


# CILEX



# — ANNUAL REVIEW 2025

CILEX (The Chartered Institute of Legal Executives)

Company registration number RC000850 (England and Wales)



“The flexibility, structure and respect for prior professional experience made CILEX the best and most realistic pathway for me, but I wouldn’t have been able to do it without the CILEX Foundation Scholarship. Starting CPQ gave me clarity, dedication and confidence in my future.”

Anna Lebedynska, Student

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# OFFICERS AND PROFESSIONAL ADVISERS

## COMPANY REGISTRATION NUMBER

RC000850

## REGISTERED OFFICE

Landmark Victoria,  
3 Orchard Place,  
London,  
SW1H 0BF

## BOARD OF DIRECTORS

E Milner (Chair) (Appointed January 2025)  
S Lee (Resigned July 2025)  
E Davies (Resigned July 2025)  
J Radford (Resigned March 2026)  
S Grewal (Resigned March 2026)  
Y Richardson  
M Sullivan (Resigned January 2026)  
T McIntyre-Bhatty  
S Fowler  
C Thorpe  
L Winkell  
S Chantry  
K Findlow (Appointed July 2025)  
L Maden (Appointed January 2026)  
S Collier (Appointed January 2026)

## INDEPENDENT AUDITORS

Mercer & Hole LLP  
21 Lombard Street  
London  
EC3V 9AH

“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.”

Emma Davies, CILEX Fellow



“CILEX provided me with an accessible and highly respected route into the profession, enabling me to progress on merit rather than through a purely academic pathway. Alongside technical expertise, CILEX helped me develop essential professional skills, including time management, organisation, attending to detail and the ability to work effectively under pressure.”

Joanna Bailey, FCILEX

## EILEEN MILNER, CILEX CHAIR

**It is a pleasure to present my second annual report and accounts for the Chartered Institute for Legal Executives (CILEX) since I took over as Chair in January 2025.**

Like all of our board members I have an enormous commitment to CILEX's mission and purpose. We should be collectively proud to play our part in an organisation that has been opening up professional routes into the law for many decades and, as we have done so, we have been opening up access to justice. There has arguably never been a more important point in human history for there to be a global and national sense of the understanding and practice of the law being both respected and consistently upheld. For us in the UK, we have a degree of consensus around the importance of having a justice system that reflects the people it serves and can uphold the rule of law, those who have qualified through CILEX routes play an incredibly important part in making this a reality. We want to continue to build upon this.

CILEX is a proud organisation with a long history, but that has not meant that we are immune from challenges. 2025 has been a year characterised by change and challenge, which I am pleased to say our Board, Professional Board, Executive and wider staff of CILEX have faced head on.

Throughout 2025 we have kept two things in firm focus, operating in the public interest and serving our members. This is not to diminish the impact that both the challenges and need for change have brought about.

However, I am confident that 2025 has been a year in which we have begun to make much needed improvements which will begin to deliver for us and for CILEX professionals in 2026 and beyond.

This year we have been putting in place plans to improve our financial sustainability; our training and qualifications offer and our support for members. These priorities are an acknowledgement that we have some distance to travel but also not letting go of the many good things that characterise both the organisation and our profession.

The Mazur judgment was arguably one of the most important cases in legal services in many years, and I am proud that CILEX sought to appeal the ruling and the Court of Appeal found in our favour. In adversity we have been able to have different and important conversation with our members. Whilst we have not always had immediate routes to solutions, I am incredibly proud of the way in which Jennifer Coupland, our very new CEO, both stepped in and stepped up, to ensure that what was within our gift to do, we were doing. Thank you also to those who reached out to share your experiences – these were heard by the Board and guided us every step of the way in terms of deciding to launch an appeal.

This experience has only underlined how critical it is for the three branches of the law Bar, Solicitors and Chartered Legal Executives, to work collaboratively together, but also how important it is for a healthy system that each branch of the system has a strong voice and is listened to.

We have also undertaken several changes at Board and Executive level in 2025. I would like to pay tribute to Sukjit Grewal for his service to CILEX's Board, and to our excellent Senior Independent Director and erstwhile Chair of Audit and Risk Committee, Jamie Radford, as their terms come to an end in March 2026.

I would also like to welcome new joiners to the Board in 2025, Sally Collier, Lorna Maden and our new Chief Executive, Jennifer Coupland.

These are formidable individuals and the experience and expertise they bring to CILEX lend strength to our plans. Working closely with our Professional Board, our excellent office holders, President Sara Fowler, Past President Yanthé Richardson and incoming President, Kim Findlow, I am confident that we will be able to put the building blocks in place to reinvigorate the CILEX profession for the 21st Century and ensure CILEX has another 75 years of success.



Eileen Milner - Chair

# CEO REPORT

Taking over as Chief Executive of CILEX has been a real honour. I feel very privileged to be in the position to lead the organisation through its next strategic period and to present my first annual report and accounts.

My first few months in post were dominated by the significant challenge flowing from the Mazur judgment, and I have been grateful for the warm welcome and unwavering support I received from the Board, our Chair and the dedicated teams across CILEX. Their commitment and professionalism have been invaluable in helping me navigate what quickly became an exceptionally intense start to my tenure.

The judgment brought to light significant implications for those working in litigation and for how CILEX had supported members historically and worked with other regulators across legal services. Managing these immediate impacts, while tackling long-standing issues and planning for long-term sustainability, was a full throttle introduction to CILEX. It did enable me, however me to get to know my senior team rapidly and see first-hand the strength, dedication and spirit of our members in the face of such an incredible challenge.

Having taken the decision to appeal the Mazur judgment on behalf of our members, I was delighted that the Court of Appeal agreed with our position that it was lawful for unauthorised individuals to conduct litigation whilst under the supervision of an authorised person.

Whilst we are delighted that there were no further appeals, we believe it is important that CILEX and the wider legal services sector learn lessons from this.

We have also started looking to the future with the start of the development of a new five year strategy, which we will publish later in 2026. In the meantime, I have focused on three core priorities:

- Offering excellent training and qualifications
- Improving members services
- Advocating for members

## Offering excellent training and qualifications

At CILEX, education remains at the core of our mission to transform the legal profession and drive greater social mobility. Through CILEX Law School (CLS), we continue to deliver high quality CPQ Foundation, Advanced and Professional Stage learning via flexible, distance learning, supported by a growing portfolio of apprenticeships that enables aspiring professionals to earn while they learn.

In 2025, more than 3,000 distance learners were registered with CLS on the CILEX Professional Qualification (CPQ), progressing through the Foundation Stage towards CILEX Paralegal and onto the CILEX Lawyer pathway in their chosen specialism.

Apprenticeships remained central to widening access to legal careers. In March 2025, CLS launched a new Paralegal Apprenticeship and continued to strengthen the Level 6 Chartered Legal Executive and Level 7 Chartered Legal Executive Litigator and Advocate Apprenticeship. Enrolment stayed strong with 314 apprentices training with CLS throughout the year.

CLS also continued to offer the Level 3 Business Administration Apprenticeship, with further business-related standards planned for 2026/27. To meet sector demand, CLS began developing specialist Level 3 Paralegal programmes for Local Government and NHS Clinical Negligence teams. The first Local Authority pathway launched in March 2025 with the first Clinical Negligence cohort starting in March 2026.



“CILEX has not only given me a pathway into law, but it has also opened doors I once believed were firmly closed. Through CILEX, I’ve been able to find my voice, grow my confidence and step into rooms I never imagined I’d have access to.”

Billie Spooner, MCILEX

Other notable achievements in 2025 include:

- CLS restructure, promoting colleagues into key leadership roles and to ensure a more customer centric approach to delivery and student support.
- A complete revamp of CPQ distance learning, updating all materials and increasing academic contact to better support learners.
- Achieving Training Provider status for the CILEX Advocacy course, with new advocacy teaching to be delivered from February 2026.
- Expansion of the CLS Lecturer team, welcoming new legal academic specialists.

The CILEX Law School are also delivering the CILEX Judicial Academy, an exclusive and dedicated programme for professionals considering a career in the Judiciary. The comprehensive programme prepares members for their journey to a judicial appointment, through the provision of coaching, mentoring, 1-2-1 sessions and structured learning. In 2025, the Judicial Academy welcomed 25 professional lawyers to the programme.

2025 also proved to be a strong year for our Awarding body, with 5,266 exams and assessments sat, alongside significant apprenticeship EPA delivery across Level 3 and Level 6.

Pass rates for the outgoing Legacy Level 6 qualification remain strong and the CPQ pass rates for all three stages, Foundation, Advanced and Professional sit at 80%, demonstrating consistency or improvements and the benefits of accessibility and strength of the modular approach.

Significant progress includes:

- First EPA delivery under the updated Level 3 Paralegal Apprenticeship Standard.
- Continued preparation for the new EPAs for Level 6 and Level 7 apprenticeships, due to launch in 2026.
- Close collaboration with Skills England to align programmes with the Department for Education's Apprenticeship Assessment Principles.
- Exceptional candidate performance at CPQ Professional Stage.
- Successful transitions from the completion of the CPQ to authorisation, with practice rights, to new CILEX Lawyers by CILEX Regulation (CRL).

We have also sought to grow the number and range of other providers offering CILEX qualifications and products.

Following the launch of the CILEX HE Engagement Strategy in late 2024, we accelerated delivery throughout 2025 across five strategic strands: increasing CILEX visibility, growing CILEX Graduate Qualification (CGQ) route, expanding CPQ/CGQ delivery, establishing a new undergraduate student subscription offer and developing revenue-generating educational partnerships with CILEX educational materials.

By year-end, we had achieved significant progress including:

- Securing nine recognised degree partners, including Open University, which represents a cohort of over 1,500 law students, in England and Wales.
- Building strong engagements with a range of institutions, including Russel Group universities, creating a robust pipeline of future partnerships.
- Launching the Aspire subscriptions proposition with the first university partner, with additional institutions in discussion.
- Initiating conversations on new collaborative opportunities, including certification pathways, CPD content and top-up degree programmes.
- Achieving adoption of CILEX coursebooks by five institutions.

Over the course of the year, the Business Development team and colleagues across CILEX strengthened relationships with longstanding employer partners, including Irwin Mitchell LLP, Home Office and Carpenters Group, providing tailored support aligned to organisational needs while generating positive outcomes for both employers and members.

We also developed new relationships with organisations such as HM Land Registry, DWF and Right Legal Group, expanding our reach and strengthening CILEX's position in the employer landscape.

### Improving member services

In 2025 our Customer Service team answered over 20,000 inbound calls and responded to 22,610 online queries. The team supported members to navigate the impacts of the Mazur judgment including providing help with interpreting guidance from the regulator CRL. Surprisingly the volume of calls was a reduction from 2024 – a sign that our more customer centric website content is enabling members to quickly resolve straightforward queries themselves. This shift has allowed our frontline teams to devote more time to supporting members with complex issues that require additional care and expertise.



“Not everyone’s legal journey starts the same way. For me, CILEX offered me a route that recognised my previous qualifications and enabled me to build on my existing academic background while allowing me to gain professional status and gain the tools I needed, like open court advocacy.”

Jack Lambourne, FCILEX

Significant work has been taken forward this year through focused campaigns, expanded event programmes and improved digital content. This increased visibility has been a clear demonstration of our continued commitment to championing the profession, growing our community and ensuring every member – whatever stage they are at – feels valued, supported and informed.

Growing our profession and supporting our members in advancing their legal careers remain central priorities for CILEX. In 2025, we were proud to launch a new route into paralegal membership, the Experience Assessment Route, enabling individuals to demonstrate how their valid professional experience meets the standards set out in competence frameworks. This pathway broadens access to membership, ensures high standards and reflects our commitment to giving paralegals a professional home.

We also strengthened our commitment to supporting members and employers in adapting to emerging technologies with the launch of the CILEX AI Academy, developed in partnership with 5min.ai, specialists in bite-sized AI learning. The platform was introduced to employers in September and rolled out to members in November.

The Academy offers a flexible micro-learning experience, with modules built around five core areas of AI and the law, designed specifically for time-pressured legal professionals. Its real-time content updates ensure learners stay aligned with the fast-moving regulatory environment, including the implications of the EU AI Act, helping members build confidence and capability in an area reshaping the legal sector.

We have had strong interest from members in the AI Academy, and we have plans in place to expand awareness, engagement and uptake throughout 2026, as AI continues to evolve and influence practice.

The year saw a remarkable level of professional progression across our community. Over 450 members achieved CILEX Fellowship, 323 students progressed to CILEX Paralegal status, and 380 members advanced from Paralegal to Advanced Paralegal. We celebrated the achievements of our members at our annual Graduation and Admissions Ceremony in October, an unforgettable event attended by almost 900 members, families and supporters.

We were also delighted to host another successful National Paralegals Awards Ceremony, celebrating excellence across 18 award categories, including three new ones to better reflect the diverse and evolving contributions paralegals make across the sector. With more than 125 attendees, this evening was a tremendous celebration of professional dedication and impact delivered by paralegals and the companies that invest in them.

Member engagement was a strong focus throughout 2025. Our new Connect & Grow event series took us across the UK, creating opportunities for our members to connect with CILEX, strengthen their networks, explore development opportunities and hear directly from us on plans and future activities. The year culminated with the CILEX Conference in November, where 127 members came together to gain insights on GenAI, career development, personal growth and wellbeing.

Looking ahead to 2026, we plan to build on this momentum by expanding the Connect & Grow series, continuing to grow our digital communities and enhancing our major annual events to ensure we create even more opportunities for our members to connect, develop and thrive.

### Advocating for members

In 2025, our Policy and Public Affairs activity intensified, with a clear purpose to champion the interests of our members and strengthen CILEX's voice across the legal landscape.

Our Specialist Reference Groups (SRGs) played a pivotal role, with 12% of our total membership now active within them and the number of SRG Advisors increasing from 27 to 66. Their contributions underpinned over 89,000 words of research, enabling us to respond to 32 consultations – 33% more than in 2024. This work generated 20 consultation related press releases and over 1,100 media mentions, reinforcing CILEX's position as a distinct voice representing a unique profession.

In early 2025, we convened our first employer EDI roundtable, 'Advancing Equity, Diversity and Inclusion in the Legal Profession', bringing together senior legal and HR leaders across the profession, including representatives from Eversheds Sutherland, No5 Barristers' Chambers and Irwin Mitchell LLP. The session generated candid discussion, authentic insight and a shared commitment to accelerating progress across the sector. The resulting whitepaper 'EDI in the Legal Profession: Moving Beyond the Tipping Point', is already informing employer strategies, shaping conversations and catalysing change.

Key public affairs achievements included:

- Progress in enabling suitably qualified CILEX Lawyers to become Crown Prosecutors through the Victims & Courts Bill.
- The introduction of a permanent CILEX Judicial Commissioner to the JAC for the first time.
- Securing permission to appeal the Mazur judgment, recognising the profound implications it carries for members working in litigation.
- Our Monitoring Office Project, gathering evidence from local authorities to highlight the recognition and treatment of CILEX qualifications in local government settings.

The CILEX Foundation also delivered a highly impactful year, awarding over £123,000 in scholarships and bursaries, supporting 30 students through bursary funding and awarding six full scholarships and three partial awards. The Foundation strengthened its focus on widening participation and piloted a Career Enhancing Programme offering mentoring and development opportunities. It also continued partnerships providing practical support to members, and its national impact on social mobility was recognised with an Enrichment Award at the 2025 Be the Ladder Awards.

### Financial Sustainability and Organisation Resilience

2025 remained a challenging financial year for the CILEX Group, however, we saw the start of a financial turnaround, with a total comprehensive loss of £0.6m – a decrease of approximately £1m compared to 2024. Whilst membership and qualification revenue remained steady growth in CPQ being offset by declines in legacy sales – overall revenue increased by 10%. This was as expected with a catch up of new apprenticeship income (as new standards were launched in Autumn 2024), and the launch of previously delayed new routes into membership.

Operating costs were carefully managed and steady investment returns helped offset some of the financial pressures. Key drivers for ensuring continued efficient financial performance include:

- A reduction 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.

Throughout 2025, significant time and effort has been dedicated to refining our member, qualification and commercial models, alongside a review of the organisation structure, positioning CILEX for long-term financial sustainability. As we move into 2026, 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. Operationally the CILEX HR team delivered a year of growth and consolidation. 2025, saw the delivery of the for the first Employee survey in 5 years which achieved a strong engagement score of 76.5%.

We also reduced turnover and continued progress in building a people-focused leadership culture, supported by the recruitment of a Commercial Director, Chief Finance Officer and the new CEO.

Key achievements included:

- Introduction of new development programmes focused on wellbeing, respect and inclusion.
- A new model for succession planning and a full review of HR policies.
- Development of a digital performance management process with annual objective setting and quarterly reviews.

These foundations strengthen our internal capabilities and readiness for the organisation's future direction.

### In Summary

2025 was a year of both significant achievements and profound challenge for CILEX. The Mazur judgment demanded difficult decisions and accelerated the need for organisational transformation. While this is not how any of us anticipated ending the year, it has been a catalyst for clarity – a reminder of the importance of sustainability, resilience and focus as we plan for the future.

Alongside these challenges, we also celebrated growth across our qualifications and apprenticeship programmes, strengthened our engagement, and delivered impactful advocacy for members. We saw our events, communities and professional pathways flourish, and we witnessed thousands of members progressing towards their goals. As we look to 2026, my priority is to work with the Board, our Chair, our teams and our wider community to build a stronger organisation, one that ensures stability, relevance, growth and a bold, confident presence across the legal sector.

CILEX has always been a trailblazer; an organisation shaped by determination, inclusivity and ambition. I am proud to lead it into its next chapter and deeply committed to supporting our members, strengthening our profession and ensuring we continue to open doors for those who want to build a career in law. Together, we will continue to move forward, champion our community and shape a legal profession that reflects the society it serves.



*J. Coupland*

**Jennifer Coupland**  
Chief Executive Officer



“Studying CILEX provided me with the legal knowledge I needed to be a confidence lawyer who is well equipped to advise clients on a variety of complex disputes. The flexibility of the CILEX route meant I was exposed to the ways of the legal industry through working, while at the same time studying, which made me much better at my job.”

Liam Bawden, MCILEX



# SCRUTINY COMMITTEE REPORT

## FOR THE YEAR ENDED 31 DECEMBER 2025

### INTRODUCTION

The Scrutiny Committee, established in 2019 as part of CILEX's Governance Framework, comprised the five most recent past Presidents of the Institute. Its purpose was to provide independent oversight and scrutiny of the CILEX Board, ensuring its effectiveness in fulfilling its duties and maintaining robust governance structures. As part of the governance restructure, the Scrutiny Committee was wound up in late 2025. This report summarises the committee's activities and findings for 2025.

### BOARD OVERSIGHT AND DECISION-MAKING

The committee held four meetings in 2025, 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. The Committee reviewed the Board's decisions throughout the year and found them consistently supported by increasingly 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.

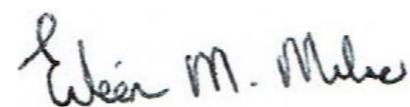
### KEY ACHIEVEMENTS AND INITIATIVES

2025 witnessed significant progress across several key areas:

- **Royal Charter Amendments:** We were delighted that Privy Council approved our Royal Charter Amendments in May 2025, paving the way to secure and expand future professional opportunities for our members.
- **Legal qualifications:** The Committee saw increasing numbers of learners accessing our Level 6 and Level 7 CLE apprenticeships in 2025 with more employers recognising the potential of this important route into the legal profession.
- Much hard work continued to take place in advancing the project Future of Regulatory Arrangements (FORA) against what was an increasingly technical and complex backdrop. While CILEX and the SRA had been in advanced discussions relating to the delegation of the regulation of CILEX members, early in 2026 both parties came to

the conclusion that change of this scale, at this point in time, would take both organisations away from their key priorities. CILEX remains committed to having its members regulated proportionately and effectively, reducing unnecessary duplication and operating at a cost that is sustainable for both consumers and the profession.

- **Governance Review:** The committee were pleased to see this work undertaken and welcomed better information sharing and efficiencies within the governance structure.
- **Government Commitments:** The Scrutiny Committee continued to follow with great interest the substantial work by the CILEX Policy & Public Affairs team. 2025 saw several key government commitments translated into tangible action with details found in the Advocating for members section, page 11, of this report.
- **Executive Leadership and Board Membership:** The executive leadership team saw considerable change in 2025. With the departure of CEO Craig Hamer and CFO Mark Whitehouse a robust and comprehensive recruitment exercise saw Sara Middleton and Jennifer Coupland join CILEX as CFO and CEO respectively. Both bring a wealth of expertise and insight into these important roles at a critical time for the organisation. In addition to these roles, CILEX also introduced a new role of Commercial Director and in 2025 Toby Mosely joined us to lead this area. This important role will continue to drive our commercial activity in support of financial sustainability and will further underpin the committee's confidence in data robustness and delivery improvements. We also saw the departure of Stephen Lee and Eileen Skinner from the Board after many years of dedicated support for CILEX, for which we thank them both. In late 2025 the decision was taken to disband the Scrutiny Committee in order to reduce costs and simplify governance arrangements at CILEX. We thank all members of the Committee for their hard work and support for CILEX over the years.



Eileen Milner - CILEX Chair



“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



# 2025 A YEAR IN REVIEW



AND CILEX IN NUMBERS



# OUR MEMBERSHIP IN NUMBERS

For more than 50 years, CILEX has championed accessible, progressive routes into the legal profession and during 2025 that commitment remained at the heart of everything we did. This year saw the successful roll-out of the Experience Assessment Route for Chartered Paralegals, giving talented and experienced professionals a long-awaited home within the CILEX community and strengthening the pathways that support career progression across our membership.

We continued to create meaningful opportunities for members to connect, learn and celebrate their achievements through our Connect & Grow event series, the CILEX Conference, Graduation and the National Paralegal Awards, which shone a spotlight on the outstanding contributions paralegals make across the legal sector. We also expanded the CILEX Online Community ahead of its planned full launch in 2026 enhancing the ways our members can network, seek support and share their experiences.

At CILEX, we know that career growth and professional development are essential, not optional. Our members are the heart of our organisations, and we are proud to champion their development, amplify their voices and open doors to new opportunities.

The end of 2025 brought significant challenges for many of our members following the Mazur judgment. We recognise the uncertainty and concern this created, and we were deeply moved by the strength, professionalism and solidarity shown across the CILEX community during this time. The resilience of our members reinforced our determination to stand beside them and fight even harder for the recognition they deserve.

As we move forward, we remain firmly committed to addressing these challenges, advocating for our members and ensuring that CILEX continues to be a source of stability, empowerment and opportunity for all who choose this path.

## MEMBERSHIP OF THE INSTITUTE

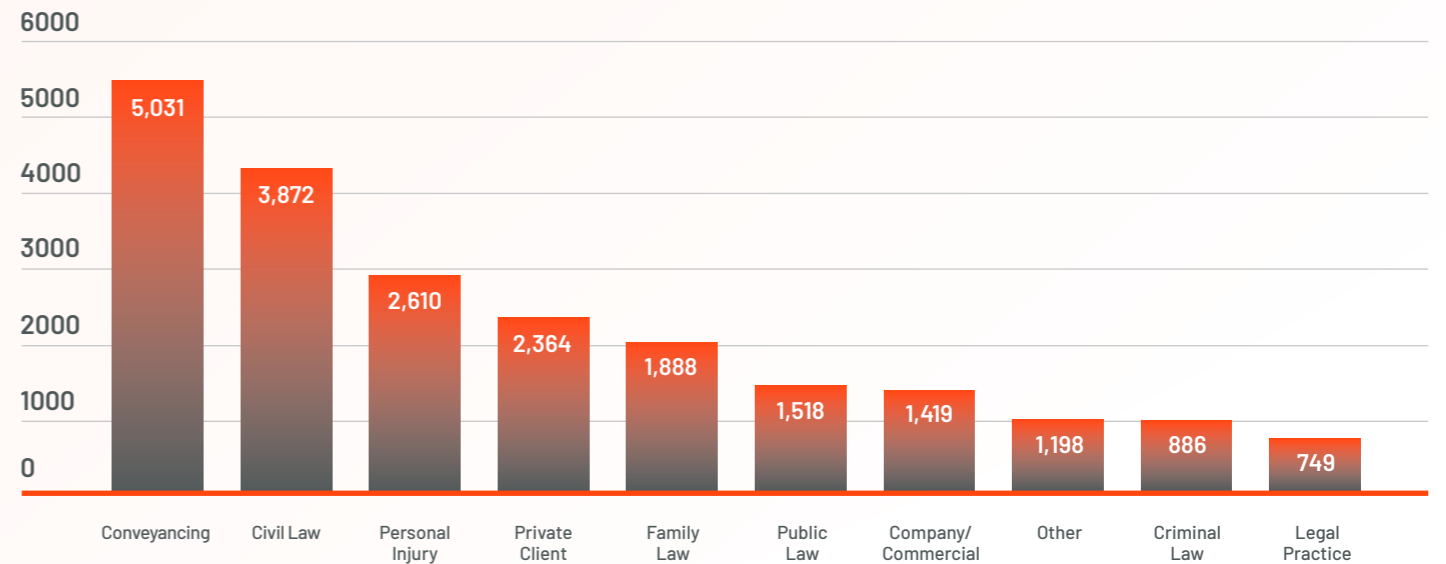


**Key:**

<span style="color: orange;">●</span> Fellows:	52.9%
<span style="color: grey;">●</span> Chartered Paralegals:	0.5%
<span style="color: darkblue;">●</span> Advanced Paralegals:	13.6%
<span style="color: lightblue;">●</span> Paralegals:	17.1%
<span style="color: yellow;">●</span> Students:	11.5%
<span style="color: teal;">●</span> Associate Prosecutors:	0.6%
<span style="color: purple;">●</span> Affiliates:	3.8%

## TOP 10 SPECIALISMS

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



## ACHIEVEMENTS

While attracting new members to CILEX is vital, we take equal pride in championing the successes of those already within our community. 2025 has been an exceptional year for member progression, with significant number advancing through our qualification and membership grades. This collective achievement reflects not only on the commitment and talent of our members, but also the strength of supportive, accessible career pathways that define the CILEX route.

**469** members gained Fellowship



**17** CILEX Advocates



**120** Practice rights authorised

**323** members progressed from CILEX student to CILEX Paralegal

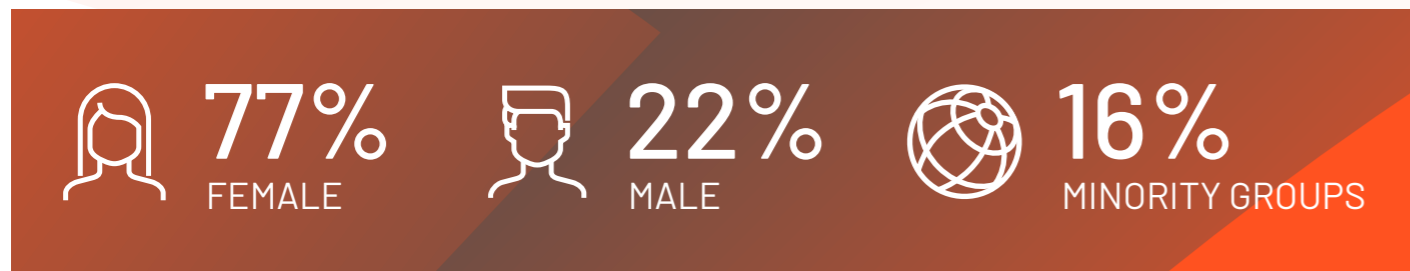
**380** members progressed from CILEX Paralegal to CILEX Advanced Paralegal

# OUR DIVERSE MEMBERSHIP

At CILEX, inclusion and diversity are not simply statements of intent – they are values we actively live and embed across our work. We champion the breadth of backgrounds, experiences and perspectives that strengthen the legal profession, recognising the vital contribution our diverse membership makes to the sector and the communities they serve.

In 2025, our membership continued to reflect this commitment. Women make up 77% of our community and 16% of our members identify as being from Black, Asian or Minority Ethnic backgrounds. These figures demonstrate both the trust placed in CILEX by under-represented groups and our continued focus on widening access to legal careers.

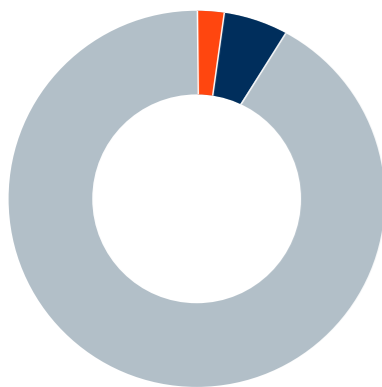
Diversity is not a milestone we report on, it's a defining part of who we are, and a principle that will continue to shape our mission and impact on the future of the legal profession.






**7.6%** OF OUR MEMBERS CONSIDER THEMSELVES TO HAVE A DISABILITY

**3.5%** OF OUR MEMBERS ARE LGBTQA+

## SEXUAL ORIENTATION



Key:

-  3.5% LGBTQA+
-  88.8% Heterosexual/Straight
-  7.6% Prefer not to say

## EDUCATION



**49%**

OF OUR MEMBERS DID NOT ATTEND UNIVERSITY



“CILEX transformed my career. From one of the first paralegals at Birketts to becoming their first non-solicitor partner, every hour invested in the CILEX route proved invaluable. It opened doors I once thought were out of reach and is proof that perseverance and the CILEX route can take you further than you can ever imagine.”

Sam Froud, FCILEX





“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.”

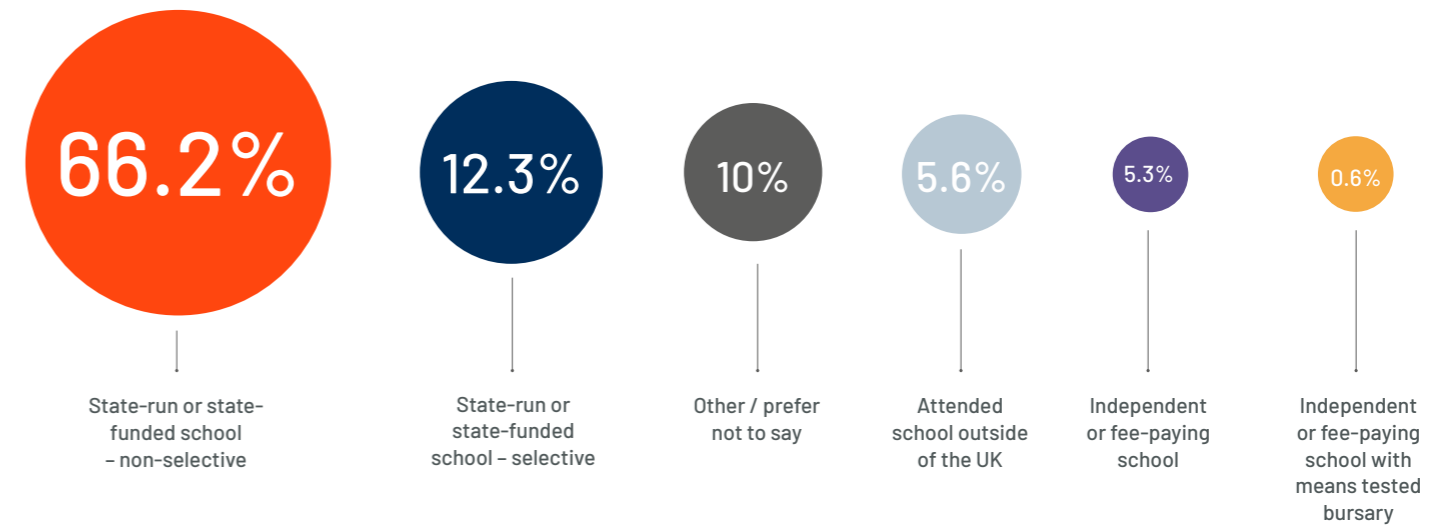
CILEX Member



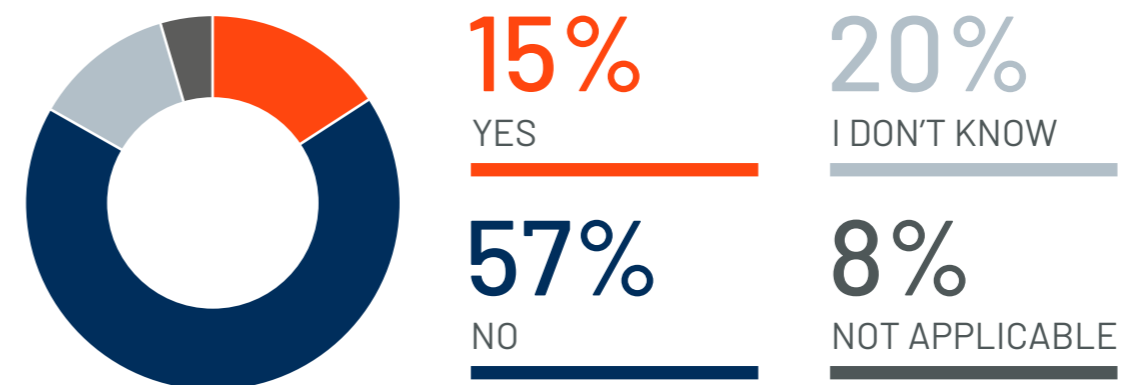
The CILEX route into a legal career is open to anyone with talent, determination and a commitment to learning. It attracts individuals from a far wider range of social backgrounds than traditional pathways, offering opportunities to those who may otherwise be overlooked.

One of the defining features of the CILEX route is that a university degree is not required. In fact, 49% of our members did not attend university, and of those who did 63% were the first in their family to go. These figures reflect the vital role CILEX plays in breaking down barriers, widening participation and creating a legal profession that is truly inclusive and representative of the communities it serves.

### THE MAJORITY OF OUR MEMBERS ATTENDED STATE FUNDED SCHOOLS



### MEMBERS IN HOUSEHOLDS RECEIVING FREE SCHOOL MEALS



# 2025 IN NUMBERS

**3,460**

offers taken up through CILEX rewards

**16,850**

log-ins to MyCareer with

**37,419**

activities undertaken



**56%**

of members downloaded their digital credentials



**21,741**

calls answered by CST, with over 22,610 queries raised via the online contact us form



**620**

members attended physical events in 2025



**178**

apprenticeship EPAs were delivered, 142 Level 3 Paralegal and 36 Level 6 Chartered Legal Executive



**5,266**

exams and assessments were sat in 2025 (not including EPAs)



**67%**

pass rate at Level 6



**80%**

pass rate at CPQ Foundation Stage



**84%**

pass rate at CPQ Advanced Stage



**91%**

pass rate at CPQ Professional Stage



**1,177**

mentions in the regional, national, legal and trade press



**12%**

of all CILEX members belong to Specialist Reference Groups (SRGs) with 39 new SRG Advisors



**32**

consultations were responded to by the CILEX Policy team



**5,731,886**

impressions across all social media channels

all data correct at 28 February 2026



“There is no longer a barrier. With preparation, belief and support – especially from the CILEX Judicial Academy – CILEX members can and should be judges. CILEX is a respected and credible route to the judiciary, and it gave me the work-life balance I’d not previously had.”

Gennaro Baffa, FCILEX

# DIRECTORS' REPORT AND FINANCIAL STATEMENTS



FOR THE YEAR ENDED  
31 DECEMBER 2025



# STRATEGIC REPORT

## Review of the business

2025 proved another challenging year for the financial performance of the Group. The Total Comprehensive loss for the year to 31 December 2025 is £0.5m (2024: £1.4m).

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.

Overall revenue increased by 10% as apprenticeship income is being rebuilt. Following the launch of a new set of apprenticeship standards in September 2023, and first enrolments of new Level 6 and Level 7 standards in Autumn 2024, 2025 saw a full year of revenue for these products and continuing increasing volumes.

Operating costs were managed at a similar level to prior year. In 2025 there was a significant reduction in costs in relation to CILEX's exploration into transferring delegated regulatory responsibility from the Group's subsidiary, CRL, to the SRA.

The financial performance was improved by further strong performance in investment returns.

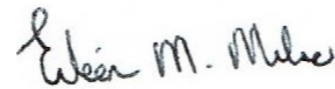
In September 2025 the judgment in the Mazur case had significant impacts on a section of our membership. Earlier this year, CILEX took the case to the Court of Appeal and were successful in having the previous judgment reversed.

CILEX delegates its regulatory functions to its subsidiary company CILEX Regulation Limited (CRL) in compliance with the Legal Services Board Internal Governance Rules 2019. In October 2024 CILEX took the decision to formally signal its intention to apply to the Legal Services Board (LSB) for redelegation of its regulatory functions to achieve the objectives set out in the published Case for Change.

At the time of writing, both parties (CILEX and the SRA) have come to the conclusion that change of the sclaes, at this point in time, would take both organisations away from their key priorities. Streamlining regulation continues to be our ambition, given many of our members are already regulated by the SRA as they work for SRA-regulated firms, as well as being regulated as individual practitioners by CRL. Any reduction in duplication and increased clarity and efficiency would be good for customers, our members and the market as well as potentially delivering future financial savings. Our strategy for 2027-2031 will include consideration for how best to achieve our goals for future regulation. For now, CRL will continue to receive its share of practicing certificate fees.

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

On behalf of the board - 4 June 2026



E Milner - Chair

# DIRECTORS' REPORT

The directors present their annual report and financial statements for the year ended 31 December 2025.

## 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 39.

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:

E Milner (Chair) (Appointed January 2025)	C Thorpe T McIntyre-Bhatty
E Davies (Resigned July 2025)	L Winskell S Fowler
S Lee (Resigned July 2025)	S Chantry L Maden (Appointed January 2026)
J Radford (Resigned March 2026)	S Collier (Appointed January 2026)
Y Richardson	K Findlow (Appointed July 2025)
S Grewal (Resigned March 2026)	
M Sullivan (Resigned January 2026)	

## 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 27 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.

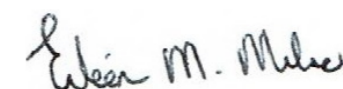
## Statement of disclosure to auditor

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, and
- 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 - 4 June 2026



E Milner - Chair

## DIRECTORS' RESPONSIBILITIES STATEMENT

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 requires 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 the 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 'parent company') and its subsidiaries (the 'group') for the year ended 31 December 2025 which comprise 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 2025 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 Auditor's 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 Standard, 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 basis 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 ability 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 that 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 parent company and their environment obtained in the course of the audit, we have not identified material misstatements in the strategic report or 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 misstatement, 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, whether 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 in line 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 over page.

### 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 of acts by the company that were contrary to applicable laws and regulations, including fraud. These included, 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:

- discussions 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 laws 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 omissions, 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: <https://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**

**3 Lombard Street, London EC3V 9AA**

**9 June 2026**

## GROUP INCOME STATEMENT

	Notes	2025 £	2024 £
Revenue	3	10,816,271	9,822,116
Cost of sales		(1,193,382)	(1,229,250)
<b>Gross profit</b>		<b>9,622,889</b>	8,592,866
Administrative expenses		(10,599,542)	(10,570,862)
<b>Operating loss</b>	4	<b>(976,653)</b>	(1,977,996)
Investment income	7	123,184	97,733
Finance costs	8	(179,885)	(155,984)
Other gains and losses	9	392,365	688,311
<b>(Loss)/profit before taxation</b>		<b>(640,989)</b>	(1,347,936)
<b>Income tax income/(expense)</b>	10	<b>130,002</b>	(36,604)
<b>Loss for the year</b>		<b>(510,987)</b>	(1,384,540)

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

## GROUP STATEMENT OF COMPREHENSIVE INCOME

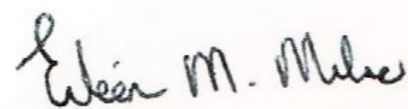
	2025 £	2024 £
<b>Loss for the year</b>	<b>(510,987)</b>	(1,384,540)
<b>Other comprehensive income:</b>	-	-
<b>Total comprehensive income for the year</b>	<b>(510,987)</b>	(1,384,540)

Total comprehensive income for the year is all attributable to the owners of the parent company.

## GROUP STATEMENT OF FINANCIAL POSITION

	Notes	2025 £	2024 £
<b>NON CURRENT ASSETS</b>			
Goodwill	11	88,831	133,246
Intangible assets	11	1,015,638	1,078,392
Property, plant and equipment	12	62,198	49,004
Investments	13	7,772,649	7,362,315
		<b>8,939,316</b>	<b>8,622,957</b>
<b>CURRENT ASSETS</b>			
Assets held for sale	15	2,545,000	2,545,000
Trade and other receivables	16	3,268,358	2,692,089
Cash and cash equivalents		1,018,721	1,021,254
		<b>6,832,079</b>	<b>6,258,343</b>
<b>CURRENT LIABILITIES</b>			
Trade and other payables	19	1,878,553	1,819,496
Current tax liabilities		-	35,715
Borrowings	18	4,495,000	3,425,000
Deferred Income		3,925,111	3,520,105
		<b>10,298,664</b>	<b>8,800,316</b>
<b>NET CURRENT LIABILITIES</b>			
		<b>(3,466,585)</b>	<b>(2,541,973)</b>
<b>NON CURRENT LIABILITIES</b>			
Deferred tax liabilities		248,085	345,351
		<b>248,085</b>	<b>345,351</b>
<b>NET ASSETS</b>			
		<b>5,224,646</b>	<b>5,735,633</b>
<b>EQUITY</b>			
Other reserves		652,945	652,945
Fair value reserve		983,837	1,111,830
Retained earnings		3,587,864	3,970,858
<b>TOTAL EQUITY</b>			
		<b>5,224,646</b>	<b>5,735,633</b>

The financial statements were approved by the board of directors and authorised for issue on 4 June 2026 and are signed on its behalf by:



Eileen Milner - Chair

Company registration number RC000850 (England and Wales)

## GROUP STATEMENT OF CHANGES IN EQUITY

	Revaluation reserve £	Fair value reserve £	Retained earnings £	Total £
<b>Balance at 1 January 2024</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>	<b>652,945</b>	<b>1,111,830</b>	<b>3,970,858</b>	<b>5,735,633</b>
<b>Year ended 31 December 2025:</b>				
Loss and total comprehensive income	-	-	(510,987)	(510,987)
Transfer to other reserves	-	(127,993)	127,993	-
<b>Balance at 31 December 2025</b>	<b>652,945</b>	<b>983,837</b>	<b>3,587,864</b>	<b>5,224,646</b>

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	2025 £	2025 £	2024 £	2024 £
<b>Cash flows from operating activities</b>					
Cash absorbed by/generated from operations	21	<b>(769,945)</b>		(1,006,379)	
Interest paid		<b>(179,885)</b>		(155,984)	
Income taxes (paid) / refunded		<b>(27,238)</b>		10,429	
<b>Net cash (outflow) / inflow from operating activities</b>		<b>(977,068)</b>		(1,151,934)	
<b>Investing activities</b>					
Purchase of unincorporated Business		-		-	
Purchase of intangible assets		<b>(161,838)</b>		(48,830)	
Purchase of property, plant and equipment		<b>(41,530)</b>		(23,522)	
Proceeds from disposal of property, plant and equipment		<b>2,688</b>		2,944	
Purchase of investments		<b>(2,522,375)</b>		(1,849,687)	
Proceeds from sale of investments		<b>2,512,035</b>		2,578,457	
Interest received		<b>676</b>		1,516	
Dividends received		<b>114,879</b>		94,028	
<b>Net cash used in investing activities</b>		<b>(95,465)</b>		754,906	
<b>Financing activities</b>					
Proceeds of bank loans		<b>2,420,000</b>		2,650,000	
Repayment of bank loans		<b>(1,350,000)</b>		(2,285,000)	
Payments of lease liabilities		-		-	
<b>Net cash generated from financing activities</b>		<b>1,070,000</b>		365,000	
<b>Net (decrease) / increase in cash and cash equivalents</b>		<b>(2,533)</b>		(32,028)	
Cash and cash equivalents at beginning of year		<b>1,021,254</b>		1,053,282	
<b>Cash and cash equivalents at end of year</b>		<b>1,018,721</b>		1,021,254	

## 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 2025. 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 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.

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

### 1.6 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.

## NOTES TO THE GROUP FINANCIAL STATEMENTS (CONTINUED)

### 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.

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 10-33% 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 recognized 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 recognize 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 recognized 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 recognized through other comprehensive income are directly transferred to retained earnings when the equity instrument is derecognized or its fair value substantially decreased. Dividends are recognized 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 estimates 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.

##### CPQ education income recognition

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.

### 3. REVENUE

	2025 £	2024 £
<b>Revenue analysed by class of business</b>		
Membership	4,631,812	4,475,079
Awarding Body	1,845,090	1,737,543
Education	3,664,050	3,039,903
Other	675,319	569,591
	<b>10,816,271</b>	<b>9,822,116</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):

	2025 £	2024 £
Auditor's remuneration	41,051	39,923
Depreciation of property, plant and equipment	25,648	27,900
Amortisation of intangible assets	269,007	234,669

### 5. EMPLOYEES

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

	2025 Number	2024 Number
	167	164

The aggregate remuneration comprised:

	2025 £	2024 £
Wages and salaries	5,798,791	5,645,773
Social security costs	674,972	539,594
Pension costs	457,326	424,263
	6,931,089	6,609,630

## NOTES TO THE GROUP FINANCIAL STATEMENTS (CONTINUED)

### 6. KEY MANAGEMENT COMPENSATION

	2025 £	2024 £
Wages and salaries	311,516	330,846
Social security costs	43,044	41,821
Company pension contributions to defined contribution schemes	34,993	23,197
	389,553	395,864

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

### 7. INVESTMENT INCOME

	2025 £	2024 £
<b>Interest income</b>		
Financial instruments measured at amortised cost:		
Bank deposits	676	1,516
<b>Other income</b>		
Dividends received from equity investments designated as fair value through profit or loss	122,508	96,217
	123,184	97,733

### 8. FINANCE COSTS

	2025 £	2024 £
Other interest payable	179,885	155,984
Total interest expense	179,885	155,984

## NOTES TO THE GROUP FINANCIAL STATEMENTS (CONTINUED)

### 9. OTHER GAINS AND LOSSES

	2025 £	2024 £
Gain on disposal of fixed asset investments	520,358	550,702
Other gains and (losses)	(127,993)	137,609
	<b>392,365</b>	688,311

### 10. INCOME TAX EXPENSE

	2025 £	2024 £
<b>Current tax</b>		
UK corporation tax on profits for the current period	1,540	34,276
Adjustment in respect of prior years	(34,277)	(8,991)
<b>Deferred tax</b>		
Origination and reversal of temporary differences	(91,305)	28,444
Adjustment in respect of prior years	(5,960)	(17,125)
<b>Total tax (credit) / charge</b>	<b>(130,002)</b>	36,604

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

(Loss) / profit before taxation	(640,989)	(1,311,502)
Expected tax (credit) / charge based on a corporation tax rate of 25% (2024: 25%)	(160,247)	(327,876)
Effect of expenses not deductible in determining taxable profit	1,564,994	1,477,145
Income not taxable	(1,383,260)	(1,316,483)
Adjustment in respect of prior years	(34,277)	(8,991)
Adjustments to brought forward values	(23,822)	(20,562)
Other permanent differences	-	4,273
Under/(over) provision in prior years	(5,960)	(17,125)
Foreign tax credits	-	7,038
Exempt ABGH distributions	(8,292)	(6,724)
Chargeable gains / (losses)	71,273	148,082
Losses carried back	27,238	-
Fixed assets differences	(152)	-
Movement in deferred tax not recognised	(177,497)	97,827
<b>Taxation (credit) / charge for the year</b>	<b>(130,002)</b>	36,604

## NOTES TO THE GROUP FINANCIAL STATEMENTS (CONTINUED)

### 11. INTANGIBLE ASSETS

	Goodwill £	Software £	Qualifications £	Total £
<b>Cost</b>				
At 1 January 2024	222,078	1,015,318	1,926,165	3,163,561
Additions	-	4,750	44,080	48,830
At 31 December 2024	222,078	1,020,068	1,970,245	3,212,391
Additions	-	7,975	153,863	161,838
At 31 December 2025	222,078	1,028,043	2,124,108	3,374,229
<b>Amortisation and impairment</b>				
At 1 January 2024	44,417	918,088	803,580	1,766,085
Charge for the year	44,415	40,629	149,624	234,668
At 31 December 2024	88,832	958,717	953,204	2,000,753
Charge for the year	44,415	42,750	181,842	269,007
At 31 December 2025	133,247	1,001,467	1,135,046	2,269,760
<b>Carrying value</b>				
At 31 December 2025	88,831	26,576	989,062	1,104,469
At 31 December 2024	133,246	61,351	1,017,041	1,211,638

## NOTES TO THE GROUP FINANCIAL STATEMENTS (CONTINUED)

### 12. PROPERTY, PLANT AND EQUIPMENT

	IT Equipment £	Right of use assets £	Total £
<b>Cost</b>			
At 1 January 2024	220,164	26,811	<b>246,975</b>
Additions	23,522	-	<b>23,522</b>
Disposals	(2,945)	(26,811)	<b>(29,756)</b>
At 31 December 2024	<u>240,741</u>	<u>-</u>	<u><b>240,741</b></u>
Additions	41,530	-	<b>41,530</b>
Disposals	(4,311)	-	<b>(4,311)</b>
At 31 December 2025	<u>277,960</u>	<u>-</u>	<u><b>277,960</b></u>
<b>Accumulated Depreciation and impairment</b>			
At 1 January 2024	163,837	26,811	<b>190,648</b>
Charge for year	27,900	-	<b>27,900</b>
Eliminated on disposal	-	(26,811)	<b>(26,811)</b>
At 31 December 2024	<u>191,737</u>	<u>-</u>	<u><b>191,737</b></u>
Charge for the year	25,648	-	<b>25,648</b>
Eliminated on disposal	(1,623)	-	<b>(1,623)</b>
At 31 December 2025	<u>215,762</u>	<u>-</u>	<u><b>215,762</b></u>
<b>Carrying amount</b>			
At 31 December 2025	<u><b>62,198</b></u>	<u>-</u>	<u><b>62,198</b></u>
At 31 December 2024	<u>49,004</u>	<u>-</u>	<u>49,004</u>

At the end of the year ended 31 December 2024 the group had begun the process to sell its freehold property, including its fixtures and fittings, and as such this asset was transferred to assets held for sale under IFRS5. As at 31 December 2025, the group is actively engaged in negotiations to sell this asset.

### 13. INVESTMENTS

	2025 £	Current 2024 £	2025 £	Non-current 2024 £
Other investments	-	-	<b>7,772,649</b>	<b>7,362,315</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 £
<b>Cost or valuation</b>	
At 1 January 2025	<b>7,362,315</b>
Additions	<b>2,522,375</b>
Disposals	<b>(2,512,035)</b>
Realised gain on disposal	<b>520,358</b>
Unrealised loss on changes in market value	<b>(127,993)</b>
Movement in accrued interest	<b>7,629</b>
At 31 December 2025	<u><b>7,772,649</b></u>
<b>Carrying amount</b>	
At 31 December 2025	<u><b>7,772,649</b></u>
At 31 December 2024	<u>7,362,315</u>

### 14. SUBSIDIARIES

Details of the company's subsidiaries at 31 December 2025 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	Landmark Victoria, 3 Orchard Place, London, SW1H 0BF	Direct	100.00
Institute of Paralegals	Landmark Victoria, 3 Orchard Place, London, SW1H 0BF	Direct	100.00
Professional Paralegal Register	Landmark Victoria, 3 Orchard Place, London, SW1H 0BF	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

	2025 £	2024 £
Property, plant and equipment	2,545,000	2,545,000
	<u>2,545,000</u>	<u>2,544,000</u>

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

	2025 £	2024 £
Trade receivables	2,707,400	2,511,072
Provision for bad and doubtful debts	(420,360)	(606,976)
	<u>2,287,040</u>	<u>1,904,096</u>
VAT recoverable	2,140	589
Current tax receivables	24,259	-
Other receivables	315,068	166,345
Prepayments and accrued income	639,851	621,059
	<u>3,268,358</u>	<u>2,692,089</u>

## NOTES TO THE GROUP FINANCIAL STATEMENTS (CONTINUED)

### 17. TRADE RECEIVABLES - CREDIT RISK

	Carrying value		Fair value	
	2025 £	2024 £	2025 £	2024 £

#### Fair value of trade receivables

The directors consider that the carrying amount of trade and other receivables differs from fair value as follows:

Trade receivables net of allowances	2,287,040	1,904,096	-	-
VAT recoverable	2,140	589	-	-
Current tax receivable	24,259	-	-	-
Other receivables	315,068	166,345	-	-
Prepayments and accrued income	639,851	621,059	-	-
	<u>3,268,358</u>	<u>2,692,089</u>	-	-

#### Movement in the allowances for doubtful debts

	2025 £
Balance at 1 January 2025	606,976
Additional allowance recognised	25,570
Amounts written off as uncollectable	(212,186)
Balance at 31 December 2025	<u>420,360</u>

### 18. BORROWINGS

#### Borrowings held at amortised cost:

	2025 £	2024 £
Bank loans	4,495,000	3,425,000

At 31 December 2025 £4,495,000 (2024: £3,425,000) 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

	2025 £	2024 £
Trade payables	349,805	357,589
Accruals	1,021,418	1,259,500
Social security and other taxes	376,636	142,565
Other payables	130,694	59,842
	<b>1,878,553</b>	<b>1,819,496</b>

### 20. RETIREMENT BENEFIT SCHEMES

#### Defined contribution schemes

	2025 £	2024 £
Charge to profit or loss in respect of defined contribution schemes	457,326	424,263

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

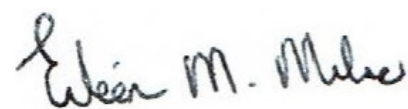
	2025 £	2024 £
(Loss)/profit for the year before income tax	<b>(640,989)</b>	(1,347,937)
<b>Adjustments for:</b>		
Finance costs	179,885	155,984
Investment income	(123,184)	(97,733)
Amortisation and impairment of intangible assets	269,007	234,668
Depreciation and impairment of property, plant and equipment	25,648	27,900
Gain on sale of investments	(520,358)	(550,702)
Other gains and losses	127,993	(137,609)
<b>Movements in working capital:</b>		
(Increase) / Decrease in trade and other receivables	(552,010)	176,366
Increase / (Decrease) in trade and other payables	59,057	701,244
Increase in deferred revenue outstanding	405,006	(168,560)
<b>Cash absorbed by operations</b>	<b>(769,945)</b>	<b>(1,006,379)</b>

## COMPANY STATEMENT OF FINANCIAL POSITION

	Notes	2025 £	2024 £
<b>NON CURRENT ASSETS</b>			
Intangible assets	23	1,015,638	1,078,392
Property, plant and equipment	24	50,223	44,555
Investments	25	8,393,046	7,982,714
		<b>9,458,907</b>	<b>9,105,661</b>
<b>CURRENT ASSETS</b>			
Assets held for sale	26	2,545,000	2,545,000
Trade and other receivables	27	3,099,137	2,563,648
Cash and cash equivalents		681,875	516,053
		<b>6,326,012</b>	<b>5,624,701</b>
<b>CURRENT LIABILITIES</b>			
Trade and other payables	29	2,837,379	2,902,227
Current tax liabilities		1,540	7,037
Borrowings	28	4,495,000	3,425,000
Deferred Income		3,917,587	3,510,561
		<b>11,251,506</b>	<b>9,844,825</b>
<b>NET CURRENT LIABILITIES</b>		<b>(4,925,494)</b>	<b>(4,220,124)</b>
<b>NON CURRENT LIABILITIES</b>			
Deferred tax liabilities		264,091	344,239
		<b>264,091</b>	<b>344,239</b>
<b>NET ASSETS</b>		<b>4,269,322</b>	<b>4,541,298</b>
<b>EQUITY</b>			
Revaluation reserve		652,945	652,945
Fair value reserve		983,837	1,111,830
Retained earnings		2,632,540	2,776,523
<b>TOTAL EQUITY</b>		<b>4,269,322</b>	<b>4,541,298</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 £271,976 (2024 - £1,038,748 loss).

The financial statements were approved by the board of directors and authorised for issue on 4 June 2026 and are signed on its behalf by:



Eileen Milner - Chair

Company registration number RC000850 (England and Wales)

## COMPANY STATEMENT OF CHANGES IN EQUITY

	Revaluation reserve £	Fair value reserve £	Retained Earnings £	Total £
Balance at 1 January 2024	652,945	974,221	3,952,880	5,580,046
Year ended 31 December 2024:				
Loss and total comprehensive income	-	-	(1,038,748)	(1,038,748)
Transfer to other reserves	-	137,609	(137,609)	-
Balance at 31 December 2024	652,945	1,111,830	2,776,523	4,541,298
Year ended 31 December 2025:				
Loss and total comprehensive income	-	-	(271,976)	(271,976)
Transfer to other reserves	-	(127,993)	127,993	-
Balance at 31 December 2025	<b>652,945</b>	<b>983,837</b>	<b>2,632,540</b>	<b>4,269,322</b>

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:

	2025 No.	2024 No.
Total	141	140
The aggregate remuneration comprised:		
	2025 £	2024 £
Wages and salaries	5,645,773	4,725,468
Social security costs	539,594	443,969
Pension costs	424,263	337,726
	<b>6,609,630</b>	<b>5,507,163</b>

### 23. INTANGIBLE ASSETS

	Software £	Qualifications £	Total £
<b>Cost</b>			
At 1 January 2024	1,014,824	1,926,165	<b>2,940,989</b>
Additions	4,750	44,080	<b>48,830</b>
At 31 December 2024	1,019,574	1,970,245	<b>2,989,819</b>
Additions - purchased	7,975	153,863	<b>161,838</b>
At 31 December 2025	1,027,549	2,124,108	<b>3,151,657</b>
<b>Amortisation and impairment</b>			
At 1 January 2024	917,594	803,580	<b>1,721,174</b>
Charge for the year	40,629	149,624	<b>190,253</b>
At 31 December 2024	958,223	953,204	<b>1,911,427</b>
Charge for the year	42,750	181,842	<b>224,592</b>
At 31 December 2025	1,000,973	1,135,046	<b>2,136,019</b>
<b>Carrying value</b>			
At 31 December 2025	<b>26,576</b>	<b>989,062</b>	<b>1,015,638</b>
At 31 December 2024	61,351	1,017,041	1,078,392

## NOTES TO THE GROUP FINANCIAL STATEMENTS (CONTINUED)

### 24. PROPERTY, PLANT AND EQUIPMENT

	IT Equipment	Right of use assets	Total
<b>Cost</b>			
At 1 January 2024	188,430	26,811	<b>215,241</b>
Additions	19,211	-	<b>19,211</b>
Disposals	-	(26,811)	<b>(26,811)</b>
At 31 December 2024	207,641	-	<b>207,641</b>
Additions	27,849	-	<b>27,849</b>
Disposals	-	-	-
At 31 December 2025	235,490	-	<b>235,490</b>
<b>Accumulated Depreciation and impairment</b>			
At 1 January 2024	137,930	26,811	<b>164,741</b>
Charge for year	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	163,086	-	<b>163,086</b>
<b>Charge for the year</b>	22,181	-	<b>22,181</b>
Eliminated on disposal	-	-	-
At 31 December 2025	185,267	-	<b>185,267</b>
<b>Carrying amount</b>			
At 31 December 2025	<b>50,223</b>	-	<b>50,223</b>
At 31 December 2024	44,555	-	44,555

At the end of the year ended 31 December 2024 the entity had begun the process to sell its freehold property, including its fixtures and fittings, and as such this asset was transferred to assets held for sale under IFRS5. As at 31 December 2025, the entity is actively engaged in negotiations to sell this asset.

## NOTES TO THE GROUP FINANCIAL STATEMENTS (CONTINUED)

### 25. INVESTMENTS

	2025 £	Current 2024 £	2025 £	Non Current 2024 £
Investments in subsidiaries	-	-	<b>620,397</b>	620,397
Other investments	-	-	<b>7,772,649</b>	7,362,317
	-	-	<b>8,393,046</b>	7,982,714

#### Investments in subsidiary undertakings

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

### 26. ASSETS HELD FOR SALE

	2025 £	2024 £
Property, plant and equipment	<b>2,545,000</b>	2,545,000
	<b>2,545,000</b>	2,544,000

In 2024 the entity had begun the process to sell its freehold property, including its fixtures and fittings. As such the asset was transferred to assets held for sale under IFRS5. As at 31 December 2025, the entity is in active negotiations to sell the asset.

## NOTES TO THE GROUP FINANCIAL STATEMENTS (CONTINUED)

### 27. TRADE AND OTHER RECEIVABLES

	2025 £	2024 £
Trade receivables	<b>2,549,228</b>	2,356,438
Provision for bad and doubtful debts	<b>(329,469)</b>	(503,310)
	<b>2,219,759</b>	1,853,128
VAT recoverable	<b>2,140</b>	636
Current tax receivables	-	-
Amounts owed by fellow group undertakings	<b>64,157</b>	60,910
Other receivables	<b>228,465</b>	103,527
Prepayments and accrued income	<b>584,616</b>	545,447
	<b>3,099,137</b>	2,563,648

## NOTES TO THE COMPANY FINANCIAL STATEMENT (CONTINUED)

### 28. BORROWINGS

	2025 £	2024 £
Borrowings held at amortised cost:		
Bank loans	<b>4,495,000</b>	3,425,000

At 31 December 2025 £4,495,000 (2024: £3,425,000) 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

	2025 £	2024 £
Trade payables	<b>290,278</b>	316,224
Amounts owed to fellow group undertakings	<b>1,250,844</b>	1,270,318
Accruals	<b>790,652</b>	1,113,921
Social security and other taxation	<b>376,636</b>	142,565
Other payables	<b>128,969</b>	59,199
	<b>2,837,379</b>	2,902,227



“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 2025



# THE CILEX FOUNDATION

## COMPANY INFORMATION

Trustees' report and financials for the year ended 31 December 2025

## TRUSTEES

The following Trustees held office during the year to 31 December 2025 and up to the date of this report:

His Hon Judge Marc David Dight - Resigned on 16 June 2025  
Ian David Hunt  
Thomas John Edward Morgan  
Emma Davies  
Abbey Webb  
Christine Baer

## CHARITY NUMBER

1185862

## REGISTERED OFFICE AND OPERATIONAL ADDRESS

Landmark Victoria,  
3 Orchard Place,  
London,  
SW1H 0BF

## INDEPENDENT EXAMINERS:

Mercer & Hole LLP  
3rd Floor  
The Pinnacle  
170 Midsummer Boulevard  
Milton Keynes  
MK9 1BP



"The CILEX route gives you all the technical expertise that you need, and it also gives you the practical experience. So, what you find from the CILEX route is that you can do the job even before you've qualified. You also learn empathy, and all the soft skills you need in the workplace along the journey – making you truly work ready."

Natasha Francis-Thompson, FCILEX



# REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2025

## 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

In 2025, the CILEX Foundation delivered three funding cycles, awarding over £123,000 in scholarships and bursaries.

Bursary funding was awarded to 30 students throughout 2025. Demand remained high across both bursary rounds, particularly for CPQ Advanced and Legacy courses, reflecting the financial pressures faced by learners progressing through their CILEX qualifications.

The Foundation continued its commitment to widening access to the legal profession through two Scholarship programmes. Six full scholarships – worth over £13,000 each – were awarded, alongside three partial Launchpad to Law awards for individuals beginning their legal journey. Students who wished to join CILEX as Law Graduates were able to apply for scholarships for the first time, with two students joining the CILEX Graduate Qualification programme.

Volunteer support was central to the Foundation's work, with more than 20 senior legal professionals contributing over 125 hours to shortlisting, interviews, webinars and career development activities.

## FINANCIAL REVIEW

As at 31st December 2025, the Foundation is holding reserves of £143,627, comprising unrestricted reserves of £49,932 and restricted reserves of £93,695. These funds are held to be utilised in support of the Foundations activities through 2026.

## 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 grant making activity, 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 2025

The directors present their report and the financial statements for the year ended 31 December 2025.

## 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 30 April 2026 and signed on its behalf.



Ian David Hunt

## INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 DECEMBER 2025

### 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 2025, which are set out on pages 72 to 78 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.



**Steve Robinson FCA**

On behalf of Mercer & Hole LLP

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2025

	Notes	Unrestricted £	Restricted £	Year ended 31.12.2025 TOTAL £	Year ended 31.12.2024 TOTAL £
<b>Incoming resources</b>					
Income from Donations	3	38,811	69,291	108,102	120,647
Investment Income		-	-	-	4,207
<b>Total incoming resources</b>		<b>38,811</b>	<b>69,291</b>	<b>108,102</b>	124,854
<b>Resources expended</b>					
Salary Costs	4	26,008	13,004	39,012	34,730
Grants Made	4/5	-	85,713	85,713	80,933
Other Admin Costs	4	3,275	1,553	4,828	9,947
<b>Total resources expended</b>		<b>29,283</b>	<b>100,270</b>	<b>129,553</b>	125,610
<b>Net incoming/(outgoing) resources</b>		<b>9,528</b>	<b>(30,979)</b>	<b>(21,451)</b>	(756)
<b>Transfer between funds</b>		-	-	-	-
<b>Net movement in funds</b>		<b>9,528</b>	<b>(30,979)</b>	<b>(21,451)</b>	(756)
<b>Reconciliation of funds</b>					
<b>Total funds, Brought forward</b>		<b>40,404</b>	<b>124,674</b>	<b>165,078</b>	165,834
<b>Total funds, Carried forward</b>		<b>49,932</b>	<b>93,695</b>	<b>143,627</b>	165,078

## BALANCE SHEET AS AT 31 DECEMBER 2025

	Notes	Year ended 31.12.2025 £	Year ended 31.12.2024 £
<b>CURRENT ASSETS</b>			
Cash at Bank and in Hand		156,153	173,480
		<b>156,153</b>	<b>173,480</b>
<b>CREDITORS</b>			
Amounts falling due within 1 year	9	(12,526)	(8,402)
<b>NET CURRENT ASSETS</b>			
		<b>143,927</b>	<b>165,078</b>
<b>NET ASSETS</b>			
		<b>143,627</b>	<b>165,078</b>
<b>FUNDS OF THE CHARITY</b>			
Restricted Funds		93,695	124,674
General Reserve Fund		49,932	40,404
<b>TOTAL FUNDS</b>			
		<b>143,927</b>	<b>165,078</b>

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 Ian David Hunt on 2 June 2026.



Ian David Hunt - Director

## NOTES TO THE FINANCIAL STATEMENTS AS AT 31 DECEMBER 2025

### 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 £	Restricted £	2025 Total £	2024 Total £
Donations	38,811	69,291	108,102	120,647
	<b>38,811</b>	<b>69,291</b>	<b>108,102</b>	<b>120,647</b>

## NOTES TO THE FINANCIAL STATEMENTS AS AT 31 DECEMBER 2025

### 4. ANALYSIS OF RESOURCES EXPENDED

	Unrestricted £	Restricted £	2025 Total £	2024 Total £
<b>Direct Costs</b>				
Salary costs	26,008	13,004	<b>39,012</b>	34,730
Grants and student fees	-	85,713	<b>85,713</b>	80,933
	<b>26,008</b>	<b>98,717</b>	<b>124,725</b>	<b>115,663</b>
<b>Support Costs</b>				
Administration costs	3,275	1,553	4,828	9,947
	<b>3,275</b>	<b>1,553</b>	<b>4,828</b>	<b>9,947</b>

### 5. GRANT MAKING ACTIVITIES

	2025 £	2024 £
Bursary grants	<b>51,512</b>	36,165
Scholarship grants	<b>34,201</b>	43,998
Welfare grants	-	770
Total grants	<b>85,713</b>	80,933

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 2025

### 6. DETAILS OF CERTAIN ITEMS OF EXPENDITURE

	2025 £	2024 £
<b>6.1 Trustee expenses</b>	<b>Nil</b>	Nil
<b>6.2 Trustee remuneration</b>		
During the year ended 31 December 2025, no trustee received any remuneration or other benefits from the charity (2024: £nil).		
<b>7.1 STAFF COSTS</b>		
	2025 £	2024 £
Gross salaries	<b>31,646</b>	28,756
Employer's National Insurance costs	<b>3,777</b>	2,713
Pension costs	<b>3,589</b>	3,261
Total staff costs	<b>39,012</b>	34,730

### 7.2 AVERAGE NUMBER OF EMPLOYEES

	2025	2024
Average number of employees	1	1

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

## NOTES TO THE FINANCIAL STATEMENTS AS AT 31 DECEMBER 2025

### 8. INDEPENDENT EXAMINERS FEES

	2025 £	2024 £
Independent examiners fees	3,588	3,420
Total	<u>3,588</u>	<u>3,420</u>

### 9. CREDITORS AND ACCRUALS

	2025 £	2024 £
<i>Amounts falling due within one year</i>		
Trade creditors	-	3,879
Accruals and Deferred Income	12,525	4,523
Total	<u>12,525</u>	<u>8,402</u>

## THE CILEX FOUNDATION INCOME AND EXPENDITURE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2025

	£	£
<b>Income</b>		
Donations	108,102	
Bank interest received	-	
Total Income	<u>108,102</u>	<b>108,102</b>
<b>Expenditure</b>		
Wages and Salaries	39,012	
Grants payable	85,713	
Insurance	706	
Bank charges	230	
Accountancy fees	3,588	
Sundry costs	304	
Total Expenditure	<u>(129,553)</u>	<b>(129,553)</b>
Loss for the year		<u>(21,451)</u>



Chartered Institute of Legal Executives (CILEX)  
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