

# CILEX



# — ANNUAL REVIEW 2024

CILEX (The Chartered Institute of Legal Executives)

Company Registration No. RC000850





“I didn’t want to move away from home, so the flexibility CILEX offered really worked for me. CILEX is a fantastic opportunity enabling you to study and work at the same time, so you can instantly put the theory into practice. The sky really is the limit and I’m well on my way to achieving my goal.”

CILEX Student



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# OFFICERS AND PROFESSIONAL ADVISERS

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## COMPANY REGISTRATION NUMBER

RC000850

## BOARD OF DIRECTORS

C Bones (Chair)  
(resigned December 2024)

E Milner (Chair)  
(appointed January 2025)

S Lee

A MacIver  
(resigned July 2024)

M Huggett  
(resigned July 2024)

E Davies

D Olulode  
(resigned July 2024)

J Radford

S Grewal

Y Richardson

M Sullivan  
(appointed April 2024)

C Thorpe  
(appointed April 2024)

T McIntyre-Bhatt  
(appointed April 2024)

L Winskell  
(appointed April 2024)

S Fowler  
(appointed July 2024)

S Chantry  
(appointed November 2024)

## REGISTERED OFFICE

2nd Floor  
The Pinnacle  
Midsummer Boulevard  
Milton Keynes  
MK9 1BP

## INDEPENDENT AUDITORS

Mercer & Hole LLP  
21 Lombard Street  
London  
EC3V 9AH



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“I took the CILEX route into law as a flexible alternative to converting my non-law degree whilst working full time. Becoming actively involved with CILEX has presented so many opportunities I couldn’t have imagined, and I now find myself on the professional board actively advocating for a membership organisation I’m fiercely passionate about.”

CILEX Fellow

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# OUR VISION

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CILEX stands tall as a trailblazer and innovator in the legal world, establishing elevated benchmarks for professionalism and ethics. An advocate for diversity, CILEX propels positive change within the profession, enriching society as a whole. The focus of CILEX-qualified professional lies in the meticulousness of their training, the versatility of their practical skillset and the depths of their specialised experts. In essence, they are not just practitioners, they are champions of excellence.



# EILEEN MILNER, CILEX CHAIR

I write this, mindful of the fact that the year in review was not one in which I had the privilege of actually being part of CILEX. However, it is clear, that in reviewing the year a great deal has happened that is both positive and impactful.

**2024 was the final year in our five-year strategic plan (2019-2024) which saw further progress against our four strategic pillars:**

- **Make Justice Better** – removal of the legislative and policy barriers to full participation of CILEX professionals in the justice system and continue to enable more CILEX Lawyers into the judiciary, partnership and other leading roles.
- **Make Work Better** – challenge the employment experience of our members and look to improve the treatment not just of the CILEX professional as a whole but specifically for those from diverse backgrounds to ensure we root out bias and discrimination wherever it exists.
- **Make Ourselves Better** – improve the membership offer and experience; support the acquisition of practice rights and higher rights by our members and provide high quality education and training that supports both personal and career development.
- **Proud of CILEX** – establish the CILEX route into the law as a strong and credible alternative to the traditional routes in the minds of students and parents; employers and all those within the justice system. Enhance consumer understanding of and access to specialist lawyers and give every member a voice in CILEX, not just Fellows.

Over the past year further progress has been made in delivering our Level 3 Paralegal and Level 6 and 7 CILEX Lawyer apprenticeship routes alongside the blended learning and graduate pathways leading to CILEX Professional Qualification (CPQ). All those graduating at CPQ Professional stage can attain fully authorised CILEX Lawyer status with practice rights assigned at point of qualification with added skills in digital, ethics, effective communication and client care, business acumen and project management. This is something we should be collectively very proud of.

Those graduating at Foundation and Advanced stages now have the opportunity to pursue professional status as a Chartered Paralegal and to be included on the Professional Paralegal Register. Launched in January 2025, providing a public facing directory of those paralegals who are qualified and regulated through CILEX to deliver high quality legal services under the supervision or direction of CILEX Lawyers and Solicitors, the register is an important development.

For existing Fellows who require a top-up assessment to attain practice rights we continue to determinedly make representations to our delegated regulatory body, CILEX Regulation (CRL), to provide more accessible and affordable options and to attain this additional authorisation.

In 2024, CILEX Regulation was granted authority to award Higher Rights of Audience and the first cohort of Chartered Legal Executives are currently working towards this status.

For CILEX Entities, our work to change the policies of the major mortgage lenders has resulted in all but one now accepting CILEX-Led conveyancing firms onto their lender panels. This represents much needed progress.

During 2024 we also received confirmation from the Ministry of Justice regarding plans to deliver the reforms required to remove the remaining barriers to equality of opportunity in the career pathways available to CILEX Lawyers, specifically:

- Amendment to the Prosecution of Offences Act to enable CILEX Lawyers with the required practice rights to become Crown Prosecutors.
- Recognition of the CILEX Duty Lawyer scheme alongside the Law Society Duty Solicitor scheme within the Legal Aid Agency contract.

We celebrated the first CILEX Recorders and Upper Tier Tribunal Judges appointed following amendment to eligibility criteria in 2023, opening up more senior judicial roles to those who qualified via CILEX. In December we launched our flagship Judicial Academy with the Lady Chief Justice giving her support to the initiative, welcoming CILEX Lawyers within the judicial family and encouraging all young legal professionals to consider a future judicial career. The Academy provides a comprehensive, structured approach to gaining the experience and skills needed to prepare for judicial appointment including confidence building, leadership development, career coaching, mentoring by a judge and access to significant and impactful networking opportunities.

Designed to fit around professional commitments, the programme bridges the gap between practice as a lawyer and the personal and professional attributes needed to transition into a judicial role.

At our first CILEX Conference held in Autumn 2024 we launched the next phase of our strategy with a focus on building stronger awareness in

the workplace of the CILEX education pathways and the value of recruiting and investing in CILEX professionals as a means of building a competent, progressive and diverse workforce.

The event saw speakers from industry, our Professional Board and the wider sector share their experiences and insights around the use of AI in the legal sector, why wellbeing for lawyers is a must, and the importance of building a more diverse and inclusive legal profession.

Our Professional Board, led by CILEX President Yanthé Richardson, has continued to build our member networks and engagement programme. The insight gained through our member roadshows, conference and Special Reference Groups focused on workplace culture, barriers to practice rights and parity of career opportunities. Member views and feedback has informed our policy positions in respect of changes in conveyancing, criminal legal aid, digitalisation and reform to the justice system and allowed us to respond to public consultations and focus our engagement with Government and decision-makers.

Finally, having approved planned changes to our Charter and Byelaws at our Special General Meeting in June 2024, we have now received Privy Council approval for the necessary Charter Amendment Order meaning that in 2025 we can award the status of Chartered Paralegal and allow all members to vote at our AGM and to apply for roles on our Professional board and committees.

We will begin recruiting for new professional board members during 2025 and look at more ways to engage with and integrate all categories of membership into our work.

The Charter amendment will also enable us to make an application to the Legal Services Board to revise our model of delegated regulation, completing our programme of reforms “Enhancing Consumer Trust and Confidence” that we consulted on in 2023.



All of this progress has only been possible thanks to the hard work and commitment of the staff team and Board colleagues (past and present) who are passionate about CILEX and have worked tirelessly to deliver our mission.

As 2024 ended, we said farewell to my predecessor, Professor Chris Bones, whose six-year tenure was one of immense commitment to CILEX and the work that it does. He has left behind a legacy of an organisation that has made significant advances for its members and my commitment is very much to continue this theme. Chris and I share an absolute passion for ensuring that there is an enhancement of access to justice in the UK and indeed beyond our borders. CILEX members have a proud and hard-earned history of success in this space. I have been both heartened and humbled to hear from many of our members about the often circuitous and challenging routes that they have taken into the law. Everyone I have spoken to has been clear that CILEX changed their lives for the better and now they, in turn, are taking all and every opportunity, to open up the same route for others. This is a sign of a highly motivated and values driven profession – my thanks to all of you for what you are doing. As we look forward to 2025 and indeed beyond, we will continue to build upon the excellent work that has already taken place. We will respond to both challenges and opportunities – our guiding points of reference always being the four strategic pillars that encapsulate who we are.

We will continue to use our voice and influence in the policy making environment and it is heartening that I am already finding that CILEX has a voice that is very much appreciated in this space. We want to reach out and engage more effectively with employers and with education providers – above all, we want the value of CILEX routes into the law to be better known, better understood and consistently appreciated for the excellence they represent. This is a shared endeavour and together, as a professional body and membership, there can be few limits to what we can achieve.



A handwritten signature in black ink that reads "Eileen M. Milner". The signature is written in a cursive, flowing style.

Eileen Milner  
Chair



“Reaching the end goal of CILEX Lawyer is a long journey filled with challenges. I’ve spent the last few years balancing full-time work, family life, studying and late nights (of which there were many). But the sacrifices were worth it. I’m eternally grateful for the support I receive from family and colleagues along the way. The joy I felt when I received confirmation that I’d made it and could officially call myself a CILEX Lawyer made it all worthwhile.”

# CEO REPORT

**2024 has been a bitter-sweet year for the institute, with challenging economic headwinds, significant political movement and continued external delays to key initiatives.**

Despite this we have seen growth in our CPQ qualification offer and seen improvement in pass rates, launched our new CLE Level 6&7 apprenticeship offer and have seen record numbers of members engaged in our work and attending our events. We remain assured that our staff team have been focused and relentless in establishing an organisation that is now more than ready to meet the demands of our changing sector and of our profession.

Throughout the year, we made substantial progress across key workstreams, including our qualification pathways, broader educational offering and policy initiatives all whilst delivering an improved and more varied member event programme. I am confident, that as the initiatives become embedded within both the organisation, and more widely across the market, they will position us strongly for growth in 2025 and beyond.

As the year progressed, we saw improved levels of engagement from members, employers and potential students. This reflected significant changes to our marketing, business development and membership teams. These changes have been driven by a desire to have a more active approach by the institute to growing our profession. As we move into 2025, we will be investing further into wider market engagement to improve visibility and understanding of CILEX professionals, and the distinctive nature of our qualification pathways.

In 2024, our Customer Service Team handled over 14,546 calls and responded to more than 30,52 digital/online enquiries. Meanwhile, our Marketing team engaged with audiences across multiple channels, sending over 3,600 emails, managing more than 110,000 followers across our social media channels while gaining over 3,200,000 impressions and achieving 1,318 national, legal and trade press articles.

## Financial performance

2024 was a challenging financial year for the CILEX Group, with a total comprehensive loss of £1.4m – an increase of approximately £1m compared to 2023. Whilst membership and qualification revenue remained steady – growth in CPQ being offset by declines in legacy sales – overall revenue declined by 3%. This was as expected with a forecasted lag on new apprenticeship income (as new standards were launched in Autumn 2024), and external factors delaying the launch of new routes into membership.

Operating costs were carefully managed, though additional expenditure was incurred as part of CILEX's exploration of regulatory changes. Steady investment returns helped offset some of the financial pressures. Key drivers for ensuring continued efficient financial performance include:

- a small decline in overall organisation headcount as we continue to focus on operational efficiencies and increased contribution from key revenue generating departments.
- realignment of organisational resources and capabilities to reflect our ambition to increase awareness of CILEX amongst key stakeholder groups
- a positive return on our investment portfolio, reinforcing financial resilience
- an increasing diversity to our revenue streams, providing a strong foundation for future growth.





“The ability to work and study law at the same time was very important to me particularly gaining practical working experience in a legal environment. CILEX provided the flexible training route enabling me to study around my work and gain working experience; it gave me the best of both worlds.”

CILEX Member

Throughout 2024, significant time and effort has been dedicated to refining our member, qualification and commercial models, positioning CILEX for long-term financial sustainability. As we move into 2025, we remain focused on strengthening our financial health, expanding our income opportunities and ensuring that CILEX continues to invest in the future of our members and the wider legal profession.

As we navigate a shifting education and employment landscape, alongside wider macroeconomic challenges, we remain focused on financial resilience and sustainable growth.

## Membership services

Growing our profession and supporting our members in advancing their legal careers remain key priorities for CILEX.

In 2024, we prepared - ready for launch - a new route into Paralegal membership. Our 'experience assessment route' enables individuals to demonstrate how their validated professional experience meets the standards set out in our competency framework. This is a route we used in which to welcome members of the former Institute of Paralegals into CILEX. We will be launching this experience route into membership more fully to the market in Q2 2025, expanding our diverse community.

Alongside this, we continued work on a revised CILEX Professional Paralegal Register, which alongside our experience assessment route launched in January 2025. This is an important register fulfilling the public interest duty upon which our charter is granted. The register will provide for the public (and employers) to quickly and easily identify regulated CILEX Paralegals who have met our rigorous standards of competence and conduct.

It has been a year of remarkable professional progression. In 2024, over 550 members achieved CILEX Fellowship, while over 150 students progressed to CILEX Paralegal, and more than 300 members progressed from CILEX Paralegal to CILEX Advanced Paralegal. We proudly celebrated these achievements at our Annual Graduation and Admissions Ceremony in October, where over 1,000 attendees joined us for an unforgettable event, marking a major milestone in our members' careers.

Another highlight of the year was hosting the National Paralegal Awards for the first time as CILEX. With over 180 guests in attendance, we honoured the achievements and impact of paralegals across the legal sector through

15 award categories. In 2025 we aspire to grow this event further with the ambition to make this event the pinnacle of the paralegal award events.

Member engagement remained central to our work throughout 2024, culminating in the launch of the CILEX Conference in November. Over 100 members came together to gain insights, knowledge and practical skills across transformative themes, including GenAI, diversity & inclusion, wellness and strategies for building valuable professional relationships.

Looking ahead to 2025, we're committed to further enhancing member engagement and experience. We've already launched a new series of Connect & Grow events, and will continue to expand our digital member communities and build on the success of the CILEX Conference and National Paralegal Awards, ensuring even more opportunities for our members to connect, develop and thrive. To support this body of events we also plan to roll out more fully our digital member communities to allow members and students to connect and build communities around themes that are most important to them.

## Policy & Public Affairs

Throughout 2024, CILEX continued to champion the interests of its members, engaging with policymakers, regulators and the wider legal community to drive meaningful change. Our commitment to influencing policy and raising awareness of key issues has strengthened our voice in the sector, ensuring that CILEX members are recognised and valued across the profession.

CILEX played an active role in shaping legal and regulatory developments, reviewing and assessing 69 consultations throughout the year. We engaged over 10% of our membership through our Specialist Reference Groups (SRGs), distributing 31 consultations for feedback and responding formally to 27 consultations - ensuring our members' expertise and perspectives were represented at the highest level.

During 2024, engagement with policy updates more than tripled compared to 2023, rising from an average of 73 per campaign in 2023 to 260 per campaign in 2024. This surge in engagement reflects the increasing influence and relevance of CILEX's policy work within our community.





CILEX is such a fantastic professional body full of opportunities for Paralegals and I want to make sure I can shout this from the rooftops for aspiring Paralegals and Lawyers. Being Chartered makes me feel included in the profession. When you're Chartered it shows a standard of experience and understanding which is important. Experience counts a lot in this industry, and it was wonderful to show how much of that I have under my belt. The interview was a great opportunity to reflect on this."

Paige Gouldthorpe, Fosters Solicitors (Experience route)



CILEX's policy and public affairs initiatives gained widespread media coverage in 2024, featuring in key legal, property and financial publications, including: Law Society Gazette, Legal Futures, Law360, Solicitors Journal, Property Wire, Inside Conveyancing, Today's Wills and Probate, Claims Media, Insurance Edge, IFA Magazine, The Times – Legal Diary. This media presence has reinforced CILEX's position as a leading voice in the legal sector, influencing public disclosures and regulatory decisions.

CILEX achieved several major policy successes in 2024, further cementing our members' professional standing:

- CILEX Lawyers as Crown Prosecutors – The Government committed to legislative changes that will enable CILEX Lawyers to become Crown Prosecutors.
- Higher Rights of Audience (HRA) for CILEX Lawyers – The Legal Services Board (LSB) approved CRL's application to expand regulatory arrangements, allowing CILEX Lawyers to obtain Higher Rights of Audience. The HRA assessment and training programme was successfully launched in partnership with the University of Law.
- CILEX Lawyers as Duty Solicitors – The Government and the Legal Aid Agency (LAA) have agreed in principle to recognising CILEX Lawyers as Duty Solicitors as part of a criminal legal aid scheme.

In 2024 CILEX also noted the first CILEX Lawyer appointed as a Recorder – following the update to the law enabling suitability qualified CILEX lawyers to apply to become Recorders and Upper Tribunal judges. Nick Hanning was appointed and deployed to the South-Eastern Circuit, where he sat in Family Law before sadly passing away on New Years Eve. Nick was a trailblazer in many areas as a CILEX Lawyer, and we are delighted he will be forever remembered as the first CILEX Lawyer to be appointed as a Recorder.

The above milestones mark a significant step forward in ensuring CILEX members have the same professional opportunities and recognition as their counterparts in the legal sector.

The CILEX Foundation continued to make a tangible impact in 2024 with the launch of the Launchpad to Law scholarship programme. Designed to support aspiring legal professionals, this initiative provides funding and career-enhancing opportunities, enabling individuals to explore a career in law at their own pace. Awardees included career changers, returning parents, mature students with disabilities and those working in allied or non-legal support roles.

In total the Foundation awarded 23 scholarships and bursaries, including, 5 full scholarship awards valued at £64,650, 5 Launchpad to Law awards valued at £6,901 and 13 Bursaries valued at £52,581. A total of over £124,000. Reflecting CILEX's ongoing commitment to diversity and inclusion, 8 of these awards were granted to students from Black, Asian or underrepresented ethnic backgrounds as part of the Millicent Grant Scholarship Awards.

Through its policy work, public affairs initiatives and scholarship programmes, CILEX continues to shape the future of the legal profession – breaking down barriers, advocating for its members and ensuring that talent and ambition remain the defining factors in legal career progression.

## Qualifications – CILEX Awarding Body

In 2024, our Awarding Body played a critical role in supporting learners on their journey to legal qualification, delivering a total of 5,304 exams across the Level 6 qualification and the CPQ Foundation, Advanced and Professional stages. Additionally, we successfully delivered over 300 End Point Assessments (EPAs) for apprentices completing the Level 3 Paralegal and Level 6 Chartered Legal Executive apprenticeships.

We are pleased to report that pass rates remain strong across all levels; Level 6 qualifications are holding a pass rate of 71%. CPQ Foundation has an 80% pass rate, while CPQ Advanced has an 84% pass rate, and a 77% pass rate is being obtained at CPQ Professional stage.

With the launch of CPQ our aspiration was to launch an attractive and credible alternative to the more traditional routes into the profession. As the CPQ qualification matures in the market we are seeing consistently positive feedback related to the design, delivery and robustness of this qualification – and with significantly better attainment results than alternative qualifications we can be confident that our structured and progressive approach to teaching and assessment is a real strength in our qualification offering.

In line with our long-term strategy, 2024 marked the closure of the Level 6 qualifications to new learners. However, we remain committed to supporting those currently studying, ensuring a smooth transition before the full withdrawal of the Level 6 qualification from the market in 2026.

As we look ahead, our focus remains on delivering high-quality assessments, maintaining rigorous standards and supporting learners through the evolving legal education landscape. As we look to grow our profession in 2025, we will also be revisiting our 'routes to market' for our qualification to ensure the model devised at the inception of the CPQ remains appropriate and meets the needs of the profession and our learners.

## Educational delivery – CILEX Law School

At CILEX, education is at the heart of our mission to transform the legal profession and create opportunities without barriers. Through CILEX Law School (CLS) we continue to deliver high-quality CPQ Foundation, Advanced and Professional learning, via distance learning, alongside a growing portfolio of apprenticeships that enable aspiring legal professionals to earn as they learn.

In 2024, more than 1,000 learners registered on the CILEX Professional Qualification (CPQ). Of these, over 670 were studying with CILEX Law School, working to achieve CILEX Paralegal status on completion of their Foundation stage modules, and progression on to CILEX Lawyer pathway in their chosen specialism.

1,557 students registered for CPQ exams in 2024, with over 3,600 exams sat, with 80% passing Foundation Stage assessments, 87% passing Advanced Stage assessments and 74% passing Professional Stage assessments through our Law School, setting the benchmark for national performance.

Apprenticeships remain a vital part of our commitment to widening participation in the legal sector. In late 2023 we launched revised standards for Level 3 Paralegal Apprenticeship, and we followed this in late 2024 with the launch of the new Level 6 Chartered Legal Executive Apprenticeship and Level 7 Chartered Legal Executive Litigator and Advocate Apprenticeship. We have seen strong enrolments across our apprenticeship programmes with 169 apprentices in training during 2024, and 193 apprentices having been supported during the year.

Additionally, CLS continues to offer Level 3 Business Administration Apprenticeships, with plans to expand into further business-related standards in 2025/2026. In response to sector demand, CLS has also started to develop specialist Level 3 Paralegal apprenticeship programmes tailored to support Local Government multi-disciplinary teams and NHS Clinical Negligence departments, ensuring that our training remains aligned with real-world legal needs.

Further to the delivery of our qualifications there were other notable achievements in 2024:

- In March we saw the departure of Kim Morrison as the Head of CILEX Law School. Kim had been a passionate and dedicated leader of our Law School, and I am sure many of those who benefitted from Kim's teaching and support will recognise her commitment to the work and mission of CILEX.

We were however delighted to welcome Professor Judith Bourne as the new Dean of CILEX Law School in May. Despite originally qualifying as a Barrister, Judith has significant experience of both teaching and leading legal education institutions joining us from time leading the law schools at St Mary's University and Roehampton University.

- A major highlight of 2024 was the Ofsted inspection of CILEX Law School, which took place in July. After a significant body of improvement work was undertaken since our previous inspection in 2022, we were delighted to receive an overall 'Good' rating across all key areas. This outcome is a testament to the high standards of education, training and support that CLS provides, ensuring their students have the skills and knowledge to thrive in their legal careers.
- In December CILEX launched its Judicial Academy to help bolster the number of CILEX Lawyers, Solicitors and Barristers applying to become Judges. This initiative – designed and delivered by CILEX, but open to all from the legal profession who meet the entry criteria – was launched at a Reception hosted by the Lady Chief Justice, Dame Sue Carr at the Supreme Court. This programme is designed to support up to 500 potential Judicial candidates over the next 5 years by providing access to career coaching, mentoring and a programme of learning built around four key pillars which explore mindset, networking, personal development and advocacy skills.

## Regulation

In October 2024 the CILEX Board re-affirmed its decision to continue to pursue a change to its model of delegated regulation, by seeking LSB approval to redelegate discharge of its regulatory functions from CILEX Regulation (CRL) to the Solicitor Regulation Authority (SRA). In reaching this decision the board reflected upon evidence from a number of key stakeholders including (but not limited to) consumers, CRL, the SRA, members and legal employers. It was the belief of the CILEX Board that based upon the evidence presented – after significant deliberation, that an application to redelegate the act of regulation to the SRA would be in the public interest.

An application to the Legal Services Board (LSB) has now been developed, and we await confirmation from the LSB as to the process and timeline for submission and decision.

## Leadership

2024 was a pivotal year in the governance of CILEX with significant turnover in the CILEX Board. Over the year we welcomed 5 new Non-Executive Directors, and notably at the end of the year we saw the appointment of a new Chair.

I would like to extend both my professional, and personal thanks to those Board members who have served on the board over the last 6 years who stepped down in 2024. A special note is also due to Professor Chris Bones who stepped down as Chair of CILEX in December. Chris created a compelling vision for the Profession and the Institute, and constantly challenged the Executive team to believe in better and to be confident and proud in the legal professionals our profession creates. It was this ambition and confidence that has led to CILEX being successful in removing many of the legislative barriers that limited the careers of so many members. Under Chris' leadership the profession saw significant wins – but we are minded there is still much to do to create true parity of esteem in the profession.

I am delighted to welcome Eileen Milner to CILEX as the new Chair. Eileen brings a wealth of experience particularly from the education and regulatory sectors which I am sure will prove extremely valuable to our work as we continue to ensure our CILEX Lawyers and CILEX Paralegals act as a force for good within the legal services sector.

Operationally our work to build a more efficient and effective operating model for CILEX continues. In 2024 we took significant steps to strengthen our leadership and organisational foundations, ensuring that our internal culture, policies and processes align with our mission and evolving ways of working.

With a 4% improvement on staff turnover compared with 2023 and absenteeism remaining at just 1.9% our efforts in organisational development are delivering tangible results. Recruitment processes were streamlined reducing the average time to hire to just 33 days, with 27 vacancies filled, including four through employee referrals.

At CILEX, we're committed to continuous learning and professional growth. In 2024, employees attended an average of 4.5 hours of training or workshops, compliance with mandatory e-learning exceeded 90% and we supported three employees in apprenticeships, in business development, publishing and HR.

This year, several major initiatives were implemented to enhance efficiency, inclusivity and employee experience:

- Restructuring the law school, to ensure a clearer focus on student learning and experience.

- Transitioning part-time employees to an hours-based holiday system to ensure greater equity.
- Improving recruitment accessibility, including enhanced advertising through Disability Aware and the Armed Forces Covenant – supporting opportunities for families of serving military staff, and also supporting those transitioning out of military service.
- Launching a wellbeing pulse survey, providing insights that will inform future employee engagement initiatives in 2025 and beyond.

## In summary...

As we move forward into 2025 our position within the market continues to be strengthened. In 2025 we have a more complete and compelling offer for members, students and employers alike. As we have navigated our programme of transformation over the last few years our offer to the sector has at times been a mix of old and new – not always clear and not always aligned to the current and emerging needs of the market. As we enter 2025 – I am confident that our offer is cleaner, more coherent and more considerate to the changing demands of the sector. This will undoubtedly bring an improved financial return for the Institute, but more importantly will support more fully the desire we have to grow our profession.



A stylized, handwritten signature in dark ink, appearing to read 'Craig Hamer'.

**Craig Hamer**  
**Chief Executive Officer**



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"I came across CILEX later in my life after previous career paths had ended and I'd started a family. Studying, while working full-time and raising a young child was a relentless challenge but I refused to let the opportunity slip away. The CILEX qualification was giving me opportunities, skills and expertise that I was able to take into the world of work and thrive. By the time my daughter was 6 I'd qualified as a Chartered Legal Executive. But that was just the beginning; I worked tirelessly, gained promotions and even achieved my practice rights on my daughter's 14th birthday. It took resilience, determination and the power of never giving up – but I realised my dream."

CILEX Fellow

# REPORT FROM CHAIR OF APPOINTMENT AND SCRUTINY COMMITTEE REPORT

FOR THE YEAR ENDED 31 DECEMBER 2024

## INTRODUCTION

The Scrutiny Committee, established in 2019 as part of CILEX's Governance Framework, comprises the five most recent past Presidents of the Institute. Our purpose is to provide independent oversight and scrutiny of the CILEX Board, ensuring its effectiveness in fulfilling its duties and maintaining robust governance structures. This report summarises our activities and findings for 2024.

## BOARD OVERSIGHT AND DECISION-MAKING

The committee held two meetings in 2024, receiving comprehensive reports from the CILEX Chair and President. These reports covered a wide range of areas, including strategic planning, financial performance, public affairs, education, and risk management. We thoroughly reviewed the Board's decisions throughout the year and found them consistently supported by robust analysis, risk assessments, and impact evaluations. These decisions reflected CILEX's responsibilities as a chartered body, professional association, approved regulator, and awarding organisation, acting always in the public interest.

## KEY ACHIEVEMENTS AND INITIATIVES

2024 witnessed significant progress across several key areas:

- **Legal Qualifications:** We saw increasing levels of acceptance of the CILEX Professional Qualification (CPQ) within the legal services sector. Increasing volumes of learners entering the qualification coupled with excellent pass rates, is highly encouraging. Further to this the successful launch of our new Level 6 and Level 7 CLE apprenticeships in October 2024 provides enhanced access to qualification. CILEX can now offer a fully funded route to qualification, alongside our traditional distance learning offer.
- **CILEX Law School (CLS):** The "Good" rating received from the OFSTED inspection in July 2025 validates the high quality of education provided by CLS. The committee extends its gratitude to the CLS staff for their continued improvement efforts under the stewardship of its new Dean, Professor Judith Bourne.

- **Government Commitments:** Following substantial work by the CILEX Policy & Public Affairs team, 2024 saw several key government commitments translated into tangible action including the:
  - Launch of the Higher Rights of Audience top-up program.
  - Agreement with the Legal Aid Agency to permit qualified CILEX Lawyers to serve as Duty Lawyers.
  - Agreement with the Office of the Public Guardian to include CILEX Lawyers in future Panel Deputy recruitments.
  - Inclusion of CILEX members in the Judicial Reverse Monitoring Scheme.
- **Board Renewal and Leadership:** The Board composition saw considerable positive change in 2024. The addition of five new non-executive members brought a diverse range of expertise. In 2024 we also saw the departure of Professor Christopher Bones after his six years as Chair of CILEX. We thank Chris for his endeavours and for the impressive body of work he led as the first Non-Executive Chair of the Institute. Chris forged an ambitious vision for the organisation and constituted an ambitious programme of transformation for the profession including the launch of the new CILEX Professional Qualification as well as a significant legislative change agenda designed to provide more rights for our members – creating a more equitable legal services market for our members.

We now welcome Eileen Milner as the new Chair of CILEX. Eileen's professional background is in public service and across the course of her career she has variously worked within central government, health, academia and in the private sector in the technology industry. She was the CEO of the Education and Skills Funding Agency and a Director General within the Department for Education, where she was responsible for a budget of some £65bn and for key policy areas including skills reform. We are confident that Eileen will lead the Institute with commitment, focus and distinction.



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## GOVERNANCE AND ASSURANCE

The Scrutiny Committee confirms that CILEX's governance arrangements remain robust and fit for purpose. The independence of the Board, with an independent Chair and a lay majority, ensures impartial decision-making free from potential conflicts of interest. Regular engagement with members through various channels—including networks, special reference groups, webinars, digital communities, and a member conference—ensures that member perspectives are consistently considered and incorporated into policy development. Data indicates over 10% of the membership actively engaged through these channels in 2024.

## CONCLUSION

The Scrutiny Committee is satisfied that the CILEX Board discharged its duties diligently in 2024, demonstrating effective leadership and governance. The institute's achievements reflect its commitment to serving the public interest, advancing the legal profession, and upholding the highest standards of quality and integrity. We commend the Board for its continued dedication and look forward to supporting CILEX in its future endeavours.

**Craig Tickner**

FCILEX (Past President 2020-2021)

Chair of Appointment and  
Scrutiny Committee





# 2024 A YEAR IN REVIEW



AND CILEX IN NUMBERS

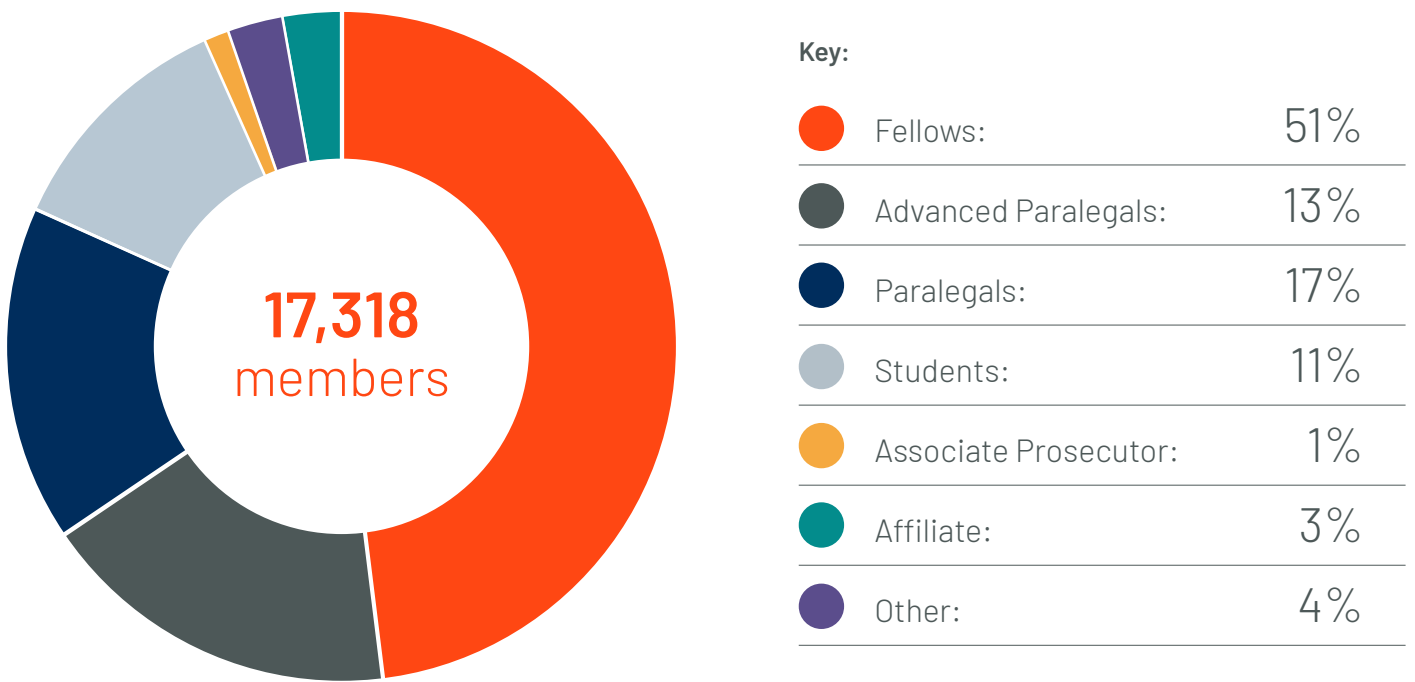


# OUR MEMBERSHIP IN NUMBERS

For over half a century, CILEX has been at the forefront of opening up new pathways into the legal profession. In 2024, we strengthened our commitment to inclusivity and career progression with the ongoing integration of previous members from the Institute of Paralegals into the CILEX community, the launch of the CILEX Judicial Academy and through the delivery of the newly launched CILEX Conference.

At CILEX, we know that career growth and personal development are not just aspirations – they’re essential. That’s why we place our members at the heart of everything we do, ensuring their journey with us is not just about gaining qualifications but also about unlocking opportunities, building confidence and shaping the future of the legal sector.

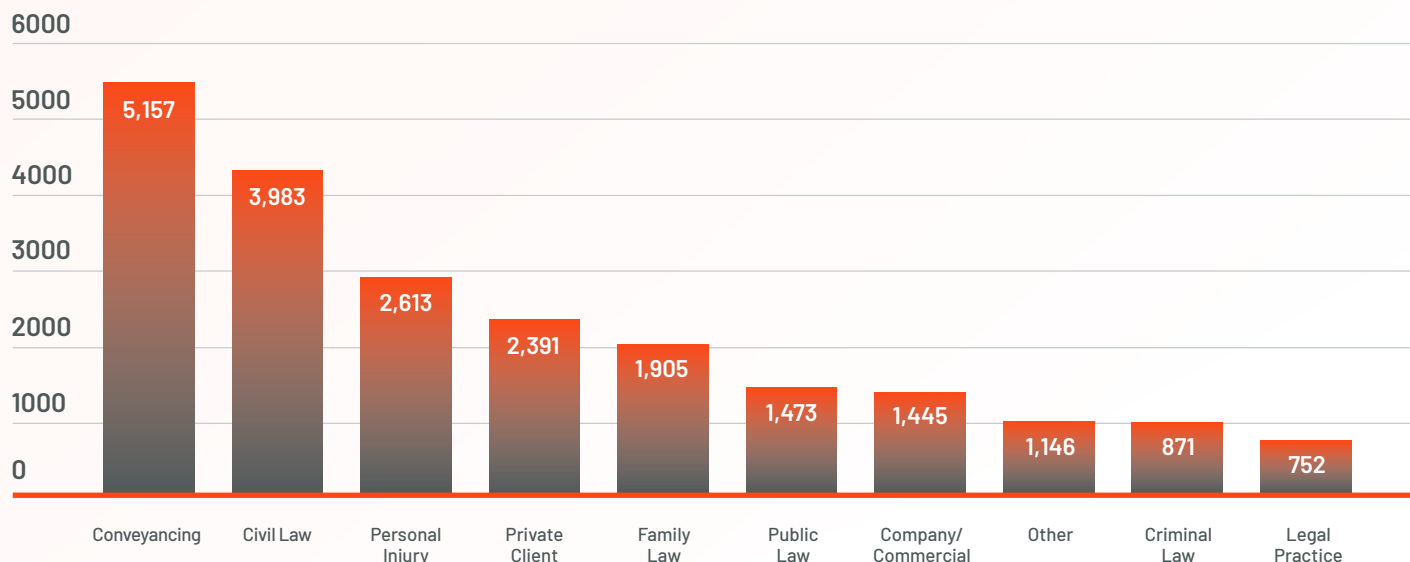
## MEMBERSHIP OF THE INSTITUTE





## TOP 10 SPECIALISMS

We continue to provide diverse qualification pathways across a wide range of legal practice areas, empowering our members to build successful careers in the specialisms that inspire them.



## ACHIEVEMENTS

While attracting new members to CILEX is essential, we also take great pride in the achievements of our existing members. 2024 has been a remarkable year for progression, with substantial numbers advancing through the qualification and membership grades – a testament to their dedication and the strength of our supportive career pathways.

**565** members gained Fellowship



**7** CILEX Advocates



**167** Practice rights authorised

**483** members progressed from CILEX student to CILEX Paralegal / Advanced Paralegal

# OUR DIVERSE MEMBERSHIP

At CILEX, inclusion and diversity aren't just principles – we embed them at the heart of everything we do. We celebrate and champion the diverse voices that enrich the legal profession, recognising the immense value they bring to both the sector and the communities our members serve.

We're proud that 76% of our members are women and that approximately 16% come from Black, Asian or Minority Ethnic backgrounds – figures that reflect our ongoing commitment to building a more representative and inclusive legal landscape. Diversity isn't just a goal; it's a defining part of who we are.



**76%**  
WOMEN



**23%**  
MEN

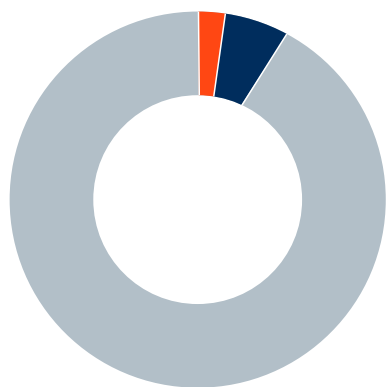


**16%**  
MINORITY GROUPS

**6.7%** OF OUR MEMBERS  
CONSIDER THEMSELVES  
TO HAVE A DISABILITY

**4%** OF OUR MEMBERS  
ARE LGBTQA+

## SEXUAL ORIENTATION



Key:



4% LGBTQA+



88% Hetrosexual/Straight



8% Prefer not to say

## EDUCATION



**49%**

OF OUR MEMBERS **DID NOT**  
ATTEND UNIVERSITY



—

“Choosing CILEX was a really easy decision, it’s a practical, affordable way to gain a professional qualification and a career in law. It was challenging in all the right ways, and so rewarding and has enabled me to achieve progression in my career.”

CILEX Member







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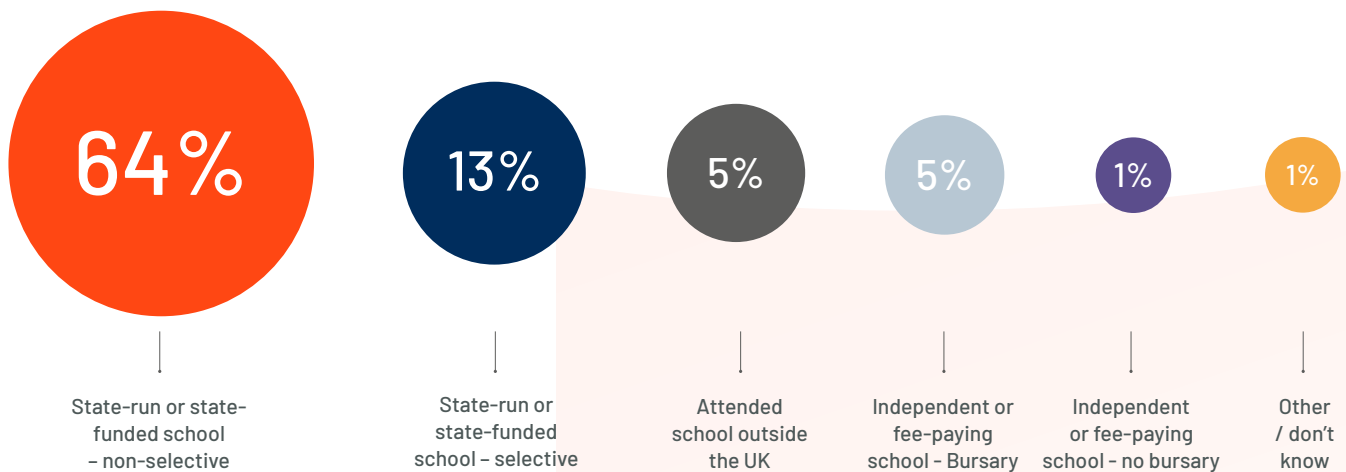
“I left school at 16 and worked at a solicitor’s firm while attending evening classes, studying law. Everything I was studying was backed up by on-the-job experience, meaning I was able to put my law knowledge into practice.”

CILEX Member



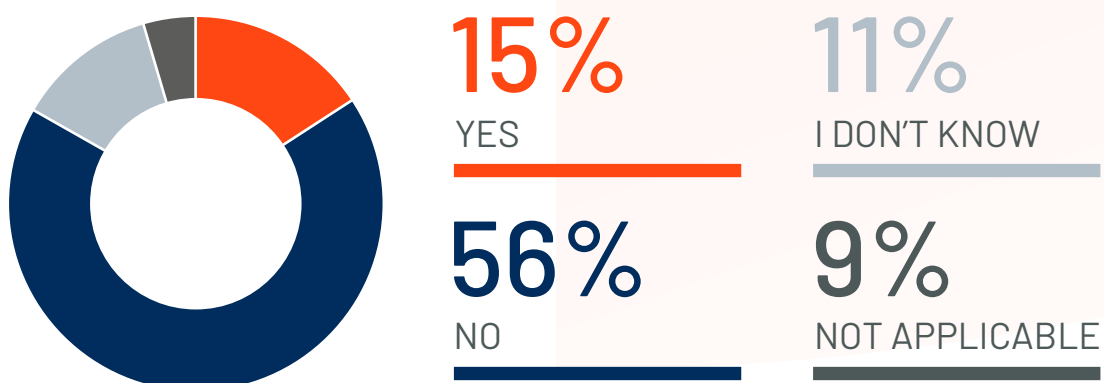
The CILEX route into a legal career is open to everyone with talent, determination and a passion for learning, attracting individuals from a broader range of social backgrounds than traditional legal pathways. What makes CILEX truly unique is that university attendance is not a requirement – 49% of our members did not attend university. Among those who did, 63% were the first in their family to do so, highlighting our role in breaking down barriers and making the legal profession more accessible and inclusive.

## THE MAJORITY OF OUR MEMBERS ATTENDED STATE FUNDED SCHOOLS



\*with 11% preferring not to say

## MEMBERS IN HOUSEHOLDS RECEIVING FREE SCHOOL MEALS



# 2024 IN NUMBERS



1,201

offers taken up through CILEX rewards

16,637

log-ins to MyCareer with

373,300

activities undertaken

56%

of members downloaded their digital credentials



14,546

calls answered by CST, with over 30,528 queries raised via the online contact us form



550

members attended physical events in 2024



341

apprenticeship EPAs were delivered, 290 Level 3 Paralegal and 51 Level 6 Chartered Legal Executive



5,304

exams and assessments were sat in 2024 (not including EPAs)



75%

pass rate at Level 3



71%

pass rate at Level 6



80%

pass rate at CPQ Foundation Stage



84%

pass rate at CPQ Advanced Stage



77%

pass rate at CPQ Professional Stage



1,318

mentions in the regional, national, legal and trade press



1,617

members belonging to Specialist Reference Groups, that's 9% of all CILEX members



27

consultations were responded to by the CILEX Policy team



3,239,134

impressions across all social media channels





"It was an amazing journey with CILEX. The flexibility means you can divide your time up between study, family and work-life."

CILEX Member





# DIRECTORS' REPORT AND FINANCIAL STATEMENTS

—

FOR THE YEAR ENDED  
31 DECEMBER 2024



# STRATEGIC REPORT

## Review of the business

2024 proved another challenging year for the financial performance of the Group. The Total Comprehensive loss for the year to 31 December 2024 is £1.4m (2023: £0.3m).

Sales of qualification products were consistent with previous years as our qualification framework the CILEX Professional Qualification ("CPQ"), introduced in 2021, is continuing to mature alongside the wind-down of the legacy Level 6 qualification.

However overall revenue contracted by 2% as apprenticeship income declined year-on-year. Apprenticeship income is rebuilding following the launch of a new set of apprenticeship standards in September 2023, with first enrolments of new Level 6 and Level 7 standards in Autumn 2024.

Operating costs were managed at a similar level to prior year. Additional costs were incurred in relation to CILEX's exploration into transferring delegated regulatory responsibility from the Group's subsidiary, CILEX Regulation (CRL), to the Solicitors Regulation Authority (SRA).

CILEX, having made the decision in October 2024 to make an application to the Legal Services Board (LSB) for redelegation of its regulatory functions, at the date of approval of these financial statements, were continuing to prepare an application. It is accepted that this decision to redelegate its regulatory functions, creates a material uncertainty to the Group's subsidiary company, CRL in respect of its principal activity. During this period CRL will continue to receive its share of practicing certificate fees until agreement on the future delegation arrangements are reached with the LSB. This may include pro-rate share during any period of transition.

The financial performance was improved by further strong performance in investment returns as markets continued to recover from the instability of 2022.

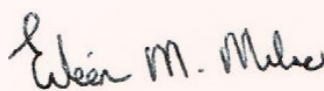
The Group continues to navigate through a changing education and jobs market, alongside the effects of the recent UK macroeconomic environment. The resulting changes in buyer behaviour have impacted on revenues in recent years. As reported previously, the Group has identified opportunities for growth, particularly in paralegal membership following approval of a charter change to allow CILEX to award Chartered Paralegal status.

CILEX delegates its regulatory functions to its subsidiary company CILEX Regulation Limited ("CRL") in compliance with the Legal Services Board Internal Governance Rules 2019. On the 25 January 2022 CILEX informed CILEX Regulation Limited that it intended to enter into discussions with the Solicitors Regulation Authority ("SRA") to explore potentially transferring delegated regulatory responsibility from the Group's subsidiary, CRL to the SRA. This would mean the CRL Subsidiary Company's principal activity and the associated share of PCF income would transfer to another entity, creating a material uncertainty in relation to the Group's subsidiary company, CRL's ability to continue to trade as a going concern should this occur.

At the date of approval of these financial statements no final decision has been made as to the redelegation of the regulatory functions. However, whilst a material uncertainty exists in respect of the Group's subsidiary company, CRL's, principal activity, it will continue to receive its share of practicing certificate fees until a decision is made regarding future delegation arrangements, including, if relevant, a pro-rated share during any period of transition.

The trading results for the year and the Group's financial position at the end of the year are shown in the attached financial statements.

On behalf of the board - 26 June 2025



**E Milner**  
Chair

# DIRECTORS' REPORT

**The directors present their annual report and financial statements for the year ended 31 December 2024.**

## Principal activities

The principal activity of the group continued to be that of being the professional association and governing body for Chartered Legal Executives, CILEX Lawyers, other legal practitioners and paralegals; the delivery of legal qualifications as an awarding body; education delivery; and the performance of duties as the independent regulator of its members and regulated entities.

## Results and dividends

The results for the year are set out on page 41.

No ordinary dividends were paid. The directors do not recommend payment of a further dividend.

## Directors

The directors who held office during the year and up to the date of signature of the financial statements were as follows:

|                                             |                                              |
|---------------------------------------------|----------------------------------------------|
| C Bones (Chair)<br>(resigned December 2024) | E Milner (Chair)<br>(appointed January 2025) |
| E Davies                                    | M Sullivan (appointed April 2024)            |
| A MacIver (resigned July 2024)              | C Thorpe (appointed April 2024)              |
| S Lee                                       | T McIntyre-Bhatty<br>(appointed April 2024)  |
| S Grewal                                    |                                              |
| M Huggett (resigned July 2024)              | L Winskell (appointed April 2024)            |
| D Olulode (resigned July 2024)              | S Fowler (appointed July 2024)               |
| J Radford                                   | S Chantry<br>(appointed November 2024)       |
| Y Richardson                                |                                              |

## Supplier payment policy

The group's current policy concerning the payment of trade creditors is to follow the CBI's Prompt Payers Code (copies are available from the CBI, Centre Point, 103 New Oxford Street, London WC1A 1DU).

The group's current policy concerning the payment of trade creditors is to:

- settle the terms of payment with suppliers when agreeing the terms of each transaction;
- ensure that suppliers are made aware of the terms of payment by inclusion of the relevant terms in contracts; and

- pay in accordance with the company's contractual and other legal obligations.

Trade creditors of the group at the year-end were equivalent to 25 day's purchases, based on the average daily amount invoiced by suppliers during the year.

## Financial instruments

Liquidity risk is managed in the short term by ensuring that there are available Group reserves to cover three to six months operating costs. This is in line with the reserves policy. The Group has invested sums in a managed medium term investment portfolio in order to protect its cash reserves. A drawdown loan facility is secured against the investment portfolio and enables the Group to manage short term day-to-day cashflow needs.

The group carries out regular and thorough budgeting to ensure that both short and long term liquidity risks are managed.

Foreign currency is not deemed a high-risk area for the group other than in other investments denominated in foreign currency. Very few transactions take place in anything other than sterling.

## Auditor

Mercer & Hole LLP were reappointed auditor of the Company by the Directors.

## Statement of disclosure to auditor

Each director in office at the date of approval of this annual report confirms that:

- so far as the director is aware, there is no relevant audit information of which the company's auditor is unaware
- the director has taken all the steps that he / she ought to have taken as a director in order to make himself / herself aware of any relevant audit information and to establish that the company's auditor is aware of that information.

This confirmation is given and should be interpreted in accordance with the provisions of section 418 of the Companies Act 2006.

On behalf of the board

26 June 2025

E Milner – Chair

# DIRECTORS' RESPONSIBILITIES STATEMENT

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The directors are responsible for preparing the annual report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the group and parent company financial statements in accordance with International Financial Reporting Standards (IFRSs) as adopted by the United Kingdom. Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period.

In preparing these financial statements, International Accounting Standard 1 required that directors:

- properly select and apply accounting policies
- present information, including accounting policies, in a manner that provides relevant, reliable, comparable and understandable information
- provide additional disclosures when compliance with specific requirements in IFRSs are insufficient to enable users to understand the impact of particular transactions, other events and conditions on the entity's financial position and financial performance; and
- make an assessment of the company's ability to continue as a going concern.

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



# INDEPENDENT AUDITOR'S REPORT

## Opinion

We have audited the financial statements of The Chartered Institute of Legal Executives (the 'parents company') and its subsidiaries ('the group') for the year ended 31 December 2024 which comprises the group income statement, the group and parent company statement of financial position, the group and parent company statement of changes in equity, the group statement of cash flows and the group and parent company notes to the financial statements, including significant accounting policies.

The financial reporting framework that has been applied in their preparation is applicable law and UK adopted international accounting standards.

In our opinion:

- the financial statements give a true and fair view of the state of the group's and of the parent company's affairs as at 31 December 2024 and of the group's loss for the year then ended;
- the financial statements have been properly prepared in accordance with UK adopted international accounting standards, and
- the financial statements have been prepared in accordance with the requirements of the Companies Act 2006.

## Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors responsibilities for the audit of the financial statements section of our report. We are independent of the group and parent company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standards, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

## Conclusions relating to going concern

In auditing the financial statements, we have concluded that the directors' use of the going concern bases of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the group's and parent company's abilities to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the directors with respect to going concern are described in the relevant sections of this report.

## Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The directors are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements, or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report the fact.

# INDEPENDENT AUDITOR'S REPORT (CONT.)

## Opinions on other matters prescribed by the Companies House Act 2006

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

- the information given in the strategic report and the directors' report for the financial year for which the financial statements are prepared is consistent with the financial statements, and
- the strategic report and the directors' report have been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception:

In the light of the knowledge and understanding of the group and the parent company and their environment obtained in the course of the audit, we have not identified material misstatements in the strategic report of the directors' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept by the parent company, or returns adequate for our audit have not been received from branches not visited by us, or
- the parent company financial statements are not in agreement with the accounting records and returns, or
- certain disclosures of directors' remuneration specified by law are not made, or
- we have not received all the information and explanations we require for our audit.

## Responsibilities of directors

As explained more fully in the directors' responsibilities statement, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the directors determine is necessary to enable the preparation of financial statements that are free from material misstatements, whether due to fraud or error. In preparing the financial statements, the directors are responsible for assessing the parent company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the parent company or to cease operations, or have no realistic alternative but to do so.

## Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, where due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs(UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws & regulations. We design procedures inline with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

Explanation as to what extent the audit was considered capable of detecting irregularities, including fraud:

We gained an understanding of the legal and regulatory frameworks applicable to the company and the industry in which it operates and considered the risk or acts by the company that were contrary to applicable law and regulations, including fraud. These include, but were not limited to, the Companies Act 2006, employment law and tax legislation.

We evaluated management's incentives and opportunities for fraudulent manipulation of the financial statements and the financial report (including the risk of override of controls) and determined that the principal risks were related to posting inappropriate entries and management bias.

Audit procedures performed by the engagement team included:

- discussion with management, including considerations of known or suspected instances of non-compliance with laws and regulations and fraud
- evaluation of the operating effectiveness of management's controls designed to prevent and detect irregularities
- identifying and testing journal entries.

Owing to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. For example, the further removed non-compliance with law and regulations (irregularities) is from the events and transactions reflected in the financial statements, the less likely the inherently limited procedures required by auditing standards would identify it. In addition, as with any audit, there remains a higher risk of non-detection of irregularities, as these may involve collusion, forgery, intentional omission, misrepresentations or the override of internal controls. We are not responsible for preventing non-compliance and cannot be expected to detect non-compliance with all laws and regulations.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <http://www.frc.org.uk/auditorsresponsibilities>  
This description forms part of our auditor's report.

### Use of our report

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

*Mercer & Hole LLP*

**Andrew Turner (Senior Statutory Auditor)**  
For and on behalf of Mercer & Hole LLP

**Chartered Accountants**  
**Statutory Auditor**

**21 Lombard Street, London EC3V 9AH**

**27 June 2025**



# GROUP INCOME STATEMENT

|                                      | Notes | 2024<br>£          | 2023<br>£    |
|--------------------------------------|-------|--------------------|--------------|
| Revenue                              | 3     | 9,822,116          | 10,003,335   |
| Cost of sales                        |       | (1,229,250)        | (1,171,935)  |
| <b>Gross profit</b>                  |       | <b>8,592,866</b>   | 8,831,400    |
| Other operating income               |       | -                  | 38,405       |
| Administrative expenses              |       | (10,570,862)       | (10,131,458) |
| <b>Operating loss</b>                | 4     | <b>(1,977,996)</b> | (1,261,653)  |
| Investment income                    | 7     | 97,733             | 100,932      |
| Finance costs                        | 8     | (155,984)          | (100,301)    |
| Other gains and losses               | 9     | 688,311            | (834,153)    |
| <b>(Loss)/profit before taxation</b> |       | <b>(1,347,936)</b> | (426,869)    |
| <b>Income tax income/(expense)</b>   | 10    | <b>(36,604)</b>    | (82,655)     |
| <b>Loss for the year</b>             |       | <b>(1,384,540)</b> | (509,524)    |

Loss for the financial year is all attributable to the owners of the parent company.

# GROUP STATEMENT OF COMPREHENSIVE INCOME

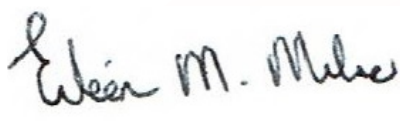
|                                                | 2024<br>£          | 2023<br>£      |
|------------------------------------------------|--------------------|----------------|
| Loss for the year                              | (1,384,540)        | (509,524)      |
| Other comprehensive income:                    | -                  | 211,709        |
| <b>Total comprehensive income for the year</b> | <b>(1,384,540)</b> | <b>297,815</b> |

Total comprehensive income for the year is all attributable to the owners of the parent company.  
Other comprehensive income relates to the fair value uplift less costs to sell on the property held for sale.

# GROUP STATEMENT OF FINANCIAL POSITION

|                                | Notes | 2024<br>£          | 2023<br>£   |
|--------------------------------|-------|--------------------|-------------|
| <b>NON CURRENT ASSETS</b>      |       |                    |             |
| Goodwill                       | 11    | 133,246            | 177,661     |
| Intangible assets              | 11    | 1,078,392          | 1,219,815   |
| Property, plant and equipment  | 12    | 49,004             | 56,327      |
| Investments                    | 13    | 7,362,315          | 7,400,585   |
|                                |       | <b>8,622,957</b>   | 8,854,388   |
| <b>CURRENT ASSETS</b>          |       |                    |             |
| Assets held for sale           | 15    | 2,545,000          | 2,544,000   |
| Trade and other receivables    | 16    | 2,692,089          | 2,869,453   |
| Cash and cash equivalents      |       | 1,021,254          | 1,053,282   |
|                                |       | <b>6,258,343</b>   | 6,466,735   |
| <b>CURRENT LIABILITIES</b>     |       |                    |             |
| Trade and other payables       | 19    | 1,819,496          | 1,118,252   |
| Current tax liabilities        |       | 35,715             | -           |
| Borrowings                     | 18    | 3,425,000          | 3,060,000   |
| Deferred Income                |       | 3,520,105          | 3,688,665   |
|                                |       | <b>8,800,316</b>   | 7,866,917   |
| <b>NET CURRENT LIABILITIES</b> |       | <b>(2,541,973)</b> | (1,400,182) |
| <b>NON CURRENT LIABILITIES</b> |       |                    |             |
| Deferred tax liabilities       |       | 345,351            | 34,033      |
|                                |       | <b>345,351</b>     | 34,033      |
| <b>NET ASSETS</b>              |       | <b>5,735,633</b>   | 7,120,173   |
| <b>EQUITY</b>                  |       |                    |             |
| Other reserves                 |       | 652,945            | 652,945     |
| Fair value reserve             |       | 1,111,830          | 974,221     |
| Retained earnings              |       | 3,970,858          | 5,493,007   |
| <b>TOTAL EQUITY</b>            |       | <b>5,735,633</b>   | 7,120,173   |

The financial statements were approved by the board of directors and authorised for issue on 26 June 2025 and are signed on its behalf by:



Eileen Milner – Chair

Company registration number RC000850 (England and Wales)



# GROUP STATEMENT OF CHANGES IN EQUITY

|                                     | Revaluation<br>reserve<br>£ | Fair value<br>reserve<br>£ | Retained<br>earnings<br>£ | Total<br>£  |
|-------------------------------------|-----------------------------|----------------------------|---------------------------|-------------|
| <b>Balance at 1 January 2023</b>    | 443,764                     | 160,942                    | 6,813,282                 | 7,417,988   |
| <b>Year ended 31 December 2023:</b> |                             |                            |                           |             |
| Loss and total comprehensive income | 211,709                     | -                          | (509,524)                 | (297,815)   |
| Transfer to other reserves          | (2,528)                     | 813,279                    | (810,751)                 | -           |
| <b>Balance at 31 December 2023</b>  | 652,945                     | 974,221                    | 5,493,007                 | 7,120,173   |
| <b>Year ended 31 December 2024:</b> |                             |                            |                           |             |
| Loss and total comprehensive income | -                           | -                          | (1,384,540)               | (1,384,540) |
| Transfer to other reserves          | -                           | 137,609                    | (137,609)                 | -           |
| <b>Balance at 31 December 2024</b>  | 652,945                     | 1,111,830                  | 3,970,858                 | 5,735,633   |

Transfer to other reserves relates to the fair value gain/(loss) on investments and adjustments to the revaluation reserve for depreciation.

# GROUP STATEMENT OF CASH FLOWS

|                                                               | Notes | 2024<br>£        | 2024<br>£   | 2023<br>£        | 2023<br>£ |
|---------------------------------------------------------------|-------|------------------|-------------|------------------|-----------|
| <b>Cash flows from operating activities</b>                   |       |                  |             |                  |           |
| Cash absorbed by/generated from operations                    | 22    | (1,006,379)      |             | (717,923)        |           |
| Interest paid                                                 |       | (155,984)        |             | (100,301)        |           |
| Income taxes (paid) / refunded                                |       | 10,429           |             | (10,174)         |           |
| <b>Net cash (outflow) / inflow from operating activities</b>  |       | (1,151,934)      |             | (828,398)        |           |
| <b>Investing activities</b>                                   |       |                  |             |                  |           |
| Purchase of unincorporated Business                           |       | -                | -           |                  |           |
| Purchase of intangible assets                                 |       | (48,830)         | (103,772)   |                  |           |
| Purchase of property, plant and equipment                     |       | (23,522)         | (47,426)    |                  |           |
| Proceeds from disposal of property, plant and equipment       |       | 2,944            | 566         |                  |           |
| Purchase of investments                                       |       | (1,849,687)      | (2,347,078) |                  |           |
| Proceeds from sale of investments                             |       | 2,578,457        | 2,321,946   |                  |           |
| Interest received                                             |       | 1,516            | 906         |                  |           |
| Dividends received                                            |       | 94,028           | 92,571      |                  |           |
| <b>Net cash used in investing activities</b>                  |       | 754,906          |             | (82,287)         |           |
| <b>Financing activities</b>                                   |       |                  |             |                  |           |
| Proceeds of bank loans                                        |       | 2,650,000        | 2,800,000   |                  |           |
| Repayment of bank loans                                       |       | (2,285,000)      | (1,690,000) |                  |           |
| Payments of lease liabilities                                 |       | -                | (37,702)    |                  |           |
| <b>Net cash generated from financing activities</b>           |       | 365,000          |             | 1,072,298        |           |
| <b>Net (decrease) / increase in cash and cash equivalents</b> |       | (32,028)         |             | 161,613          |           |
| Cash and cash equivalents at beginning of year                |       | 1,053,282        |             | 891,699          |           |
| <b>Cash and cash equivalents at end of year</b>               |       | <b>1,021,254</b> |             | <b>1,053,282</b> |           |

# NOTES TO THE GROUP FINANCIAL STATEMENTS

## 1. ACCOUNTING POLICIES

### Company information

The Chartered Institute of Legal Executives is a private company limited by shares incorporated in England and Wales. The registered office is 2nd Floor, The Pinnacle, Midsummer Boulevard, Milton Keynes, MK9 1BP. The company's principal activities and nature of its operations are disclosed in the directors' report.

The group consists of The Chartered Institute of Legal Executives and all of its subsidiaries.

### 1.1 Accounting convention

The financial statements have been prepared in accordance with International Financial Reporting Standards (IFRS) as adopted for use in the United Kingdom and with those parts of the Companies Act 2006 applicable to companies reporting under IFRS, except as otherwise stated.

The financial statements are prepared in sterling, which is the functional currency of the group. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, except for the revaluation of freehold property. The principal accounting policies adopted are set out below.

### 1.2 Business combinations

The cost of a business combination is the fair value at the acquisition date of the assets given, equity instruments issued, and liabilities incurred or assumed, plus costs directly attributable to the business combination. The excess of the cost of a business combination over the fair value of the identifiable assets, liabilities and contingent liabilities acquired is recognised as goodwill.

The cost of the combination includes the estimated amount of contingent consideration that is probable and can be measured reliably and is adjusted for changes in contingent consideration after the acquisition date.

Provisional fair values recognised for business combinations in previous periods are adjusted retrospectively for final fair values determined in the 12 months following the acquisition date.

### 1.3 Basis of consolidation

The consolidated group financial statements consist of the financial statements of the parent company The Chartered Institute of Legal Executives together with all entities controlled by the parent company (its subsidiaries) and the group's share of its interests in joint ventures and associates.

All financial statements are made up to 31 December 2024. Where necessary, adjustments are made to the financial statements of subsidiaries to bring the accounting policies used into line with those used by other members of the group.

All intra-group transactions, balances and unrealised gains on transactions between group companies are eliminated on consolidation. Unrealised losses are also eliminated unless the transaction provides evidence of an impairment of the asset transferred.

Subsidiaries are consolidated in the group's financial statements from the date that control commences until the date that control ceases.

### 1.4 Going concern

The directors have at the time of approving the financial statements, a reasonable expectation that the group has adequate resources to continue in operational existence for the foreseeable future. Thus, the directors continue to adopt the going concern basis of accounting in preparing the financial statements.



# NOTES TO THE GROUP FINANCIAL STATEMENTS (CONTINUED)

## 1.5 Revenue

Revenue is measured based on the consideration specified in a contract with a customer and excludes amounts collected on behalf of third parties. The group recognises revenue when it transfers control of a product or service to a customer.

When cash inflows are deferred and represent a financing arrangement, the fair value of the consideration is the present value of the future receipts. The difference between the fair value of the consideration and the nominal amount received is recognised as interest income.

The group recognises revenue from the following major sources:

- Subscriptions and examination fees
- Distance learning
- CPQ
- Agency commission
- Apprenticeship

The nature, timing of satisfaction of performance obligations and significant payment terms of the group's major sources of revenue are as follows:

### **Subscriptions and examination fees**

Subscriptions income is recognised in the period to which it relates, and examination fee income is recognised when the examinations to which they relate take place.

### **Distance learning**

Distance learning course revenue is recognised over the time span of course delivery.

### **CPQ**

CPQ income is recognised as follows:

The element relating to the Awarding Body is recognised as registration on purchase of 70% of the value. The remaining 30% is allocated against examinations and is recognised at 5% per examination gateway over 36 months.

The education element of CPQ is recognised at 45% on purchase equating to the immediate value made available, and the remaining 55% is recognised on a monthly basis over the study period, which is the estimated time required to complete a stage.

There are two exceptions to the above recognition; more than one stage is purchased together, or the full package is purchased. These are afforded the same immediate recognition; however the remaining elements are recognised over longer periods of 48 and 60 months respectively.

### **Apprenticeship**

Apprenticeship income is recognised over the duration of the apprenticeship.

## 1.6 Goodwill

Goodwill represents the excess of the cost of acquisition of unincorporated businesses over the fair value of net assets acquired. It is initially recognised as an asset at cost and is subsequently measured at cost less impairment losses.

The goodwill in these financial statements is amortised over its useful estimated life of 10 years.

For the purposes of impairment testing, goodwill is allocated to the cash-generating units expected to benefit from the acquisition. Cash-generating units to which goodwill has been allocated are tested for impairment at least annually, or more frequently when there is an indication that the unit may be impaired. If the recoverable amount of the cash-generating unit is less than the carrying amount of the unit, the impairment loss is allocated first to reduce the carrying amount of any goodwill allocated to the unit and then to the other assets of the unit pro-rata on the basis of the carrying amount of each asset in the unit. An impairment loss recognised for goodwill is not subsequently reversed.

## 1.7 Intangible assets other than goodwill

Development expenditure is charged to the income statement in the year it is incurred unless it meets the recognition criteria of IAS 38 Intangible Assets to be capitalised as an intangible asset. CPQ development costs have been disclosed as a separate class of intangible asset within the intangible fixed assets note now that development is complete, and the commercial sensitivity reduced.

# NOTES TO THE GROUP FINANCIAL STATEMENTS (CONTINUED)

Intangible assets are stated at cost or fair value on recognition less accumulated amortisation and any impairment in value. Amortisation is calculated so as to write off the cost or valuation of intangible assets over their UEL, on the following bases:

- Qualifications - 10% on cost
- Software - 25-33% on cost

## 1.8 Property, plant and equipment

Property, plant and equipment are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

- Freehold property - 1% on cost
- Fixtures and fittings - 10% on cost
- IT equipment - 25% on cost
- Right of use assets - Over the life of the lease

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset and is recognised in the income statement.

## 1.9 Non-current investments

Interests in subsidiaries are initially measured at cost and subsequently measured at cost less any accumulated impairment losses. The investments are assessed for impairment at each reporting date and any impairment losses or reversals of impairment losses are recognised immediately in profit or loss.

A subsidiary is an entity controlled by the parent company. Control is the power to govern the financial and operating policies of the entity so as to obtain benefits from its activities.

## 1.10 Impairment of tangible and intangible assets

At each reporting end date, the group reviews the carrying amounts of its tangible and intangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any). Where it is not possible to estimate the recoverable amount of an individual asset, the group estimates the recoverable amount of the cash-generating unit to which the asset belongs.

Intangible assets with indefinite useful lives and intangible assets not yet available for use are tested for impairment annually, and whenever there is an indication that the asset may be impaired.

Recoverable amount is the higher of fair value less costs to sell and value in use. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset for which the estimates of future cash flows have not been adjusted.

If the recoverable amount of an asset (or cash-generating unit) is estimated to be less than its carrying amount, the carrying amount of the asset (or cash-generating unit) is reduced to its recoverable amount. An impairment loss is recognised immediately in profit or loss, unless the relevant asset is carried at a revalued amount, in which case the impairment loss is treated as a revaluation decrease.

Where an impairment loss subsequently reverses, the carrying amount of the asset (or cash-generating unit) is increased to the revised estimate of its recoverable amount, but so that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognised for the asset (or cash-generating unit) in prior years. A reversal of an impairment loss is recognised immediately in profit or loss, unless the relevant asset is carried at a revalued amount, in which case the reversal of the impairment loss is treated as a revaluation increase.

# NOTES TO THE GROUP FINANCIAL STATEMENTS (CONTINUED)

## 1.11 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

## 1.12 Financial assets

Financial assets are recognised in the group's statement of financial position when the group becomes party to the contractual provisions of the instrument. Financial assets are classified into specified categories, depending on the nature and purpose of the financial assets.

At initial recognition, financial assets classified as fair value through profit and loss are measured at fair value and any transaction costs are recognised in profit or loss. Financial assets not classified as fair value through profit and loss are initially measured at fair value plus transaction costs.

### ***Financial assets at fair value through profit or loss***

When any of the above-mentioned conditions for classification of financial assets is not met, a financial asset is classified as measured at fair value through profit or loss. Financial assets measured at fair value through profit or loss are recognised initially at fair value and any transaction costs are recognised in profit or loss when incurred. A gain or loss on a financial asset measured at fair value through profit or loss is recognised in profit or loss, and is included within finance income or finance costs in the statement of income for the reporting period in which it arises.

### ***Financial assets held at amortised cost***

Financial instruments are classified as financial assets measured at amortised cost where the objective is to hold these assets in order to collect contractual cash flows, and the contractual cash flows are solely payments of principal and interest. They arise principally from the provision of goods and services to customers (e.g. trade receivables). They are initially recognised at fair value plus transaction costs directly attributable to their acquisition or issue and are subsequently carried at amortised cost using the effective interest rate method, less provision for impairment where necessary.

### ***Financial assets at fair value through other comprehensive income***

Debt instruments are classified as financial assets measured at fair value through other comprehensive income where the financial assets are held within the group's business model whose objective is achieved by both collecting contractual cash flows and selling financial assets, and the contractual terms of the financial asset give rise on specified dates to cash flows that are solely payments of principal and interest on the principal amount outstanding.

A debt instrument measured at fair value through other comprehensive income is recognised initially at fair value plus transaction costs directly attributable to the asset. After initial recognition, each asset is measured at fair value, with changes in fair value included in other comprehensive income. Accumulated gains or losses recognised through other comprehensive income are directly transferred to profit or loss when the debt instrument is derecognised.

The parent company has made an irrevocable election to recognise changes in fair value of investments in equity instruments through other comprehensive income, not through profit or loss. A gain or loss from fair value changes will be shown in other comprehensive income and will not be reclassified subsequently to profit or loss. Equity instruments measured at fair value through other comprehensive income are recognised initially at fair value plus transaction cost directly attributable to the asset. After initial recognition, each asset is measured at fair value, with changes in fair value included in other comprehensive income. Accumulated gains or losses recognised through other comprehensive income are directly transferred to retained earnings when the equity instrument is derecognised or its fair value substantially decreased. Dividends are recognised as finance income in profit or loss.

### ***Impairment of financial assets***

Financial assets carried at amortised cost and FVOCI are assessed for indicators of impairment at each reporting end date.

The expected credit losses associated with these assets are estimated on a forward-looking basis. A broad range of information is considered when assessing credit risk and measuring expected credit losses, including past events, current conditions, and reasonable and supportable forecasts that affect the expected collectability of the future cash flows of the instrument.

# NOTES TO THE GROUP FINANCIAL STATEMENTS (CONTINUED)

## ***Derecognition of financial assets***

Financial assets are derecognised only when the contractual rights to the cash flows from the asset expire, or when it transfers the financial asset and substantially all the risks and rewards of ownership to another entity.

## **1.13 Financial liabilities**

The group recognises financial debt when the group becomes a party to the contractual provisions of the instruments. Financial liabilities are classified as either 'financial liabilities at fair value through profit or loss' or 'other financial liabilities'.

### ***Other financial liabilities***

Other financial liabilities, including borrowings, trade payables and other short-term monetary liabilities, are initially measured at fair value net of transaction costs directly attributable to the issuance of the financial liability. They are subsequently measured at amortised cost using the effective interest method. For the purposes of each financial liability, interest expense includes initial transaction costs and any premium payable on redemption, as well as any interest or coupon payable while the liability is outstanding.

### **Derecognition of financial liabilities**

Financial liabilities are derecognised when, and only when, the group's obligations are discharged, cancelled, or they expire.

## **1.14 Taxation**

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

### ***Current tax***

The tax currently payable is based on taxable profit for the year. Taxable profit differs from net profit as reported in the income statement because it excludes items of income or expense that are taxable or deductible in other years and it further excludes items that are never taxable or deductible. The group's liability for current tax is calculated using tax rates that have been enacted or substantively enacted by the reporting end date.

## ***Deferred tax***

Deferred tax is the tax expected to be payable or recoverable on differences between the carrying amounts of assets and liabilities in the financial statements and the corresponding tax bases used in the computation of taxable profit and is accounted for using the balance sheet liability method. Deferred tax liabilities are generally recognised for all taxable temporary differences and deferred tax assets are recognised to the extent that it is probable that taxable profits will be available against which deductible temporary differences can be utilised. Such assets and liabilities are not recognised if the temporary difference arises from goodwill or from the initial recognition of other assets and liabilities in a transaction that affects neither the tax profit nor the accounting profit.

The carrying amount of deferred tax assets is reviewed at each reporting end date and reduced to the extent that it is no longer probable that sufficient taxable profits will be available to allow all or part of the asset to be recovered. Deferred tax is calculated at the tax rates that are expected to apply in the period when the liability is settled, or the asset is realised. Deferred tax is charged or credited in the income statement, except when it relates to items charged or credited directly to equity, in which case the deferred tax is also dealt with in equity. Deferred tax assets and liabilities are offset when the group has a legally enforceable right to offset current tax assets and liabilities, and the deferred tax assets and liabilities relate to taxes levied by the same tax authority.

## **1.15 Employee benefits**

The costs of short-term employee benefits are recognised as a liability and an expense, unless those costs are required to be recognised as part of the cost of inventories or non-current assets.

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the group is demonstrably committed to terminate the employment of an employee or to provide termination benefits.



# NOTES TO THE GROUP FINANCIAL STATEMENTS (CONTINUED)

## 1.16 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

## 1.17 Leases

At inception, the group assesses whether a contract is, or contains, a lease within the scope of IFRS 16. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. Where a tangible asset is acquired through a lease, the group recognises a right-of-use asset and a lease liability at the lease commencement date. Right-of-use assets are included within property, plant and equipment, apart from those that meet the definition of investment property.

The right-of-use asset is initially measured at cost, which comprises the initial amount of the lease liability adjusted for any lease payments made at or before the commencement date plus any initial direct costs and an estimate of the cost of obligations to dismantle, remove, refurbish or restore the underlying asset and the site on which it is located, less any lease incentives received.

The right-of-use asset is subsequently depreciated using the straight-line method from the commencement date to the earlier of the end of the useful life of the right-of-use asset or the end of the lease term. The estimated useful lives of right-of-use assets are determined on the same basis as those of other property, plant and equipment. The right-of-use asset is periodically reduced by impairment losses, if any, and adjusted for certain remeasurements of the lease liability.

The lease liability is initially measured at the present value of the lease payments that are unpaid at the commencement date, discounted using the interest rate implicit in the lease or, if that rate cannot be readily determined, the group's incremental borrowing rate. Lease payments included in the measurement of the lease liability comprise fixed payments, variable lease payments that depend on an index or a rate, amounts expected to be payable under a residual value guarantee, and the cost of any options that the group is reasonably certain to exercise, such as the exercise price under a purchase option, lease payments in an optional renewal period, or penalties for early termination of a lease.

The lease liability is measured at amortised cost using the effective interest method. It is remeasured when there is a change in: future lease payments arising from a change in an index or rate; the group's estimate of the amount expected to be payable under a residual value guarantee; or the group's assessment of whether it will exercise a purchase, extension or termination option. When the lease liability is remeasured in this way, a corresponding adjustment is made to the carrying amount of the right-of-use asset or is recorded in profit or loss if the carrying amount of the right-of-use asset has been reduced to zero.

When the group acts as a lessor, leases are classified as finance leases whenever the terms of the lease transfer substantially all the risks and rewards of ownership to the lessees, over the major part of the economic life of the asset. All other leases are classified as operating leases. If an arrangement contains lease and non-lease components, the group applies IFRS 15 to allocate the consideration in the contract. When the group is an intermediate lessor, it accounts for its interests in the head lease and the sub-lease separately, classifying the sub-lease with reference to the right-of-use asset arising from the head lease instead of the underlying asset.

## 1.18 Foreign exchange

Transactions in currencies other than pounds sterling are recorded at the rates of exchange prevailing at the dates of the transactions. At each reporting end date, monetary assets and liabilities that are denominated in foreign currencies are retranslated at the rates prevailing on the reporting end date. Gains and losses arising on translation in the period are included in profit or loss.

# NOTES TO THE GROUP FINANCIAL STATEMENTS (CONTINUED)

## 2. CRITICAL ACCOUNTING ESTIMATES AND JUDGEMENTS

In the application of the company's accounting policies, the directors are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised, if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

The estimates and assumptions which have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities are outlined below.

### **Key sources of estimation uncertainty**

#### **Estimated useful economic life of CPQ intangible asset**

The estimated useful life which are used to calculate amortisation of the CPQ intangible asset, are based on the length of time these assets are expected to generate income and be of a benefit to the Group. The uncertainty included in this estimate is that if the useful lives are estimated to differ from the actual useful lives of the intangible assets, this could result in accelerated amortisation in future years and/or impairments. The useful life of the CPQ asset is estimated at ten years. Amortisation methods, useful life and residual values are reviewed at each reporting date and adjusted if appropriate.

#### **Debtors provision**

Debtor provision on old and bad debt is designed to ensure that debtors are valued accurately and are only held to the extent that they are recoverable.

## 3. REVENUE

|                                              | 2024<br>£        | 2023<br>£         |
|----------------------------------------------|------------------|-------------------|
| <b>Revenue analysed by class of business</b> |                  |                   |
| Membership                                   | 4,475,079        | 4,408,566         |
| Awarding Body                                | 1,737,543        | 1,834,644         |
| Education                                    | 3,039,903        | 3,236,451         |
| Other                                        | 569,591          | 523,674           |
|                                              | <b>9,822,116</b> | <b>10,003,335</b> |

Revenue arises wholly within the UK.

# NOTES TO THE GROUP FINANCIAL STATEMENTS (CONTINUED)

## 4. OPERATING (LOSS)/PROFIT

Operating loss for the year is stated after charging/(crediting):

|                                               | 2024<br>£ | 2023<br>£ |
|-----------------------------------------------|-----------|-----------|
| Auditor's remuneration                        | 54,860    | 57,250    |
| Depreciation of property, plant and equipment | 27,900    | 101,105   |
| Amortisation of intangible assets             | 234,668   | 212,673   |

## 5. EMPLOYEES

The average monthly number of persons (including directors) employed by the group during the year was:

|  | 2024<br>Number | 2023<br>Number |
|--|----------------|----------------|
|  | 164            | 163            |

The aggregate remuneration comprised:

|                       | 2024<br>£ | 2023<br>£ |
|-----------------------|-----------|-----------|
| Wages and salaries    | 5,645,773 | 5,392,755 |
| Social security costs | 539,594   | 511,664   |
| Pension costs         | 424,263   | 428,637   |
|                       | 6,609,630 | 6,333,056 |

# NOTES TO THE GROUP FINANCIAL STATEMENTS (CONTINUED)

## 6. KEY MANAGEMENT COMPENSATION

|                                                               | 2024<br>£      | 2023<br>£      |
|---------------------------------------------------------------|----------------|----------------|
| Wages and salaries                                            | 330,846        | 240,417        |
| Social security costs                                         | 41,821         | 30,515         |
| Company pension contributions to defined contribution schemes | 23,197         | 23,474         |
|                                                               | <b>395,864</b> | <b>294,406</b> |

The highest paid director was paid £150,676 (2023: £140,197).

## 7. INVESTMENT INCOME

|                                                                                            | 2024<br>£     | 2023<br>£      |
|--------------------------------------------------------------------------------------------|---------------|----------------|
| <b>Interest income</b>                                                                     |               |                |
| Financial instruments measured at amortised cost:                                          |               |                |
| Bank deposits                                                                              | 1,516         | 906            |
| <b>Other income</b>                                                                        |               |                |
| Dividends received from equity investments designated as fair value through profit or loss | 96,217        | 100,026        |
|                                                                                            | <b>97,733</b> | <b>100,932</b> |

## 8. FINANCE COSTS

|                               | 2024<br>£      | 2023<br>£      |
|-------------------------------|----------------|----------------|
| Interest on lease liabilities | -              | 703            |
| Other interest payable        | 155,984        | 99,598         |
| Total interest expense        | <b>155,984</b> | <b>100,301</b> |



# NOTES TO THE GROUP FINANCIAL STATEMENTS (CONTINUED)

## 9. OTHER GAINS AND LOSSES

|                                             | 2024<br>£      | 2023<br>£      |
|---------------------------------------------|----------------|----------------|
| Gain on disposal of fixed asset investments | 550,702        | 20,874         |
| Other gains and losses                      | 137,609        | 813,279        |
|                                             | <b>688,311</b> | <b>834,153</b> |

## 10. INCOME TAX EXPENSE

|                                                      | 2024<br>£     | 2023<br>£     |
|------------------------------------------------------|---------------|---------------|
| <b>Current tax</b>                                   |               |               |
| UK corporation tax on profits for the current period | 25,285        | (16,984)      |
| <b>Deferred tax</b>                                  |               |               |
| Origination and reversal of temporary differences    | 11,319        | 99,984        |
| <b>Total tax charge / (credit)</b>                   | <b>36,604</b> | <b>82,655</b> |

The charge for the year can be reconciled to the (loss)/profit per the income statement as follows:

|                                                                                         |               |               |
|-----------------------------------------------------------------------------------------|---------------|---------------|
| (Loss) / profit before taxation                                                         | (1,311,502)   | (549,775)     |
| Expected tax (credit) / charge based on a corporation tax rate of 23.52% (2022: 19.00%) | (327,876)     | (129,307)     |
| Effect of expenses not deductible in determining taxable profit                         | 1,477,145     | 1,212,846     |
| Income not taxable                                                                      | (1,316,483)   | (1,29,020)    |
| Adjustment in respect of prior years                                                    | (8,991)       | (51,716)      |
| Adjustments to brought forward values                                                   | (20,562)      | 1,746         |
| Other permanent differences                                                             | 4,273         | -             |
| Under/(over) provision in prior years                                                   | (17,125)      | 16,541        |
| Foreign exchange differences                                                            | 7,038         | 7,332         |
| Exempt ABGH distributions                                                               | (6,724)       | (9,818)       |
| Chargeable gains / (losses)                                                             | 148,082       | 99,718        |
| Remeasurement of deferred tax for changes to tax rates                                  | -             | 1,142         |
| Losses carried back                                                                     | -             | -             |
| Fixed assets differences                                                                | -             | (56)          |
| Movement in deferred tax not recognised                                                 | 97,827        | 63,787        |
| <b>Taxation (credit) / charge for the year</b>                                          | <b>36,604</b> | <b>82,655</b> |

# NOTES TO THE GROUP FINANCIAL STATEMENTS (CONTINUED)

## 11. INTANGIBLE ASSETS

|                                    | Goodwill<br>£  | Software<br>£    | Qualifications<br>£ | Total<br>£       |
|------------------------------------|----------------|------------------|---------------------|------------------|
| <b>Cost</b>                        |                |                  |                     |                  |
| At 1 January 2023                  | 222,078        | 961,488          | 1,876,223           | 3,059,789        |
| Additions                          | -              | 53,830           | 49,942              | 103,772          |
| At 31 December 2023                | 222,078        | 1,015,318        | 1,926,165           | 3,163,560        |
| Additions                          | -              | 4,750            | 44,080              | 48,830           |
| At 31 December 2024                | <b>222,078</b> | <b>1,020,068</b> | <b>1,970,245</b>    | <b>3,212,391</b> |
| <b>Amortisation and impairment</b> |                |                  |                     |                  |
| At 1 January 2023                  | -              | 887,865          | 665,545             | 1,553,410        |
| Charge for the year                | 44,417         | 30,223           | 138,035             | 212,675          |
| At 31 December 2023                | 44,417         | 918,088          | 803,580             | 1,766,085        |
| Charge for the year                | 44,417         | 40,629           | 149,624             | 234,669          |
| At 31 December 2024                | <b>88,832</b>  | <b>958,718</b>   | <b>953,204</b>      | <b>2,000,753</b> |
| <b>Carrying value</b>              |                |                  |                     |                  |
| At 31 December 2024                | <b>133,246</b> | <b>61,351</b>    | <b>1,017,041</b>    | <b>1,211,638</b> |
| At 31 December 2023                | 177,661        | 97,230           | 1,122,585           | 1,397,476        |

Goodwill has arisen as a result of an acquisition in subsidiaries at the end of the prior year.  
Further details can be found in note 21.

# NOTES TO THE GROUP FINANCIAL STATEMENTS (CONTINUED)

## 12. PROPERTY, PLANT AND EQUIPMENT

|                                                | Freehold<br>property<br>£ | Fixtures<br>and fittings<br>£ | IT<br>Equipment<br>£ | Right of use<br>assets<br>£ | Total<br>£         |
|------------------------------------------------|---------------------------|-------------------------------|----------------------|-----------------------------|--------------------|
| <b>Cost</b>                                    |                           |                               |                      |                             |                    |
| At 1 January 2023                              | 2,383,659                 | 832,196                       | 349,502              | 279,275                     | <b>3,884,632</b>   |
| Additions                                      | -                         | -                             | 47,427               | -                           | <b>47,427</b>      |
| Transfers to assets held for sale              | (2,383,659)               | (832,196)                     | (176,765)            | -                           | <b>(3,392,620)</b> |
| Disposals                                      | -                         | -                             | -                    | (252,464)                   | <b>(252,464)</b>   |
| At 31 December 2023                            | -                         | -                             | 220,164              | 26,811                      | <b>246,974</b>     |
| Additions                                      | -                         | -                             | 23,522               | -                           | <b>23,522</b>      |
| Transfers to assets held for sale              | -                         | -                             | -                    | -                           | <b>-</b>           |
| Disposals                                      | -                         | -                             | (2,945)              | (26,811)                    | <b>(29,756)</b>    |
| At 31 December 2024                            | -                         | -                             | 240,741              | -                           | <b>240,741</b>     |
| <b>Accumulated Depreciation and impairment</b> |                           |                               |                      |                             |                    |
| At 1 January 2023                              | 114,000                   | 768,005                       | 310,837              | 310,836                     | <b>1,442,093</b>   |
| Charge for year                                | 26,079                    | 15,803                        | 29,199               | 29,199                      | <b>101,105</b>     |
| Transfers to assets held for sale              | (140,079)                 | (783,808)                     | (176,199)            | -                           | <b>(1,100,086)</b> |
| Eliminated on disposal                         | -                         | -                             | -                    | (252,464)                   | <b>(252,464)</b>   |
| At 31 December 2023                            | -                         | -                             | 163,837              | 26,811                      | <b>190,648</b>     |
| Charge for the year                            | -                         | -                             | 27,900               | -                           | <b>27,900</b>      |
| Transfers to assets held for sale              | -                         | -                             | -                    | -                           | <b>-</b>           |
| Eliminated on disposal                         | -                         | -                             | -                    | (26,811)                    | <b>(26,811)</b>    |
| At 31 December 2024                            | -                         | -                             | 191,736              | -                           | <b>191,736</b>     |
| <b>Carrying amount</b>                         |                           |                               |                      |                             |                    |
| At 31 December 2024                            | -                         | -                             | <b>49,004</b>        | -                           | <b>49,004</b>      |
| At 31 December 2023                            | -                         | -                             | 56,327               | -                           | <b>56,327</b>      |

At the end of the year the company had begun the process to sell the property, including its fixtures and fittings, and it has been transferred to assets held for sale under IFRS5.

## 13. INVESTMENTS

|                   | 2024<br>£ | Current<br>2023<br>£ | 2024<br>£        | Non-current<br>2023<br>£ |
|-------------------|-----------|----------------------|------------------|--------------------------|
| Other investments | -         | -                    | <b>7,362,315</b> | <b>7,400,585</b>         |

Other investments are in respect of a pooled investment fund managed by Barclays Wealth. The investment is stated at its market value in the statement of financial position and any change in market value is reflected in the fair value reserve.



# NOTES TO THE GROUP FINANCIAL STATEMENTS (CONTINUED)

## 13. INVESTMENTS (CONT)

|                                            | Investments<br>£ |
|--------------------------------------------|------------------|
| <b>Cost or valuation</b>                   |                  |
| At 1 January 2024                          | 7,400,585        |
| Additions                                  | 1,849,687        |
| Disposals                                  | (2,578,457)      |
| Realised gain on disposal                  | 550,702          |
| Unrealised loss on changes in market value | 137,609          |
| Movement in accrued interest               | 2,189            |
| At 31 December 2024                        | <u>7,362,315</u> |
| <b>Carrying amount</b>                     |                  |
| At 31 December 2024                        | <u>7,362,315</u> |
| At 31 December 2023                        | <u>7,400,585</u> |

## 14. SUBSIDIARIES

Details of the company's subsidiaries at 31 December 2024 are as follows:

| Name of undertaking             | Registered office                                                        | Class of shares held | % Held Direct |
|---------------------------------|--------------------------------------------------------------------------|----------------------|---------------|
| CILEX Regulation Limited        | Room 301, Endeavour House Wrest Park, Silsoe, Bedford, England, MK45 4HS | Direct               | 100.00        |
| CILEX Law School Limited        | 21 Lombard Street<br>London, EC3V 9AH                                    | Direct               | 100.00        |
| Institute of Paralegals         | 2nd Floor, The Pinnacle, Midsummer Boulevard, Milton Keynes, MK9 1BP     | Direct               | 100.00        |
| Professional Paralegal Register | 2nd Floor, The Pinnacle, Midsummer Boulevard, Milton Keynes, MK9 1BP     | Direct               | 100.00        |

The following subsidiaries are exempt from the requirements of the Companies Act 2006 relating to the audit of their individual accounts by virtue of section 479A: Institute of Paralegals; and Professional Paralegal Register.

The CILEX group agrees to guarantee the liabilities of Institute of Paralegals (company number 04919219) and Professional Paralegal Register (company number 08958676), thereby allowing them to take exemption from having an audit under section 479A of the Companies Act 2006.

# NOTES TO THE GROUP FINANCIAL STATEMENTS (CONTINUED)

## 15. ASSETS HELD FOR SALE

|                               | 2024<br>£        | 2023<br>£ |
|-------------------------------|------------------|-----------|
| Property, plant and equipment | <b>2,545,000</b> | 2,544,000 |
|                               | <b>2,545,000</b> | 2,544,000 |

At the end of the year the company had begun the process to sell the property, including its fixtures and fittings. As such, the assets have been transferred to assets held for sale under IFRS5.

## 16. TRADE AND OTHER RECEIVABLES

|                                      | 2024<br>£        | 2023<br>£ |
|--------------------------------------|------------------|-----------|
| Trade receivables                    | <b>2,511,072</b> | 2,791,413 |
| Provision for bad and doubtful debts | <b>(606,976)</b> | (568,011) |
|                                      | <b>1,904,096</b> | 2,223,402 |
| VAT recoverable                      | <b>589</b>       | -         |
| Current tax receivables              | -                | 26,400    |
| Other receivables                    | <b>166,345</b>   | 155,000   |
| Prepayments and accrued income       | <b>621,059</b>   | 464,651   |
|                                      | <b>2,692,089</b> | 2,869,453 |

# NOTES TO THE GROUP FINANCIAL STATEMENTS (CONTINUED)

## 17. TRADE RECEIVABLES - CREDIT RISK

|                                                                                                                    | Carrying value   |                  | Fair value |      |
|--------------------------------------------------------------------------------------------------------------------|------------------|------------------|------------|------|
|                                                                                                                    | 2024             | 2023             | 2024       | 2023 |
|                                                                                                                    | £                | £                | £          | £    |
| <b>Fair value of trade receivables</b>                                                                             |                  |                  |            |      |
| The directors consider that the carrying amount of trade and other receivables differs from fair value as follows: |                  |                  |            |      |
| Trade receivables net of allowances                                                                                | 1,904,096        | 2,223,402        | -          | -    |
| VAT recoverable                                                                                                    | 589              | -                | -          | -    |
| Current tax receivable                                                                                             | -                | 26,400           | -          | -    |
| Other receivables                                                                                                  | 166,345          | 155,000          | -          | -    |
| Prepayments and accrued income                                                                                     | 621,059          | 464,651          | -          | -    |
|                                                                                                                    | <u>2,692,086</u> | <u>2,869,453</u> | -          | -    |

| Movement in the allowances for doubtful debts | 2023<br>£      |
|-----------------------------------------------|----------------|
| Balance at 1 January 2023                     | 368,505        |
| Additional allowance recognised               | 238,471        |
| Amounts written off as uncollectable          | -              |
| Balance at 31 December 2023                   | <u>606,976</u> |

## 18. BORROWINGS

| Borrowings held at amortised cost: | 2024<br>£ | 2023<br>£ |
|------------------------------------|-----------|-----------|
| Bank loans                         | 3,425,000 | 3,060,000 |

At 31 December 2024 £3,425,000 (2023: £3,060,000) was drawn down for general corporate purposes on a secured facility from Barclays at an interest rate of 4.25% (0.75% + BoE Base Rate of 3.5%).

# NOTES TO THE GROUP FINANCIAL STATEMENTS (CONTINUED)

## 19. TRADE AND OTHER PAYABLES

|                                 | 2024<br>£        | 2023<br>£        |
|---------------------------------|------------------|------------------|
| Trade payables                  | 357,589          | 286,320          |
| Accruals                        | 1,259,500        | 609,323          |
| Social security and other taxes | 142,565          | 161,699          |
| Other payables                  | 59,842           | 60,910           |
|                                 | <b>1,819,497</b> | <b>1,118,252</b> |

Lease liabilities are classified based on the amounts that are expected to be settled within the next 12 months and after more than 12 months from the reporting date, as follows:

|                                                             | 2024<br>£  | 2023<br>£  |
|-------------------------------------------------------------|------------|------------|
| Current liabilities                                         | -          | -          |
| Non-current liabilities                                     | -          | -          |
|                                                             | <b>-</b>   | <b>-</b>   |
| Amounts recognised in profit or loss include the following: |            |            |
| Interest on lease liabilities                               | <b>703</b> | <b>703</b> |

## 20. RETIREMENT BENEFIT SCHEMES

### Defined contribution schemes

|                                                                     | 2024<br>£      | 2023<br>£      |
|---------------------------------------------------------------------|----------------|----------------|
| Charge to profit or loss in respect of defined contribution schemes | <b>424,263</b> | <b>428,637</b> |

The group operates a defined contribution pension scheme for all qualifying employees.  
The assets of the scheme are held separately from those of the group in an independently administered fund.



# NOTES TO THE GROUP FINANCIAL STATEMENTS (CONTINUED)

## 21. CASH (ABSORBED BY) / GENERATED FROM OPERATIONS

|                                                              | 2024<br>£          | 2023<br>£        |
|--------------------------------------------------------------|--------------------|------------------|
| (Loss) / profit for the year before income tax               | <b>(1,347,937)</b> | (426,869)        |
| <b>Adjustments for:</b>                                      |                    |                  |
| Finance costs                                                | <b>155,984</b>     | 100,301          |
| Investment income                                            | <b>(97,733)</b>    | (100,932)        |
| Amortisation and impairment of intangible assets             | <b>234,668</b>     | 212,673          |
| Depreciation and impairment of property, plant and equipment | <b>27,900</b>      | 101,105          |
| Gain on sale of investments                                  | <b>(550,702)</b>   | (20,874)         |
| Other gains and losses                                       | <b>(137,609)</b>   | (813,279)        |
| <b>Movements in working capital:</b>                         |                    |                  |
| (Increase) / Decrease in trade and other receivables         | <b>76,366</b>      | 8,135            |
| Increase / (Decrease) in trade and other payables            | <b>701,244</b>     | 27,107           |
| Increase in deferred revenue outstanding                     | <b>(168,560)</b>   | 194,530          |
| <b>Cash absorbed by operations</b>                           | <b>(1,006,379)</b> | <b>(717,923)</b> |

# COMPANY STATEMENT OF FINANCIAL POSITION

|                                | Notes | 2024<br>£          | 2023<br>£          |
|--------------------------------|-------|--------------------|--------------------|
| <b>NON CURRENT ASSETS</b>      |       |                    |                    |
| Intangible assets              | 24    | 1,078,392          | 1,219,815          |
| Property, plant and equipment  | 25    | 44,555             | 50,500             |
| Investments                    | 26    | 7,982,714          | 8,020,982          |
|                                |       | <b>9,105,661</b>   | <b>9,291,297</b>   |
| <b>CURRENT ASSETS</b>          |       |                    |                    |
| Assets held for sale           | 27    | 2,545,000          | 2,544,000          |
| Trade and other receivables    | 28    | 2,563,658          | 2,905,038          |
| Cash and cash equivalents      |       | 516,053            | 566,249            |
|                                |       | <b>5,624,701</b>   | <b>6,015,287</b>   |
| <b>CURRENT LIABILITIES</b>     |       |                    |                    |
| Trade and other payables       | 30    | 2,902,228          | 2,703,841          |
| Current tax liabilities        |       | 7,037              | -                  |
| Borrowings                     | 29    | 3,425,000          | 3,060,000          |
| Deferred Income                |       | 3,510,561          | 3,630,121          |
|                                |       | <b>9,844,825</b>   | <b>9,393,962</b>   |
| <b>NET CURRENT LIABILITIES</b> |       | <b>(4,220,124)</b> | <b>(3,378,975)</b> |
| <b>NON CURRENT LIABILITIES</b> |       |                    |                    |
| Deferred tax liabilities       |       | 344,239            | 332,576            |
|                                |       | <b>332,576</b>     | <b>332,576</b>     |
| <b>NET ASSETS</b>              |       | <b>4,541,298</b>   | <b>5,580,047</b>   |
| <b>EQUITY</b>                  |       |                    |                    |
| Revaluation reserve            |       | 652,945            | 652,945            |
| Fair value reserve             |       | 1,111,830          | 974,221            |
| Retained earnings              |       | 2,776,523          | 3,952,880          |
| <b>TOTAL EQUITY</b>            |       | <b>4,541,298</b>   | <b>5,580,046</b>   |

As permitted by s408 Companies Act 2006, the company has not presented its own income statement and related notes.  
The company's loss for the year was £1,020,048 (2023 - £475,243 loss).

The financial statements were approved by the board of directors and authorised for issue on XX MONTH 2024  
and are signed on its behalf by:

**Professor Chris Bones**  
Chair



# COMPANY STATEMENT OF CHANGES IN EQUITY

|                                                                     | Revaluation<br>reserve<br>£ | Fair value<br>reserve<br>£ | Retained<br>Earnings<br>£ | Total<br>£  |
|---------------------------------------------------------------------|-----------------------------|----------------------------|---------------------------|-------------|
| Balance at 1 January 2023                                           | 443,764                     | 160,942                    | 5,238,874                 | 5,843,580   |
| Year ended 31 December 2023: Loss and total<br>comprehensive income | 211,709                     | -                          | (475,243)                 | (263,534)   |
| Transfer to other reserves                                          | (2,528)                     | 813,279                    | (810,751)                 | -           |
| Balance at 31 December 2023                                         | 652,945                     | 974,221                    | 3,952,880                 | 5,800,046   |
| Year ended 31 December 2024:                                        | -                           | -                          | (1,038,748)               | (1,038,748) |
| Loss and total comprehensive income                                 | -                           | 137,609                    | (137,609)                 | -           |
| Transfer to other reserves                                          | -                           | -                          | -                         | -           |
| Balance at 31 December 2024                                         | 652,945                     | 1,111,830                  | 2,776,523                 | 4,541,298   |

Transfer to other reserves relates to the fair value gain/(loss) on investments and adjustments to the revaluation reserve for depreciation.

# NOTES TO THE GROUP FINANCIAL STATEMENTS (CONTINUED)

## 22. EMPLOYEES

The average monthly number of persons (including directors) employed by the company during the year was:

|       | 2024<br>No. | 2023<br>No. |
|-------|-------------|-------------|
| Total | 140         | 137         |

The aggregate remuneration comprised:

|                       | 2024<br>£ | 2023<br>£ |
|-----------------------|-----------|-----------|
| Wages and salaries    | 4,725,468 | 4,402,943 |
| Social security costs | 443,969   | 407,303   |
| Pension costs         | 337,726   | 321,073   |
|                       | 5,507,163 | 5,131,319 |

## 23. INTANGIBLE ASSETS

|                                    | Software<br>£ | Qualifications<br>£ | Total<br>£ |
|------------------------------------|---------------|---------------------|------------|
| <b>Cost</b>                        |               |                     |            |
| At 1 January 2023                  | 960,994       | 1,876,223           | 2,837,217  |
| Additions                          | 53,830        | 49,942              | 103,772    |
| At 31 December 2023                | 1,014,824     | 1,926,165           | 2,940,989  |
| Additions - purchased              | 4,750         | 44,080              | 48,830     |
| At 31 December 2024                | 1,019,574     | 1,970,245           | 2,989,819  |
| <b>Amortisation and impairment</b> |               |                     |            |
| At 1 January 2023                  | 887,865       | 665,545             | 1,553,410  |
| Charge for the year                | 29,729        | 138,035             | 167,764    |
| At 31 December 2023                | 917,594       | 803,580             | 1,721,174  |
| Charge for the year                | 40,629        | 149,624             | 190,253    |
| At 31 December 2024                | 958,223       | 953,204             | 1,911,427  |
| <b>Carrying value</b>              |               |                     |            |
| At 31 December 2024                | 61,351        | 1,017,041           | 1,078,392  |
| At 31 December 2023                | 97,230        | 1,122,586           | 1,219,815  |



# NOTES TO THE GROUP FINANCIAL STATEMENTS (CONTINUED)

## 24. PROPERTY, PLANT AND EQUIPMENT

|                                                    | Freehold<br>property | Fixtures and<br>fittings | IT Equipment  | Right of use<br>assets | Total              |
|----------------------------------------------------|----------------------|--------------------------|---------------|------------------------|--------------------|
| At 1 January 2023                                  | 2,383,658            | 832,197                  | 319,282       | 279,282                | <b>3,814,412</b>   |
| Additions                                          | -                    | -                        | 44,481        | 30,024                 | <b>74,505</b>      |
| Transfers to assets held for sale                  | (2,383,658)          | (832,197)                | (175,333)     | -                      | <b>(3,391,188)</b> |
| Disposals                                          | -                    | -                        | -             | (252,464)              | <b>(252,464)</b>   |
| At 31 December 2023                                | -                    | -                        | 188,430       | 26,811                 | <b>215,241</b>     |
| <b>Additions</b>                                   |                      | -                        | 19,211        | -                      | <b>18,211</b>      |
| Transfers to assets held for sale                  | -                    | -                        | -             | -                      | -                  |
| Disposals                                          | -                    | -                        | -             | (26,811)               | <b>(26,811)</b>    |
| At 31 December 2024                                | -                    | -                        | 207,640       | -                      | <b>207,640</b>     |
| <b>Accumulated Depreciation and<br/>impairment</b> |                      |                          |               |                        |                    |
| At 1 January 2023                                  | 114,000              | 768,005                  | 287,060       | 249,251                | <b>1,418,316</b>   |
| Charge for year                                    | 26,079               | 15,803                   | 26,203        | 30,024                 | <b>98,109</b>      |
| Transfers to assets held for sale                  | (140,079)            | (783,808)                | (175,333)     | -                      | <b>(1,099,220)</b> |
| Eliminated on disposal                             | -                    | -                        | -             | (252,464)              | <b>(252,464)</b>   |
| At 31 December 2023                                | -                    | -                        | 137,930       | 26,811                 | <b>164,741</b>     |
| <b>Charge for the year</b>                         | -                    | -                        | 25,156        | -                      | <b>25,156</b>      |
| Transfers to assets held for sale                  | -                    | -                        | -             | -                      | -                  |
| Eliminated on disposal                             | -                    | -                        | -             | (26,811)               | <b>(26,811)</b>    |
| At 31 December 2024                                | -                    | -                        | 163,085       | -                      | <b>163,085</b>     |
| <b>Carrying amount</b>                             |                      |                          |               |                        |                    |
| At 31 December 2024                                | -                    | -                        | <b>44,555</b> | -                      | <b>44,555</b>      |
| At 31 December 2023                                | -                    | -                        | 50,500        | -                      | 50,500             |

At the end of the year the company had begun the process to sell the property, including its fixtures and fittings, and it has been transferred to assets held for sale under IFRS5.

# NOTES TO THE GROUP FINANCIAL STATEMENTS (CONTINUED)

## 25. INVESTMENTS

|                             | 2024<br>£ | Current<br>2023<br>£ | 2024<br>£ | Non Current<br>2023<br>£ |
|-----------------------------|-----------|----------------------|-----------|--------------------------|
| Investments in subsidiaries |           |                      | 620,397   | 620,397                  |
| Other investments           | -         | -                    | 7,362,317 | 7,400,585                |
|                             | -         | -                    | 7,982,714 | 8,020,982                |

### Investments in subsidiary undertakings

Details of the company's principal operating subsidiaries are included in note 14.

## 26. ASSETS HELD FOR SALE

|                               | 2024<br>£ | 2023<br>£ |
|-------------------------------|-----------|-----------|
| Property, plant and equipment | 2,545,000 | 2,544,000 |
|                               | 2,545,000 | 2,544,000 |

At the end of the year the company had begun the process to sell the property, including its fixtures and fittings. As such, the assets have been transferred to assets held for sale under IFRS5.

# NOTES TO THE GROUP FINANCIAL STATEMENTS (CONTINUED)

## 27. TRADE AND OTHER RECEIVABLES

|                                           | 2024<br>£        | 2023<br>£ |
|-------------------------------------------|------------------|-----------|
| Trade receivables                         | <b>2,356,438</b> | 2,662,860 |
| Provision for bad and doubtful debts      | <b>(503,310)</b> | (462,287) |
|                                           | <b>1,853,128</b> | 2,200,573 |
| VAT recoverable                           | <b>636</b>       | -         |
| Current tax receivables                   | -                | 39,881    |
| Amounts owed by fellow group undertakings | <b>60,910</b>    | 98,918    |
| Other receivables                         | <b>103,527</b>   | 111,211   |
| Prepayments and accrued income            | <b>545,447</b>   | 454,455   |
|                                           | <b>2,563,648</b> | 2,905,038 |

# NOTES TO THE COMPANY FINANCIAL STATEMENT (CONTINUED)

## 28. BORROWINGS

|                                    | 2024<br>£        | 2023<br>£ |
|------------------------------------|------------------|-----------|
| Borrowings held at amortised cost: |                  |           |
| Bank loans                         | <b>3,425,000</b> | 3,060,000 |

At 31 December 2024 £3,425,000 (2023: £3,060,000) was drawn down for general corporate purposes on a secured facility from Barclays at an interest rate of 4.25% (0.75% + BoE Base Rate of 3.5%).

## 29. TRADE AND OTHER PAYABLES

|                                           | 2024<br>£        | 2023<br>£ |
|-------------------------------------------|------------------|-----------|
| Trade payables                            | <b>316,224</b>   | 281,757   |
| Amounts owed to fellow group undertakings | <b>1,270,318</b> | 1,710,436 |
| Accruals                                  | <b>1,113,921</b> | 492,110   |
| Social security and other taxation        | <b>142,565</b>   | 161,699   |
| Other payables                            | <b>59,199</b>    | 57,839    |
|                                           | <b>2,902,228</b> | 2,703,841 |





“I think it’s really important for team members to obtain professional qualifications. It allows them to gain advancement within the firms as it gives them greater practicing rights within the work they do.”

Watkins & Gunn





# THE CILEX FOUNDATION



TRUSTEES' REPORT AND FINANCIAL STATEMENT  
FOR THE YEAR ENDED 31 DECEMBER 2024





# THE CILEX FOUNDATION

## COMPANY INFORMATION

Trustees' report and financials for the year ended  
31 December 2024

## TRUSTEES

The following Trustees held office during the year to  
31 December 2024 and up to the date of this report:

Hin Hon Judge Marc David Dight  
Angus Duncan MacIver (resigned 17 July 2024)  
Ian David Hunt  
Thomas John Eward Morgan  
Emma Davies  
Abbey Webb  
Christine Baer

## CHARITY NUMBER

1185862

## REGISTERED OFFICE AND OPERATIONAL ADDRESS

2nd Floor  
The Pinnacle  
Midsummer Boulevard  
Milton Keynes  
MK9 1BP

## INDEPENDENT EXAMINERS:

Mercer & Hole LLP  
21 Lombard Street  
London  
EC3V 9AH





“I recommend the CILEX route to my team because I was fortunate enough to qualify through CILEX where I may not have had that opportunity in law. And we like to employ a lot of people from backgrounds that may not have that opportunity and encourage them. As an employer, I think it’s really important to show your commitment to your staff, and I would highly recommend that employers, where possible, can support their staff in the new CILEX CPQ qualification. I think the legal landscape has changed significantly and I’m really excited about the new qualifications on offer that put CILEX Lawyers on par with solicitors.”

The Family Law Company



# REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2024

## OBJECTIVES AND ACTIVITIES

The CILEX Foundation is a registered charity(charity no.1185862) offering charitable grants and support to members of the Chartered Institute of Legal Executives (CILEX). The Charity operates within England and Wales and supports CILEX Lawyers, current and former members of the profession and their dependents.

The CILEX Foundation administers an academic support fund by way of scholarships, bursaries and grants. The CILEX Foundation may support any other charitable cause which it feels furthers these charitable aims. These charitable activities are funded by donations, both from CILEX directly, and from other fundraising streams.

## ACHIEVEMENTS AND PERFORMANCE

During the year, the Foundation awarded the following scholarships, bursaries and grants:

- 10 Scholarships, covering the costs of training to become CILEX Lawyers to candidates from underrepresented backgrounds.
- 13 CILEX Foundation Bursaries, providing funding to CILEX members to access training and continue their studies.
- Over £124k in scholarships and bursaries were awarded, supporting students' progress their legal careers.
- In 2024, the CILEX Foundation also piloted a new programme, the Millicent Grant Career Enhancing programme, offering mentoring, networking and career support.

## FINANCIAL REVIEW

As at 31st December 2024, the Foundation is holding reserves of £165,078, comprising unrestricted reserves of £40,404 and restricted reserves of £124,674. These funds are held to be utilised in support of the Foundations activities through 2025.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

The CILEX Foundation is a company limited by Guarantee registered with the Charity Commission. The Foundation operates [as a limited company] under its Memorandum and Articles of association.

The Trustee Board comprises at least 3 Trustees who are appointed by the Charity's Member (CILEX). This will include at least one Independent Trustee and at least two Trustees who are office holders of CILEX.

Trustees, upon induction, are provided with guidance from the Charity Commission on public benefit and their responsibilities. Further, Trustees receive an update/ refresher training from the Charity Lead each year on their key responsibilities.

During the reporting period, Trustees committed to a fundraising and income generation strategic plan and enlisted the support of a specialist fundraising strategist to further this area of work. This aligns with the longer-term strategy to provide a sustainable and reliable source of support to members, satisfying our charitable aims.

Day to day management is delegated to CILEX, as the Member. A Charity Lead is employed to oversee the activity of the CILEX Foundation, and there is a Service Level Agreement in place which sets out the day to day operational/management support for charitable activities and delegated authority forms exist setting out limits for both spending and approving incoming donations.

The CILEX Foundation has established policies which set out our grant making activities and associated procedures. The Assessment and Award – Scholarship and Assessment and Award – Bursary and Welfare Grants policies defines the aims and objectives of our Scholarship Programme, how this activity aligns with our strategic charitable aim of furthering education opportunities to underrepresented groups and sets out the nature of award to be made.

# DIRECTOR'S REPORT FOR THE YEAR ENDED 31 DECEMBER 2024

The directors present their report and the financial statements for the year ended 31 December 2024.

## DIRECTORS' RESPONSIBILITIES STATEMENT

The directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 101 'Reduced Disclosure Framework'. Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Company and of the profit or loss of the Company for that period.

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

- select suitable accounting policies and then apply them consistently
- make judgments and accounting estimates that are reasonable and prudent
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the Company's transactions and disclose with reasonable accuracy at any time the financial position of the Company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## PRINCIPAL ACTIVITY

The CILEX Foundation is a registered charity (charity no.1185862) offering charitable grants and support to members of the Chartered Institute of Legal Executives.

## BUSINESS REVIEW

The CILEX Foundation administers an academic support fund by way of scholarships, bursaries and grants. The CILEX Foundation also provides hardship grants to qualifying members of the Chartered Institute of Legal Executives. The CILEX Foundation will also engage in the promotion of Pro Bono (voluntary) work amongst its members. The CILEX Foundation may support any other charitable cause which it feels furthers these charitable aims. These charitable activities will be funded by donations, both from The Chartered Institute of Legal Executives directly, and from other fundraising streams.

This report was approved by the board on 26 June 2025 and signed on its behalf.



His Hon Judge Marc David Dight

# INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 DECEMBER 2024

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE CILEX FOUNDATION

We report on the accounts of the Trust for the year period 31 December 2024, which are set out on pages 5 to 9 of the Trustees Annual Report and Accounts and signed by the Trustees.

Respective responsibilities of trustees and examiner  
The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is our responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to our attention.

## BASIS OF INDEPENDENT EXAMINER'S REPORT

Our examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

## INDEPENDENT EXAMINER'S STATEMENT

In connection with our examination, no matter has come to our attention:

(1) which gives us reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act, and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

(2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mercer & Hole LLP

For and on behalf of  
Mercer & Hole



# STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2024

|                                | Notes | Unrestricted<br>£ | Restricted<br>£ | Year ended<br>31.12.2023<br>TOTAL<br>£ | Year ended<br>31.12.2023<br>TOTAL<br>£ |
|--------------------------------|-------|-------------------|-----------------|----------------------------------------|----------------------------------------|
| <b>Incoming resources</b>      |       |                   |                 |                                        |                                        |
| Income from Donations          | 3     | 38,247            | 82,400          | 120,647                                | 5,372                                  |
| Investment Income              |       | 4,207             | -               | 4,207                                  | -                                      |
| Total incoming resources       |       | 42,454            | 82,400          | 124,854                                | 5,372                                  |
| <b>Resources expended</b>      |       |                   |                 |                                        |                                        |
| Salary Costs                   | 4     | 23,153            | 11,577          | 34,730                                 | 29,263                                 |
| Grants Made                    | 4/5   | -                 | 80,933          | 80,933                                 | 44,631                                 |
| Other Admin Costs              | 4     | 8,257             | 1,690           | 9,947                                  | 11,190                                 |
| Total resources expended       |       | 31,410            | 94,200          | 125,610                                | 85,083                                 |
| Net incoming resources         |       | 11,044            | (11,800)        | (756)                                  | (79,712)                               |
| Transfer between funds         |       | -                 | -               | -                                      | -                                      |
| Net movement in funds          |       | 11,044            | (11,800)        | (756)                                  | (79,712)                               |
| <b>Reconciliation of funds</b> |       |                   |                 |                                        |                                        |
| Total funds, Brought forward   |       | 29,360            | 136,474         | 165,834                                | 245,545                                |
| Total funds, Carried forward   |       | 40,404            | 124,674         | 165,078                                | 165,834                                |

# BALANCE SHEET

## AS AT 31 DECEMBER 2024

|                                   | Notes | Year ended<br>31.12.2024<br>£ | Year ended<br>31.12.2023<br>£ |
|-----------------------------------|-------|-------------------------------|-------------------------------|
| <b>CURRENT ASSETS</b>             |       |                               |                               |
| Debtors                           | 9     |                               | 1,358                         |
| Cash at Bank and in Hand          |       | <b>173,480</b>                | 170,361                       |
|                                   |       | <b>173,480</b>                | 171,719                       |
| <b>CREDITORS</b>                  |       |                               |                               |
| Amounts falling due within 1 year | 10    | <b>(8,402)</b>                | (5,885)                       |
| <b>NET CURRENT ASSETS</b>         |       | <b>165,078</b>                | 165,834                       |
| <b>NET ASSETS</b>                 |       | <b>165,078</b>                | 165,834                       |
| <b>FUNDS OF THE CHARITY</b>       |       |                               |                               |
| Restricted Funds                  |       | <b>124,674</b>                | 136,474                       |
| General Reserve Fund              |       | <b>40,404</b>                 | 29,360                        |
| <b>TOTAL FUNDS</b>                |       | <b>165,078</b>                | 165,834                       |

For the financial year in question the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved and authorised for issue by the Directors and were signed on behalf of the Charity by His Hon Judge Marc David Dight on 26 June 2025.



His Hon Judge Marc David Dight  
Director

# NOTES TO THE FINANCIAL STATEMENTS AS AT 31 DECEMBER 2024

## 1. BASIS OF PREPARATION

### 1.1 Basis of accounting

The financial statements have been prepared in accordance with the Charities SORP 2nd edition.

(FRS 102)(effective 1 January 2019) - Accounting and Reporting by Charities: statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), Section 1A the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102), the Charities Act 2011 and the Companies Act 2006.

The CILEX Foundation meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

The preparation of financial statements in compliance with FRS 102 requires the use of certain critical accounting estimates. It also requires management to exercise judgement in applying the company's accounting policies

The accounts are prepared in sterling, which is the functional currency of The CILEX Foundation. Monetary amounts in these financial statements are rounded to the nearest £1.

## 2. ACCOUNTING POLICIES

### 2.1 Incoming resources

Income is included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to the resources and the resources have been received.

Grants and donations are included in the SoFA when received.

Volunteer help: The value of any voluntary help received is not included in the accounts but is described

### 2.2 Expenditure and liabilities

Expenditures are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

### 2.3 Measurement basis for debtors

Prepayments are valued at the amount prepaid net of any trade discounts due.

## 3. ANALYSIS OF INCOMING RESOURCES

|           | Unrestricted<br>£ | Restricted<br>£ | 2024<br>Total<br>£ | 2021<br>Total<br>£ |
|-----------|-------------------|-----------------|--------------------|--------------------|
| Donations | 42,454            | 82,400          | 124,854            | 5,372              |
|           | <b>42,454</b>     | <b>82,400</b>   | <b>124,854</b>     | <b>5,372</b>       |

# NOTES TO THE FINANCIAL STATEMENTS AS AT 31 DECEMBER 2024

## 4. ANALYSIS OF RESOURCES EXPENDED

|                         | Unrestricted<br>£ | Restricted<br>£ | 2024<br>Total<br>£ | 2023<br>Total<br>£ |
|-------------------------|-------------------|-----------------|--------------------|--------------------|
| <b>Direct Costs</b>     |                   |                 |                    |                    |
| Salary costs            | 23,153            | 11,577          | <b>34,730</b>      | 29,263             |
| Grants and student fees | –                 | 80,933          | <b>80,933</b>      | 44,631             |
|                         | <b>23,153</b>     | <b>92,510</b>   | <b>115,663</b>     | 73,894             |

|                      | Unrestricted<br>£ | Restricted<br>£ | 2024<br>Total<br>£ | 2023<br>Total<br>£ |
|----------------------|-------------------|-----------------|--------------------|--------------------|
| <b>Support Costs</b> |                   |                 |                    |                    |
| Administration costs | 8,257             | 1,690           | <b>9,947</b>       | 11,190             |
|                      | <b>8,257</b>      | <b>1,690</b>    | <b>9,947</b>       | 11,190             |

## 5. GRANT MAKING ACTIVITIES

|                    | 2024<br>£     | 2023<br>£ |
|--------------------|---------------|-----------|
| Bursary grants     | <b>36,165</b> | 22,164    |
| Scholarship grants | <b>43,998</b> | 11,100    |
| Welfare grants     | <b>770</b>    | 11,367    |
| Total grants       | <b>80,933</b> | 44,631    |

All grants are awarded to individuals (albeit Bursary and Scholarship grants are paid direct to the institution upon invoice).

# NOTES TO THE FINANCIAL STATEMENTS AS AT 31 DECEMBER 2024

## 6. DETAILS OF CERTAIN ITEMS OF EXPENDITURE

|                             | 2024<br>£  | 2023<br>£  |
|-----------------------------|------------|------------|
| <b>6.1 Trustee expenses</b> | <b>Nil</b> | <b>Nil</b> |

6.2 During the year ended 31 December 2024, no trustee received any remuneration or other benefits from the charity (2023: £nil).

## 7.1 STAFF COSTS

|                                     | 2024<br>£     | 2023<br>£ |
|-------------------------------------|---------------|-----------|
| Gross salaries                      | <b>28,756</b> | 24,392    |
| Employer's National Insurance costs | <b>2,713</b>  | 2,111     |
| Pension costs                       | <b>3,261</b>  | 2,760     |
| Total staff costs                   | <b>34,730</b> | 29,263    |

## 7.2 AVERAGE NUMBER OF EMPLOYEES

|                             | 2024 | 2023 |
|-----------------------------|------|------|
| Average number of employees | 1    | 1    |

There are no employees who received total employee benefits (excluding employer pensions costs) of more than £60,000.

## 8. INDEPENDENT EXAMINERS FEES

|                           | 2024<br>£    | 2023<br>£ |
|---------------------------|--------------|-----------|
| Independent examiner fees | <b>3,420</b> | 3,420     |
| Total                     | <b>3,420</b> | 3,420     |



# NOTES TO THE FINANCIAL STATEMENTS AS AT 31 DECEMBER 2024

## 9. DEBTORS AND PREPAYMENTS

|                                            | 2024<br>£ | 2023<br>£ |
|--------------------------------------------|-----------|-----------|
| <i>Amounts falling due within one year</i> |           |           |
| Prepayments and accrued income             | -         | 1,358     |
| Total                                      | -         | 1,358     |

## 10. CREDITORS AND ACCRUALS

|                                            | 2024<br>£ | 2023<br>£ |
|--------------------------------------------|-----------|-----------|
| <i>Amounts falling due within one year</i> |           |           |
| Trade creditors                            | 3,879     |           |
| Other creditors                            | -         | 706       |
| Accruals and Deferred Income               | 4,523     | 5,179     |
| Total                                      | 8,402     | 5,885     |

# THE CILEX FOUNDATION

## INCOME AND EXPENDITURE ACCOUNTS FOR

### THE YEAR ENDED 31 DECEMBER 2024

|                          | £       | £                |
|--------------------------|---------|------------------|
| <b>Income</b>            |         |                  |
| Donations received       | 120,647 |                  |
| Bank interest received   | 4,207   |                  |
| Total Donations received |         | <b>124,854</b>   |
| <b>Expenditure</b>       |         |                  |
| Wages and Salaries       | 34,730  |                  |
| Grants payable           | 80,933  |                  |
| Consultancy fees         | 4,877   |                  |
| Insurance                | 1,035   |                  |
| Bank charges             | 257     |                  |
| Subscriptions            | 322     |                  |
| Accountancy fees         | 3,420   |                  |
| Sundry costs             | 35      |                  |
| Total Expenditure        |         | <b>(125,610)</b> |
| Loss for the year        |         | <b>(756)</b>     |

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“Ensuring our staff receive quality training is really important to us as a firm and CILEX deliver that for us. The CILEX apprenticeship allows us to have a hands-on approach in the training and development of our staff.”

Fraser Dawbarns



Chartered Institute of Legal Executives (CILEX)  
2nd Floor, The Pinnacle, Midsummer Boulevard, Milton Keynes, MK9 7BP  
[cilex.org.uk](http://cilex.org.uk)