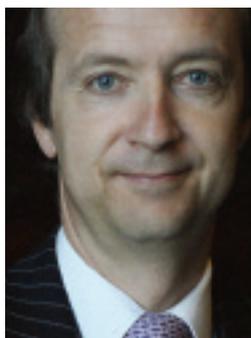


IAB UPDATE

Introduction from your Chief Executive

With the previous edition of IAB Update we enclosed a letter about the establishment, by the IAB, of the IAAP (International Association of Accounting Professionals) inviting appropriately qualified IAB members (at or above level 3 or equivalent) to apply for IAAP membership at a substantially reduced rate. We have been absolutely delighted with the response – with members/applications already in three figures. Thank you to all of you who



have supported this initiative. We believe IAAP membership will add clear value, in terms of recognition of level of qualification and professional commitment, for accounting professionals in the UK and internationally.

We are continuing to collaborate with existing, and some new, providers of CPD, insurance and other benefits, to further extend the range available to members. Our long

awaited and fully updated IAB Members Handbook is now available by logging into the members' area of the IAB website. This contains a wealth of information, guidance and some template documents that members can choose to adopt for use in their business/practice.

In this edition there is yet more relevant information from HMRC for many UK IAB members, as well as items relating to the upcoming IAB Annual General Meeting.

With all good wishes,

Malcolm Trotter
IAB Chief Executive

Chairman's annual report

2010 drew to a close with the IAB having again made a small but significant profit for the year. Members will be aware that 2010 was a difficult financial year for most organisations and we are grateful that our fortunes have not materially suffered. The IAB Council is not expecting that the next year or so will show any significant improvement in global markets, and that in the UK the activities of central government will continue to influence the education sector.

We did well in showing an increase in member numbers over the year, and that is in no small part due to a need to be regulated if in practice under the anti money laundering legislation. At the end of the financial year we moved ahead with plans to introduce our own accountancy qualification, and as I write this many of you will be receiving application forms to join the IAAP – as Accounting Professionals, to enhance individual recognition in the marketplace within which our members trade. If you need an application form please contact Kings Hill.

International business

A very big well done to our International Associate Company – ICB South Africa – which has made significant profits to the end of this year. We hope this will continue

under the astute leadership of Andrew and Belinda Carlsson and their board of directors. This is the second year that we have received a meaningful dividend.

We must also mention our colleagues in India. Since starting up there a little over two years ago the business has generated a worthwhile income, and indeed a few weeks ago our Chief Executive went to an awards ceremony in Kerala, with some 5,000 in attendance.

Other parts of the world are also active in discussing future collaboration, notably the Caribbean Islands and countries in the Far East.

Finally, a big thank you to my fellow Council members, all of whom have undertaken considerable work in difficult times. We recently spent two days in devising our three-year business plan which should serve the IAB well.

Finally, this is my last Chairman's report; by tradition, a Chairman serves for no more than three years – and hasn't time just flown by? I thank all for their loyal support and hope that the incoming Chair will receive equally robust support from both Council and staff.

I wish everyone well for the future,

Clive Johnson FIAB, Chairman, IAB

IAB CONTACT DETAILS

Suite 30, 40 Churchill Square, Kings Hill, West Malling, Kent ME19 4YU, United Kingdom

UK: Telephone: 0844 330 3527 Fax 0844 330 3514
International: Telephone +44 1732 897750 Fax +44 1732 897751
Email: mail@iab.org.uk Website: www.iab.org.uk

Key staff at IAB Head Office:

Compliance and Membership

Compliance Manager: Viv Burrows 01732 897759 vivb@iab.org.uk
Finance & Membership Administrator: Louise Scott 01732 897755 louises@iab.org.uk

Education & Member Services

Coordinator: Chris Wooster 01732 897753 chrisw@iab.org.uk
Education Administrator: Thomas Bird 01732 897752 thomasb@iab.org.uk
Centre Support Officer: Ray Wilkinson 01732 897754 rayw@iab.org.uk



Updates from HMRC

Here's an update from HMRC about the online filing of returns for companies/organisations and VAT registered businesses

IMPORTANT CHANGES TO CORPORATION TAX FILING AND PAYMENT – A REMINDER

Spring is now upon us and with it comes changes to the way Company Tax Return and Corporation Tax payments are sent to HMRC. Here is a reminder of the changes and what companies and organisations need to do now to make the switch from paper to online.

What's changed

From 1 April 2011, companies and organisations must file their Company Tax Returns online for accounting periods ending after 31 March 2010. They also need to pay any Corporation Tax related payments – for any accounting period – electronically. Electronic payment options include BACs, Direct Debit, CHAPS, debit and credit card payments. Additionally, the tax computations and, with very few exceptions, the accounts forming part of the Company Tax Return, must be submitted in a specified data format known as Inline Extensible Business Reporting Language (iXBRL). The key point to remember here is that what is sent to HMRC hasn't changed, just the way it is sent – who has to file a Company Return, when it has to be sent, when tax has to be paid and information that needs to be included in the return remains the same.

What is iXBRL/XBRL

XBRL is short for eXtensible Business Reporting Language and is a computer readable format for financial data. It works by putting a tag on each piece of electronic data (text or numbers) within a document and provides far greater flexibility and efficiency than PDFs. Inline XBRL (iXBRL) makes XBRL readable by people as well as computers. It guarantees that the layout and presentation of information looks the same for both the author and the person receiving it, whether it is being viewed online or as a printout.

Choosing software

Customers can file online either through commercially available software or by using HMRC's own CT filing software, which is aimed at companies with less complex tax affairs. Agents and larger companies with more complex affairs will usually find that a commercial software package or managed service offer greater flexibility and choice. While HMRC can't endorse any individual suppliers' products they have published a list of products that have tested successfully with their systems on the HMRC website.

CORPORATION TAX ONLINE – SOFTWARE AND ONLINE FORMS

Prepare now

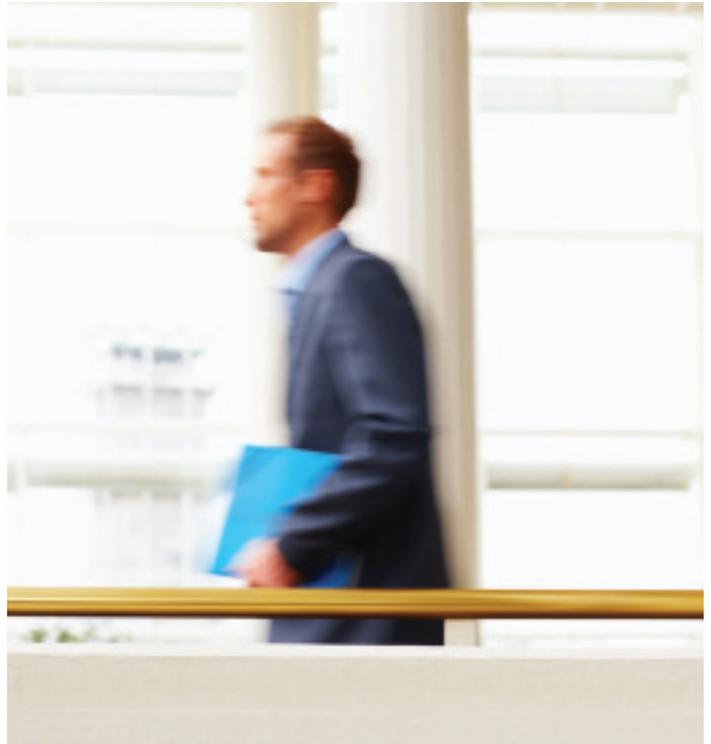
Customers who haven't already prepared for the change should do so well in advance of their paying and filing deadlines.

Preparation includes:

- Registering and enrolling for HMRC's Corporation Tax online service. This applies whether you plan to use HMRC's free online software or commercial software to submit returns online.
- Setting up the necessary arrangements for electronic payment.
- Making sure the accounting software you are using is iXBRL compatible and upgrading if necessary.
- Reviewing your business processes for checking and signing off returns and considering whether they need to change.

Help to manage the transition to online

HMRC doesn't want the technology to be a barrier to online filing. They understand that this is a big change and some people won't get everything perfect from day one. HMRC will be reasonable about difficulties and mistakes and have



recently published guidance to support this approach. You can find full details about online filing and electronic payment with additional support and guidance on the HMRC website.

SWITCHING FROM PAPER TO ONLINE COMPANY TAX RETURNS AND ELECTRONIC PAYMENT

And now for more about online VAT returns...

All online in 2012

On current plans, virtually all VAT registered businesses – including those with an annual turnover of less than £100,000 – will have to file their VAT returns online and pay electronically from April 2012. Over 1.6 million (around 75% of all VAT businesses) are on board, with just over 75% of all VAT returns received during December to February being filed online. But we want to continue to encourage the remaining businesses to get online in 2011. We'll do this by including messages in VAT Notes, on paper VAT returns and also on the website. And we welcome your support in getting your clients to convert to online well before the 2012 deadline.

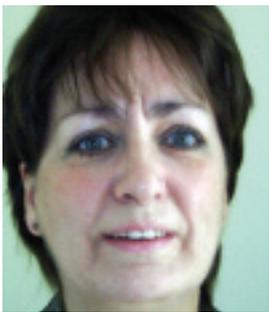
Penalties for not filing VAT returns online

From April 2011, a new penalty regime begins for businesses that were required to file online from 1 April 2010, but who continue to file their returns on paper for accounting periods ending on or after 31 March 2011. During 2010, we reminded businesses who continued to file on paper that they should be filing online and offered extra help if they needed it. So businesses have had almost a year to make the transition to online and that they face penalties if they continue to do so. The amount of the penalty is based on the size of the business's annual VAT exclusive turnover and will range from £100 to £400 each paper return filed.

Due dates and payment tables

The due dates for paying and filing a VAT return differ depending on the electronic payment method used and if a return is filed online. We've provided two tables at www.hmrc.gov.uk/vat/managing/returns/accounts/deadlines.htm to show these in detail.

IAB 2011 ELECTION: MEET THE CANDIDATES



Lyn Eames FIAB has served on the IAB Council since 2009 and has been involved in education and training for over 30 years, her numerous roles giving her a breadth and depth of experience. For a number of years Lyn has been an independent education and training consultant chiefly supporting quality improvement and practitioner performance.

As a manager and practitioner within Further Education, mainly focused on book-keeping and accounts, Lyn has developed the bookkeeping area particularly, seeing the benefits of running IAB courses for adult learners. She finds it rewarding to see adults return to education and training and grow in confidence, developing key employability skills. Many progress through the levels and successfully gain employment. Lyn's work has involved the inception, development and delivery of programmes in the workplace and community, as well as within college. In 2002, she was instrumental in the successful application for Havering College to become a Centre of Vocational Excellence in Accountancy and Finance.



Penny Randall IABFinAdm FIAB has been a council member since 2001, serving on a number of focus groups. Penny's main interest is education and she is an IAB examiner and moderator in both payroll and bookkeeping. Penny has taken a keen interest in educational development over a number of years and is currently working with the Financial Sector Skills Council on behalf of the IAB in developing new industry-based competence qualifications under the new

Qualifications Credit Framework.

Penny has served a term on the board of Institute of Certified Bookkeepers in South Africa, an associate company of the IAB, and she is keen to help develop the IAB's increasing popularity overseas. She firmly believes the IAB's qualifications match the needs of learners and employers alike and, if re-elected, hopes to continue to contribute to the development and expansion of the IAB.



Sue Renaut FIAB runs her own accounting practice with particular emphasis on helping small businesses. Services include bookkeeping, payroll, CIS, HR and employment, management reporting, Self Assessment tax returns and all other business compliance. From studying at evening classes while commuting over 25 years ago she appreciates the huge personal effort involved in gaining qualifications and would welcome the opportunity to represent other like-minded

professionals on the IAB Council. With clients from all areas of business, from manufacturing to retail, and even a local micro brewery, life is never dull. Sue is also Financial Controller for a company offering drug and alcohol education to the Ministry of Defence.

Sue has a variety of hobbies and other activities include Chairman of the Parish Council and Treasurer for the local Crossroads charity, which provides respite care for families. Married to Paul, they have a son, Edward, who has recently qualified as a Chartered Accountant with Deloitte.



Yvonne Strawbridge FIAB has served on the IAB Council since 2009 and has been a lecturer in Accounting and Business studies for the past 27 years, based in the NWRC, Londonderry, Northern Ireland. She has worked in industry for many years, mainly in the field of Accounting/Statistics. She is also a voluntary swimming coach with a local amateur swimming club, and she teaches swimming at a fitness club in her home town. Yvonne has a BA Hons in

Business Studies (specialising in Accounting), a Certificate in Education (Cert. Ed) (Highly commended Teaching Practice), an ILM Level 3 Award in First line Management, the TDLB D32/33 (RSA assessors Award), the TDLB D34 (RSA Internal Verifiers Award), a JEB Word Processing Teacher's Diploma, and a Certified Diploma in Accounting/Finance.



Jane Turley MIAB has been a bookkeeper since 2006; before this she worked in retail. Jane's responsibilities are varied, but her strength has always been leadership and management, which led to being involved with bookkeeping. In retail she gained qualifications and experience within customer services and has gone on to

use this knowledge in her current role as a partner at JJ Bookkeeping and Accountancy. As a partner Jane has a variety of roles, overseeing the bookkeeping for many clients as well as being responsible for staff as they go about their work. The main part of her job is dealing with the clients and the day-to-day needs of their businesses, which is the part of her role she enjoys the most. Every day is a challenge and is always unpredictable.

Jane fits her working life around family commitments. She enjoys the challenge of being a working mum and feels that by joining Council she can offer fresh opinions to an established group of people while learning and gaining more experience to further her career.



Jila White MIAB has a degree in Business Studies, which together with commercial experiences in sales and marketing, provides her with strong appreciation of the complex challenges that companies are facing in today's economic environment.

Having worked in the retail banking sector, Jila assisted with business development and also with devising methods to help tackle money laundering issues.

Jila felt that gaining her IAB qualifications provided a platform to change career and gave her the confidence to seek professional roles following a career break. Election to the IAB Council would provide Jila with an opportunity to contribute to improve professional standards and promote new ways of recruiting professional members.

The Notice of AGM and Form of Proxy are on the back page of this newsletter

THE INTERNATIONAL ASSOCIATION OF BOOK-KEEPERS COMPANY LIMITED BY GUARANTEE

ABBREVIATED BALANCE SHEET

As at 31st December 2010

	Notes	31.12.2010 £	£	31.12.2009 £	£
FIXED ASSETS					
Intangible Assets	2		8,823		17,646
Tangible Assets	3		28,109		36,856
Investments	4		35,001		35,001
			<u>71,933</u>		<u>89,503</u>
CURRENT ASSETS					
Stock		6,655		24,175	
Debtors		121,747		77,250	
Cash at bank		6,832		57,868	
		<u>135,234</u>		<u>159,293</u>	
CREDITORS:					
Amounts falling due within one year		<u>42,515</u>		<u>79,291</u>	
NET CURRENT ASSETS					
			<u>92,719</u>		<u>80,002</u>
			<u>164,652</u>		<u>169,505</u>
Amounts falling due after more than one year			-		(15,112)
TOTAL ASSETS LESS LIABILITIES					
			<u>£164,652</u>		<u>£154,393</u>
RESERVES					
Income and expenditure account			<u>164,652</u>		<u>154,393</u>
MEMBERS' FUNDS					
			<u>£164,652</u>		<u>£154,393</u>

- a. For the year ending 31 December 2010 the company was entitled to exemption from audit under section 477 (2) of the Companies Act 2006 relating to the small companies regime.
- b. The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.
- c. The directors acknowledge their responsibility for:
- Ensuring the company keeps accounting records which comply with Section 386; and
 - Preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year, and of its profit or loss for the financial year, in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Companies Act relating to accounts, as far as is applicable to the company.
- d. These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

ACCOUNTANT'S REPORT ON THE UNAUDITED ACCOUNTS TO THE DIRECTORS OF THE INTERNATIONAL ASSOCIATION OF BOOK-KEEPERS (COMPANY LIMITED BY GUARANTEE)

The Directors are responsible for the preparation of the accounts for the year ended 31 December 2010. They consider that the company does not require an audit under Section 477 (2) of the Companies Act 2006, relating to the small company regime. In accordance with their instructions, we have compiled these unaudited accounts in order to assist them to fulfil their statutory responsibilities, from the accounting records and information and explanations supplied to us.

No matter has come to our attention which gives us cause to believe that compliance with accounting records have not been met, or to which in our opinion attention should be drawn, in order to enable a proper understanding of the accounts to be reached.

To the fullest extent permitted by law, we do not accept or assume responsibility to any third party for the unaudited accounts or this report.

M L Lashford & Co LLP,

Financial Accountants, 23 Park Lane, Halesowen, West Midlands B63 2RA

13 April 2011



DIRECTORS' STATEMENT

The Directors confirm that:

- a. The company is entitled under section 477 (2) of the Companies Act 2006 to exemption from the audit of its accounts for the year ended 31 December 2010.
- b. No member has deposited a notice under section 476 of the Companies Act 2006 requiring audit of these accounts.
- c. The directors acknowledge their responsibility for:
 - i. Ensuring the company keeps accounting records which comply with Section 386; and
 - ii. Preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year, and of its profit or loss for the financial year, in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Companies Act relating to accounts, as far as is applicable to the company.
- d. These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Directors on 13 April 2011.

Signed on behalf of the Board by:- CLIVE JOHNSON, DIRECTOR

NOTES TO THE ABBREVIATED FINANCIAL STATEMENTS

As at 31st December 2010

1. ACCOUNTING POLICIES

The Financial Statements have been prepared under the Historical Cost Convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

TURNOVER

The turnover shown in the income and expenditure account represents amounts invoiced during the year, exclusive of Value Added Tax.

DEPRECIATION

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives

Equipment 33.33% Straight Line

2. INTANGIBLE FIXED ASSETS

	£
Written down value	
At 1st January 2010	17,646
Written down in year	8,823
Written down value	
At 31 December 2009	17,646
At 31 December 2010	8,823

3. TANGIBLE FIXED ASSETS

	£
Cost	
At 31 December 2009	66,298
Additions	9,400
At 31 December 2010	75,698
Depreciation	
At 31 December 2009	29,442
Charge for the year	18,147
At 31 December 2010	47,589
Net Book Value	
At 31 December 2009	36,856
At 31 December 2010	28,109

The Association is a Company Limited by Guarantee, without a Share Capital. The liability of each member is limited to £1.00.

4. INVESTMENTS (FIXED ASSETS)

The Association holds 50% of the Ordinary Shares capital of IFA Services Limited, a company incorporated in England and Wales, Registered No 2908153. The Association also holds 50% of the issued Ordinary Share capital of the Institute of Certified Book-keepers Limited, a company incorporated in the Republic of South Africa.

5. TRANSACTIONS WITH DIRECTORS

None

6. RELATED PARTY DISCLOSURES

a. The Association is related to IFA Services Limited as detailed in note 4 above. The transactions with the company were as follows:

	2010	2009
IFA Services Limited Income	–	£10,422

b. The Investment in the share capital of the Institute of Certified Bookkeepers Limited, of the Republic of South Africa, as shown in note 4 above, issued a Dividend of £21,512 on 31 December 2010, which has been included in these Financial Statements as a Debtor. The Dividend has been received since the Balance Sheet date.



STUDY TEXT BOOKS

IAB study text books are available, covering the QCF bookkeeping range of qualifications as well as the 2008-2010 accredited qualifications. Written by IAB examiners, especially for learners working towards IAB qualifications, they cover the entire syllabus and feature worked examples, sample questions and answers. They are an invaluable part of the study process. The costs of these study texts have been kept to a minimum, and prices shown are for a UK delivery address and include post and packing.

If you don't want to miss out, complete the order form below and return it to the IAB by post, fax or email louises@iab.org.uk

Item	Quantity	Price	Total
IAB Level 1 Award in Bookkeeping QCF (consists of the IAB Level 1 Certificate in Bookkeeping* + supplementary material)		£25.00	
IAB Level 1 Award in Manual Bookkeeping QCF (consists of the IAB Level 1 Certificate in Bookkeeping*)		£25.00	
NEW IAB Level 2 Certificate in Bookkeeping QCF		£30.00	
NEW IAB Level 2 Award in Manual Bookkeeping QCF		£30.00	
IAB Level 3 Bookkeeping incorporating IAB Level 3 Certificate in Bookkeeping QCF & IAB Level 3 Certificate in Manual Bookkeeping QCF		£25.00	
IAB level 4 Diploma in Accounting to International Standards*		£25.00	
Select which delivery method you prefer ** (see note below)			
First class UK postage per book		Included	
Upgrade to Special Delivery per book (this only guarantees delivery, not faster despatch)		£4.00	
TOTAL ORDER			

I would like to pay by:

Debit/Credit Card

Cheque (made payable to IAB)

Please charge : £

Visa

MasterCard

Maestro/Solo/Electron

Card Number

Expiry Date Start Date(if applicable)

3 Digit Security No Issue No(if applicable)

I authorise you to charge my debit/credit card with the amount stated above.

Full Name:

IAB Student Number: Tel No:

Date of Birth: Email:

Delivery Address:

Town: County:

Postcode:

Signature: Date:

***Original 2008-2010 Accredited Qualification Book**

**** If you select the UK standard First Class postage option and the book is lost, you will be required to pay for any replacement required including postage. Only Special Delivery and Courier service is trackable with guaranteed delivery. Orders are sent out within 10 days and the special delivery upgrade does not guarantee next day delivery, only the guaranteed delivery or replacement as outlined above.**

IAB Qualifications for Business is a trading name of the International Association of Book-keepers

Company registration no: 1119378 (England) Limited (by guarantee)

Suite 30, 40 Churchill Square, Kings Hill, West Malling, Kent ME19 4YU

Telephone 0844 330 3527 **Fax** 0844 330 3514 **Email** louises@iab.org.uk **Website** www.iab.org.uk

CHANGES TO COMPANIES HOUSE FEES FROM APRIL 2011

Following a review of its processes and services, we at Companies House have implemented changes to a number of fees (from 6th April 2011). Ministers have agreed to the proposals but we are awaiting final clearance from two government committees before laying regulations in Parliament. We will confirm when this has taken place and we will publish the new fees on our website.

As a Trading Fund, Companies House must operate on the basis of cost recovery. European law and HM Treasury guidance also require costs to be linked to the forecasts for providing each service and the way in which customers can access them.

As a result of the high volume of customers using electronic services, the cost savings made by Companies House can be passed on to customers in the form of reduced fees. In parallel, the increase in fees for certain paper-based products reflects the higher fixed costs of providing services for a decreasing number of customers.

Some same day fees for certain services are being increased; in particular, these are the same day fees for paper incorporation, certified copies and certificates of incorporation. This is to ensure that demand for these 'premium' services will not impact the level of service we are able to offer our standard paper customers. In addition, Companies House has also introduced a new Web Incorporation service (in April 2011). Therefore, a new fee is required and will be included in the revised price list.

The changes will be made by amending current secondary legislation and in some cases by changing fees administratively. Once the administrative and parliamentary process has concluded, full details will be made available on the Companies House website.

Amendments to fees will affect most entities registered at Companies House including Companies, Limited Liability Partnerships (LLP), Limited Partnerships (LP), Community Interest Companies (CiC), Overseas Companies, European Economic Interest Groupings (EEIG) and European Public Limited-Liability Companies (SE). See Annex 1 (below) attached for a list of changes to fees for April 2011.



Annual Fees

Product	Old Fee	New Fee
Electronic Registration		
Companies Annual Return (electronic)	£15	£14
LLP Annual Return (electronic)	£15	£14
Paper Registration		
Companies Annual return (paper)	£30	£40
LLP Annual Return (paper)	£30	£40
Overseas Accounts (paper)	£30	£20

Suppression of an address (s1088 Companies Act 2006)

Product	Old Fee	New Fee
Application to make an address unavailable for public inspection under s1088 CA 2006:		
Companies		
Forms SRO1 – SRO3	£15	£55
LLPs		
Forms LL SRO1 – LL SRO3	£15	£55

Search Services

Subscription Fees		
Subscription fees are being reduced from 6 April 2011.		
Product	Old Fee	New Fee
Companies House Direct	£5	£4
Extranet	£5.88	£4.70
XML	£5.88	£4.70

Monitor

The fee for monitor is being removed with effect 6 April 2011.

Product	Old Fee	New Fee
CHD Monitor	£0.50	Free
WebCheck Monitor	£0.50	Free
Extranet Monitor	£0.50	Free

Annex 1

The following new fees will apply on or after 6 April 2011.

Registration Services

Incorporation/Registration

Product	Old Fee	New Fee
Standard Registration (Electronic)		
Companies Incorporation (Software Filing)	£15	£14
Companies Incorporation (Web Filing)	N/A	£18
Limited Liability Partnership (Software)	£15	£14

Product	Old Fee	New Fee
Standard Registration Paper		
Companies Incorporation*	£20	£40
Limited Liability Partnerships Registration	£20	£40

Same Day Registration (Paper)

LLP (Paper) Same Day Registration	£50	£100
Companies (Paper) Same Day Inc	£50	£100
Limited Partnership Same Day Registration	£50	£100
Overseas Company Same day Registration	£50	£100

Notice of AGM THE INTERNATIONAL ASSOCIATION OF BOOK-KEEPERS NOTICE TO MEMBERS ANNUAL GENERAL MEETING

NOTICE IS GIVEN that the thirtyeighth ANNUAL GENERAL MEETING of the INTERNATIONAL ASSOCIATION OF BOOK-KEEPERS will be held at 11.00am on Thursday 2nd June 2011 at the MIC, 81-103 Euston Street, London NW1 2EZ to transact the following business. All of the resolutions will be proposed as ordinary resolutions.

- 1) To propose the re-election to Council of Mrs Lyn Eames who retires by rotation under the provisions of the Articles of Association.
- 2) To propose the re-election to Council of Mrs Penny Randall who retires by rotation under the provisions of the Articles of Association.
- 3) To propose the re-election to Council of Mrs Yvonne Strawbridge who retires by rotation under the provisions of the Articles of Association.
- 4) To propose the election to Council of Mrs Sue Renaut under the provisions of the Articles of Association.
- 5) To propose the election to Council of Mrs Jane Turley under the provisions of the Articles of Association
- 6) To propose the election to Council of Mrs Jila White under the provisions of the Articles of Association
- 7) To accept the revised Articles of Association as shown on the IAB Website. (A printed copy will be available for fifteen minutes prior to the AGM until the end of the meeting).
- 8) To receive the report of Council and the unaudited accounts for the year ended 31st December 2010 prepared by the independent examiner.

Suite 30, 40 Churchill Square
Kings Hill
West Malling
Kent ME19 4YU
United Kingdom

By order of the Council
C B Johnson
Chairman
2011

FORM OF PROXY

THE INTERNATIONAL ASSOCIATION OF BOOK-KEEPERS FORM OF PROXY

(please print name and address) I.....of
.....Postcode

being a member of the above named Association, hereby appoint
of
or
of

or the Chairman of the meeting as my proxy to vote for me at the Annual General Meeting of the Association to be held on 2nd June 2011 and at any adjournment of that meeting. This form is to be used in respect of the resolutions mentioned below as follows:-

(Please mark with an 'X')

	FOR	AGAINST		FOR	AGAINST
RESOLUTION 1.	RESOLUTION 5.
RESOLUTION 2.	RESOLUTION 6.
RESOLUTION 3.	RESOLUTION 7.
RESOLUTION 4.	RESOLUTION 8.

Signed..... Dated Membership Number.....

This proxy form is to be received by the Association at Suite 30, 40 Churchill Square, Kings Hill, West Malling, Kent ME19 4YU, United Kingdom, no later than midday 1st June 2011.

EXPLANATORY NOTES TO NOTICE OF AGM

Introduction Ordinary Resolution 7 proposes the adoption of amended Articles of the Association. All the changes made are of a minor or administrative nature. A copy of the proposed new Articles showing the changes will be available for inspection at the registered office of the Association from the date of the notice of

the AGM until the meeting is concluded and displayed on the IAB website www.iab.org.uk in the members' restricted area. A copy will also be available for inspection at the AGM venue from 15 minutes before the meeting until its conclusion.