



IFA

Institute for Archaeologists  
ANNUAL REPORT 2012

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# ANNUAL REPORT

## JULY 2011 TO JUNE 2012

Professions are disciplines whose members, whether paid or voluntary, agree to be bound by an ethical code, have demonstrated necessary technical and ethical competence, and are subject to the oversight of their peers.

## About the IfA

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The Institute for Archaeologists is a professional organisation for all archaeologists and others involved in protecting and understanding the historic environment. It is a democratic organisation, run by an elected Council, and supported by staff and committees responsible for all areas of the Institute's work.

We promote high professional standards and strong ethics in archaeological practice to maximise the benefits that archaeologists bring to society, and to bring recognition and respect to our profession.

The Institute has a number of functions. We

- set standards and issue guidelines
  - through our Registered Organisations scheme raise standards of work and employment
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- improve member career prospects by promoting and organising training and informing them of developments in professional practice
- work to improve pay and conditions
- represent the interests of archaeology and archaeologists to government, policy makers and industry
- provide a wide range of membership services

## Our visions and objectives

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As set out in our Strategic Plan, by 2020 all professional archaeologists will have the skills, integrity and versatility to ensure that the study and care of the historic environment brings real benefits to people's daily lives.

To achieve this, we will need to meet the following objectives

- O1 increase understanding of the role of archaeologists in society and improve our status
- O2 inspire excellence in professional practice
- O3 strengthen the relationships between archaeologists across the historic environment and other sectors
- O4 make IfA membership and registration essential demonstrations of fitness to practice
- O5 develop a stronger influence on historic environment policy
- O6 give archaeologists a credible, effective and efficient professional institute

In this annual report we have reviewed our activities over the past year and the progress we have made towards achieving these targets.

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# Message from the chair

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2012 continued to be busy for the IfA, moving forward with our Strategic vision and developing the Institute for the benefit of members and Registered Organisations. At the AGM in October of 2012, I will be stepping down from my role as Honorary Chair, and am pleased to use this opportunity to welcome Jan Wills as the IfA's new Honorary Chair. I am sure Jan will do a great job of steering the IfA into a new era. Over the past year, we have been working very hard to move forward various aspects of our strategic vision.

## Policy and legislation

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Last year's Annual Report highlighted the extraordinary developments taking place in the political arena. In England we had seen the introduction of PPS5 and in Scotland, the introduction of PAN 2/2011. This year has brought with it more updates, restructures and reviews, and we have continued to play our part in the various consultations taking place.

IfA was pleased that the introduction of England's National Planning Policy Framework (NPPF) in March 2012 was not such an upheaval, and we know that our voice was heard positively during the process of consultation prior to the release of the new Framework. We are still assisting with new guidance to support the NPPF. At the same time it has been necessary to ensure that the

Localism Act is implemented in a way which fully respects and protects the historic environment.

One of IfA's highest priorities has continued to be the promotion of barriers of entry to professional practice. Building on the Southport report's recommendations, we believe that the best way to secure public benefit through a quality product is by ensuring that expert work on the irreplaceable archaeological resource is done by accredited organisations. The NPPF allows for this approach, the PAN strongly encourages it and the implementation of the Penfold Review of non-planning consents has provided opportunities in England to put it into practice.

A growing concern this year has been the threat to Local Government archaeologists, and with black holes having appeared in Merseyside, Tees, Sandwell, Walsall and Portsmouth, this is something we should all be aware of. At conference this year, we opened with a debate on the future for Local Planning Authorities and archaeology, which is included in part in *The Archaeologist* (85, Autumn 2012). We have also supported University departments threatened with closure, and other public sector bodies facing radical change such as RCAHMS.

Changes in the Scottish heritage landscape are still ongoing, and a review of both the Royal Commission and Historic Scotland will have its own impact in 2012-2013. The situation in Wales strikes a similar chord, and where 2011-12 has been one of review, 2012-13 seems set to be one of structural

change and development. We continue to work hard with colleagues in the sector to ensure that the opportunities provided by the forthcoming Welsh Heritage Bill are fully grasped. In Northern Ireland our work as part of the Northern Ireland Archaeology Forum has continued apace and we have played an increasing role in helping to shape legislation at Stormont (including appearing before the Parliamentary Committee considering the Northern Irish Marine Bill).

All the above changes and developments have meant a busy year of consultation and discussion for IfA, and we continue to work hard to influence policy and decision makers on behalf of members and Registered Organisations to ensure the historic environment is considered properly at every stage.

## Governance and Royal Charter

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At last year's AGM, members voted positively for an application for Royal Charter, and also for reforms to be put in place in the governance of IfA. Since then, our Chief Executive Peter Hinton and Policy Advisor Tim Howard, with Andrea Smith, have been busy putting together the necessary documentation to make

a formal application to Privy Council. Governance changes, including the application for incorporation by Royal Charter, are firmly on the agenda for the upcoming financial year, and the behind the scenes work which goes into both has kept Peter and Tim busy throughout this year. It give me great

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pleasure to say that the draft Charter, containing the new governance reforms will feature highly on the calendar for the coming financial year, and I am

confident that whatever the outcome, these initiatives will strengthen the Institute and the profession more widely.

## Professional development, training and education

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**O**ur application for a Charter is one more step along the road to increasing our recognition and professional standing as archaeologists, and it is our hope that one day we can confer Chartered status to individual members. An important part of everyone's professional life is continued training and development – the constant and important reinforcement of our own skills and knowledge.

**L**ast year was the first where mandatory CPD was not only a requirement of membership, but one which was checked. Since its introduction in 2009, we have asked new applicants to provide their CPD logs as a standard part of the process. We provided a two-year window for existing members, but in 2011 we asked our first random sample of members to provide evidence of doing so. It may not come as a surprise to hear that not everyone we asked had an up-to-date log of their training to

hand – but most were able to provide something quickly which supported their membership status. We will be contacting a random sample of membership on all corporate grades for their CPD log on a regular basis from now on, and while it may seem like an inconvenience, it will have an impact on the profession. Keeping your CPD log current does help you develop your career and underpins your professional development. Over the next 12 months, we will be thinking up ways of making this easier for everyone. Without manifest commitment to CPD by our members, a Royal Charter lies (deservedly) beyond our reach.

**H**aving listened to the problems faced by both employers and employees with regards to training and development, we know there is a need across the profession to undertake, record and build on the training we receive. We also know that opportunities for training in the current

climate are limited, and that resources are under strain across the sector. To this end, we have developed and circulated our first IfA toolkit for professionals, the Training Toolkit. Launched at a seminar in February 2012, the toolkit brings together the experience IfA has had with both the HLF workplace bursary scheme and English Heritage's EPPIC scheme. We have put together a series of documents aimed at both employers and employees in order to provide working examples of how structured training can be built into our day-to-day working lives. The toolkit will be further refined and promoted over the coming years as new avenues of funding are explored. The final year of our highly successful HLF-funded Workplace Learning Bursaries scheme saw a further 13 placements offered, bringing the total over the six years of the project to 58. The scheme has been very well received and has already had an impact on our profession. The fact that HLF are continuing to support our workplace bursary scheme by providing further funding for more placements is a testament to its success – no doubt

you will hear more about the success of the scheme in the 2012-13 Annual Report!

The review of the National Occupational Standards in Archaeological Practice started last year was completed and the updated NOS are now being uploaded to the National Standards website. The NVQ in Archaeological Practice continues to increase in popularity, with new candidates from the CBA Skills for the Future placement scheme accrediting the vocational skills gained on their placements.

We have continued to promote the need for CPD recording amongst our members and to offer advice and guidance through our publications, groups and through conference. The Scottish Group has continued to run successful one-day training events with funding from HistoricScotland. In future, all IfA groups will be encouraged to link the learning outcomes of courses and dayschools to National Occupational Standards.

# Standards and guidance

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Our programme of Standards development this year has reflected the recommendations of the Southport Report published in July 2011. In partnership with the Association of Local Government Archaeologists, and funded by English Heritage, Historic Scotland and Cadw, we have drafted a new Standard and guidance for archaeological advice by historic environment services which is proposed for adoption for an interim period of one year at this year's AGM. We have also started work on a Standard and guidance for archaeological advice and procurement which will be circulated for consultation later this year. The updated Standard and guidance for desk based assessment which was adopted as an operational draft at the

AGM last year will be proposed for final adoption at the 2012 AGM too.

IfA has also been looking at our own guidance for how we work as an organisation and, as a result, we have amended our Environmental Protection Policy. The new policy includes a commitment to minimise the impact of the organisation's activities on the environment by reducing waste, pollution and emissions, promoting recycling and by taking into account environmental and ethical considerations when sourcing products and equipment. The Policy guides IfA's activities but is also issued as a model for other organisations wishing to adopt an Environmental Protection Policy – you'll find it on our website.

# Members and groups

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This year we formed a new committee – the Membership services and promotions committee – out of the IfA Editorial Board. This move has allowed the committee structure to work alongside our restructured organisation, with the new committee continuing to overlook our publication programme, but also including a wider view of member benefits, conference,

and groups. The new committee is still in its early days, and I am sure we see more from it in the future. One of the committee's objectives will be to assess the value of being a member of the Institute, which will be put in place over the coming year. It is always a real help when members respond to the various surveys and consultations which are circulated – they often represent our



main route of communicating on specific issues and provide important data from which we can build new ideas and strategies.

This year members were consulted on a number of issues which directly affect our individual members, and Registered Organisations. One such issue was subscription rates and consultation resulted in an introduction of new subscription bands from April 2012, based on grade of membership rather than income. This structure will allow members on lower incomes to apply for a reduced subscription rate, and will ensure a fair subscription for those who earn less than the recommended minimum salary for their grade of membership. IfA Diggers' Forum also undertook a detailed survey into Away working, which has provided an important report on the experience of field archaeologists across the country.

The work of our area and special interest groups continues to be a credit to the IfA. On 31 October 2011, IfA formally merged with the professional body for archaeological illustrators and surveyors (AAI&S), and we have welcomed a new group of members into IfA as a result. The merger resulted in the formation of the Graphic Archaeology Group, developed out of existing IfA group,

the Illustration and Survey special interest group. The group provided our annual conference (this year in Oxford) with a fantastic display of work and a full day of sessions. This year's Yearbook and Directory also features the work of GAG. The Graphic Archaeology Group were not the only group to contribute to conference; we also saw the Forensic Archaeology Group, Finds Group, Information Management SIG, Diggers Forum, Geophysics SIG and our Voluntary and Community Archaeology Group all contribute to a busy and diverse timetable. Developing support for the IfA groups has been a key target of 2011-12, and the revitalised Groups Forum has provided an important link between IfA staff and group committees which will no doubt pay dividends over the coming year.

Finally, our member numbers have continued to increase, rising from 2958 in June 2011 to 3122 in June 2012. Our Registered Organisations have also increased in number from 66 to 70, and application enquiries suggest we will see further increases over the year. These increases are a positive indicator for the Institute – economic conditions for both individual members and registered organisations have not improved markedly over the year, and it is a great credit to the Institute

# Conference 2012

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I have already mentioned the contribution that our Groups made to the IfA Conference, which was held in Oxford, but it is also important to recognise the huge contribution that many of our members and non-members make to our annual event. Over three days delegates enjoyed a wide variety of discussion sessions and seminars, covering topics focusing on the conference theme of working in partnership. In addition, conference provided a number of training opportunities to allow everyone to listen, discuss and learn the benefits of partnership working, and to share their own experiences. Oxford was a successful conference, and we have received some really encouraging feedback from those who attended. In 2013, we will be hosting the conference in Birmingham where we hope to get the same high quality sessions and papers on our theme of Making waves; designing and demonstrating impact in archaeology and heritage.



Gerry Wait

Hon Chair of Council

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# FINANCIAL PERFORMANCE FOR THE YEAR ENDED 31 MARCH 2012

## Report of the Honorary Treasurer

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The final accounts for 2011/12 show that last year we generated an exceptional surplus of £88, 418. The principal variances from the budget for last year, and hence the cause of the surplus, are as follows:

During the six years of HLF-funded workplace learning bursaries programme we have been carrying forward in the project account much of the overhead costs recovered. This decision was taken by our accountants and auditors because of the complexity of the funding arrangements and the potential for unforeseen costs. At the close of the financial year we presented an end-of-project report and accounts to HLF, which were accepted and the final payment released. There the majority of the overhead recovery has been realised in the audited accounts. Since the end-of-project documentation was completed HLF has accepted our proposal for a continuation of the project for another two years, and the auditors have agreed a more modest provision to be carried forward.

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**D**uring the HLF project we claimed from the HLF the costs of employers' contributions to pensions for the HLF bursary holders. Several of them – in spite of sustained efforts by the staff – chose not to participate in the IfA stakeholder pension or any other pension scheme. Through the project we carried forward a provision for repayment to the HLF of the money claimed, should the bursary holders not claim it. We have now regularised the situation with HLF and deducted the excess from our final claim (before extension). The provision has therefore been released and is realised in the final accounts.

**T**here was a higher volume of project activity than in the previous financial year and therefore the total surpluses generated were greater than budgeted: we are not expecting to be able to maintain this level of project funding.

**T**here has been a modest increase in subscriptions and registration income as a result of effective recruitment activity.

**W**e have reduced costs in many areas, with substantial reductions in permanent and temporary staff costs, and in IT following substantial investment in the previous year.

**S**o, essentially the cause of the unexpectedly high surplus has been greater prudence in the management of project accounts than was required, more success in winning projects than anticipated, modest success in recruitment, and more rigorous control of costs by IfA staff.



**Martin Newman**

Hon Treasurer

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# Officers and professional advisors

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## THE BOARD OF DIRECTORS

Joanna Bacon  
Gerald Wait  
Peter Barker  
David Divers  
Martin Newman  
Jayne Pilkington  
Roger White  
Sadie Watson  
Mark Andrew Collard  
Paul J Belford  
Mark A Newman  
Nicholas J Shepherd  
Beverley Ballin Smith  
John L Sode-Woodhead  
Chiz Harward  
Robert C Read  
Julie Margaret Lochrie (Appointed 4 October 2011)  
Christopher Neil Maylan (Appointed 9 November 2011)  
Brigitte Stefanie Buss (Appointed 3 October 2011)  
Jan Wills (Appointed 3 October 2011)  
Geoff Morley (Appointed 3 October 2011)  
Andy Towle (Retired 3 October 2011)  
Virginia Dellino-Musgrave (Retired 9 November 2011)  
Victoria Hunns (Retired 3 October 2011)  
Stuart Eve (Retired 3 October 2011)  
Daniel Rhodes (Retired 9 November 2011)

COMPANY SECRETARY Alex Llewellyn

REGISTERED OFFICE University of Reading  
Whiteknights  
PO Box 227  
Reading  
Berkshire  
RG6 6AB

AUDITOR Haines & Company  
Chartered Certified Accountants  
& Statutory Auditor  
10a St Martins Street  
Wallingford  
Oxfordshire  
OX10 0AL

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# The Directors' report

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The directors have pleasure in presenting their report and the financial statements of the company for the year ended 31 March 2012.

## Principal activities

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The principal activity of the company is the advancement of the practice of archaeology and allied disciplines.

## Directors' responsibilities

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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 United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). 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 year.

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

- select suitable accounting policies and then apply them consistently;
- make judgements 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

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.

In so far as the directors are aware:

- there is no relevant audit information of which the company's auditor is unaware; and
- the directors have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

## Auditor

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Haines & Company are deemed to be re-appointed under section 487(2) of the Companies Act 2006.

## Small company provisions

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This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Registered office:

Signed on behalf of the directors

University of Reading  
Whiteknights  
PO Box 227  
Reading  
Berkshire  
RG6 6AB



Martin Newman

Director

Approved by the directors on 15 August 2012

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# Independent Auditors' report to the Members of the Institute of Field Archaeologists

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We have audited the financial statements of Institute of Field Archaeologists for the year ended 31 March 2012. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

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.

## RESPECTIVE RESPONSIBILITIES OF DIRECTORS AND AUDITOR

As explained in the Directors' Responsibilities Statement above, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

## SCOPE OF THE AUDIT OF THE FINANCIAL STATEMENTS

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the annual report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

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OPINION ON  
FINANCIAL  
STATEMENTS

In our opinion the financial statements:

- give a true and fair view of the state of the company's affairs as at 31 March 2012 and of its profit for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

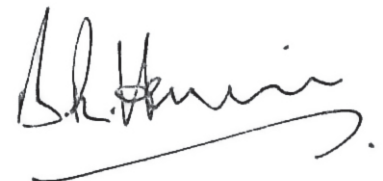
OPINION ON  
OTHER MATTERS  
PRESCRIBED BY THE  
COMPANIES ACT  
2006

In our opinion the information given in the Directors' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

MATTERS ON  
WHICH WE  
ARE REQUIRED  
TO REPORT BY  
EXCEPTION

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

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the 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; or
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemption in preparing the directors' report.



**B R Haines FCCA**

(Senior Statutory Auditor)

For and on behalf of  
HAINES & COMPANY

Chartered Certified Accountants  
& Statutory Auditor  
10a St Martins Street  
Wallingford  
Oxfordshire  
OX10 0AL

23 August 2012

# Profit and loss account for the year ended 31 March 2012

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		2012	2011
	Note	£	£
TURNOVER		914,606	796,131
Cost of sales		499,187	361,507
GROSS PROFIT		415,419	434,624
Administrative expenses		328,739	424,371
OPERATING PROFIT	2	86,680	10,253
Interest receivable		2,173	1,301
PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION		88,853	11,554
Tax on profit on ordinary activities		435	273
PROFIT FOR THE FINANCIAL YEAR		88,418	11,281
Balance brought forward		321,659	310,378
Balance carried forward		410,077	321,659

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# Balance sheet as at 31 March 2012

		2012		2011
		£	£	£
FIXED ASSETS				
Tangible assets	3		558	1,116
CURRENT ASSETS				
Debtors	4	203,408		161,666
Cash at bank		356,763		385,322
		560,171		546,988
CREDITORS: Amounts falling due within one year	5	150,652	226,445	
NET CURRENT ASSETS			409,519	320,543
TOTAL ASSETS LESS CURRENT LIABILITIES			410,077	321,659
RESERVES	8			
Profit and loss account			410,077	321,659
MEMBERS' FUNDS			410,077	321,659

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

These financial statements were approved by the directors and authorised for issue on 15 August 2012, and are signed on their behalf by:



**Martin Newman**

Director

# Notes of the financial statements for the year ended 31 March 2012

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## 1. ACCOUNTING POLICIES

### **Basis of accounting**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

### **Turnover**

Turnover represents the value of work done in the year, including estimates of amounts not invoiced. Turnover in respect of long-term contracts and contracts for on-going services is recognised by reference to the stage of completion.

### **Fixed assets**

All fixed assets are initially recorded at cost.

### **Depreciation**

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Office equipment - 50% reducing balance

### **Operating lease agreements**

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.

### **Pension costs**

The company operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the company. The annual contributions payable are charged to the profit and loss account.

### **Foreign currencies**

Assets and liabilities in foreign currencies are translated into sterling at the rates of exchange ruling at the balance sheet date. Transactions in foreign currencies are translated into sterling at the rate of exchange ruling at the date of the transaction. Exchange differences are taken into account in arriving at the operating profit.

### **Long-term contracts**

Sales and foreseeable profits on long-term contracts are recognised in line with the activity of each contract. Invoiced sales in excess or deficit of recognised sales are carried forward in payments on account or accrued income. The balance of costs recognised that are in excess or deficit of invoiced costs are carried forward in accruals or work in progress. Provision is made in accruals for any foreseeable losses.

### **Area and special interest groups**

The institute has a number of area and

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special interest groups, who organise comparatively small scale events, conferences and other activities. The income, expenditure and funds held by these groups is incorporated into the accounts of the institute.

2. OPERATING PROFIT      Operating profit is stated after charging:

	2012	2011
	£	£
Directors' remuneration	-	-
Staff pension contributions	<b>11,089</b>	10,543
Depreciation of owned fixed assets	<b>558</b>	1,116
Auditor's fees	<b>4,200</b>	4,200
	<b>467</b>	707

3. TANGIBLE FIXED ASSETS

	OFFICE EQUIPMENT
	£
COST	
At 1 April 2011 and 31 March 2012	<b>26,311</b>
DEPRECIATION	
At 1 April 2011	<b>25,195</b>
Charge for the year	<b>558</b>
At 31 March 2012	<b>25,753</b>
NET BOOK VALUE	
At 31 March 2012	<b>558</b>
At 31 March 2011	1,116

4. DEBTORS

	2012	2011
	£	£
Trade debtors	<b>26,852</b>	41,427
Prepayments and accrued income	<b>176,556</b>	120,239
	<b>203,408</b>	161,666

## 5. CREDITORS: Amounts falling due within one year

	2012	2011
	£	£
Trade creditors	24,733	51,847
Other creditors including taxation and social security:		
Payments received on account	81,336	101,169
Corporation tax	435	273
PAYE and social security	7,920	12,850
Other creditors	24,199	31,963
Accruals and deferred income	12,029	28,343
	125,919	174,598
	150,652	226,445

## 6. PENSIONS

The company operates a defined contribution pension scheme. The pension cost charge for the period represents contributions payable by the company to the scheme and amounted to £21,513 (2011:£20,212). Contributions totalling £2,216 (2011:£11,102) were payable to the scheme at the end of the period and included in creditors.

## 7. RELATED PARTY TRANSACTIONS

No transactions with related parties were undertaken such as are required to be disclosed under Financial Reporting Standard for Smaller Entities (effective April 2008).

## 8. COMPANY LIMITED BY GUARANTEE

The company is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £10 toward the assets of the company in the event of liquidation.

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The following pages do not form part of the statutory financial statements which are the subject of the independent auditor's report above.

## Detailed profit and loss account for the year ended 31 march 2012

	2012		2011
	£	£	£
TURNOVER			
Subscriptions		<b>307,194</b>	298,194
Application fees		<b>1,869</b>	2,288
RO fees		<b>64,597</b>	57,477
Adverts		<b>4,822</b>	6,682
Publications		<b>469</b>	140
JIS subscriptions & adverts		<b>7,026</b>	10,789
Group fees		<b>385</b>	1,387
Total project income		<b>528,244</b>	415,471
Grants			2,933
Other income			770
		<b>914,606</b>	796,131
COST OF SALES			
Direct project costs	<b>138,793</b>		39,735
Core staff project salaries	<b>35,840</b>		54,642
Non-core staff project salaries	<b>324,554</b>		267,130
		<b>499,187</b>	361,507
GROSS PROFIT		<b>415,419</b>	434,624
OVERHEADS			
Administrative expenses		<b>328,739</b>	424,371
OPERATING PROFIT		<b>86,680</b>	10,253
Interest receivable		<b>2,173</b>	1,301
PROFIT ON ORDINARY ACTIVITIES		<b>88,853</b>	11,554

	2012		2011
	£	£	£
ADMINISTRATIVE EXPENSES			
Personnel costs			
Core staff overhead salaries	<b>199,208</b>		274,036
Temporary staff costs	<b>2,242</b>		7,333
Committee travel	<b>9,443</b>		9,421
Group funding	<b>4,072</b>		3,844
Staff recruitment	<b>1,065</b>		756
Staff training	<b>3,740</b>		1,193
Staff pensions (Defined contribution)	<b>11,089</b>		10,543
		<b>230,859</b>	307,126
Establishment expenses			
Premises costs		<b>12,463</b>	10,533
General expenses			
Travel and subsistence	<b>12,123</b>		14,390
Telephone and fax	<b>3,668</b>		4,055
Insurance	<b>5,880</b>		6,927
Venue hire	<b>1,713</b>		2,272
Computing, website & IT	<b>5,301</b>		15,006
JIS costs	<b>978</b>		1,496
Printing, stationery and postage	<b>17,069</b>		21,148
Magazine and institution subscriptions	<b>1,786</b>		1,890
Staff expenses - conference	<b>65</b>		212
Sundry expenses	<b>1,697</b>		1,387
Payroll costs	<b>1,375</b>		1,794
Publications :TA	<b>18,304</b>		21,573
Promotional material	<b>3,525</b>		1,728
Hospitality	<b>40</b>		96
Legal and professional fees	<b>1,217</b>		-
Accountancy fees	<b>1,400</b>		2,800
Auditors remuneration	<b>4,200</b>		4,200
Depreciation	<b>558</b>		1,116
		<b>80,899</b>	102,090



Financial costs			
Bank charges	<b>4,051</b>		3,915
Foreign currency gains/losses	<b>467</b>		707
		<b>4,518</b>	4,622
		<b>328,739</b>	424,371
INTEREST RECEIVABLE			
Bank interest receivable		<b>2,117</b>	1,301
Other interest		<b>56</b>	-
		<b>2,173</b>	1,301

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# Groups activities

## SPECIAL INTEREST GROUPS

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### Archaeological Archives Group

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The Archaeological Archives Group is now in its second year of existence, and has seen a growth in membership and also in committee: two further committee members, Lorraine Mepham and Helen Harman, were elected at this year's AGM in March. The AGM also included a training event, 'Visualising the digital archive' and a tour of LAARC material held at the Museum of London. The Group chaired a successful session at

this year's IfA Conference, 'Information and Archaeology' during which various issues and opportunities relating to archaeological archives were explored. Following the success of a pilot workshop held in April, the Committee are currently organising a programme of introductory regional workshops beginning in late autumn of this year, designed to help facilitate regional-based discussion of archive issues between

**Karen Averby**

(Secretary)

### Diggers' Forum Special Interest Group

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Since last year the Diggers' Forum relaunch has seen the undertaking of a survey on work conditions of site staff – The Away Survey – which proved to be a successful and valuable piece of work. A number of the issues raised have already been addressed by some employers, and others have been taken up by BAJR. Importantly, the Away Survey is being used to improve site

staff's conditions. The response from Rescue has been great but not all bodies which were asked to express an opinion did, which is a shame.

Having successfully re-launched The Forum Dispatch under the guiding hand of Chiz Harward, a regular publishing schedule has been maintained. More contributions from

people outside the DF committee would be desirable but the overall response is good. The Dispatch has contained a range of articles including campaigning pieces and editorials to information on training, tools and careers, as well as reviews, articles on how to excavate human remains and on-site equipment. We look forward to including more news, reviews and members' contributions in future issues.

**W**e have set up a Facebook page, as well as a Twitter account. As the committee is spread across the country we have been using ooVoo to carry out meetings, which has largely been a success, as well as moving to GoogleDocs for preparing articles for the Dispatch and Powerpoint presentations for our outreach programme. This has involved providing a presentation and some basic information which someone can then take to a university and talk about commercial archaeology in Britain as a career choice. The response from this has been positive. Members of the committee have also been involved in presenting a session at this year's conference in Oxford - Madness in our Methods? The state of the art and

intersections between excavation methods and recording systems – as well as talking at FAME and Prospect one day conferences in York, and the 21st Century Archaeologists conference at Winchester.

**D**F members have contributed to many of the IfA committees and work hard to ensure that all discussions and decisions include and reflect the views of all archaeologists. Recently DF members have been pivotal in the discussions which led to raising the 5.2% IfA pay minima as well as continuing to challenge job adverts which offer wages that fall below the IfA minima. We are still working on 'whistleblowing' and as a result of some complaints by site staff will be launching a new survey in the Autumn on CPD and training in the context of site and junior staff.

**T**he DF hopes that the next year will bring positive changes for all archaeologists; we will continue to do all that we can to press for better pay and conditions, but we need your support to increase our voice and share the work. To join the DF just look on our webpage ([www.archaeologists.net/groups/diggers](http://www.archaeologists.net/groups/diggers)).

## Gwilym Williams

(Chair)

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# Finds Special Interest Group

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The Finds Group produces two newsletters for its members on an annual basis. This year, the group also co-hosted a session at the IfA conference in Oxford, with IfA Diggers' Forum. The conference session was well attended, and designed to get both field archaeologists and finds specialists together to discuss current methodologies and how best we can get the most out of the archaeological resource. We hope to publish papers from the conference session later this year.

Birgitta Hoffman resigned as chair in April, and at AGM Phil Mills was elected at the new Chair of the group. A new committee, including Matt Parker as Secretary and Bone Jones as Treasurer was formed and will next meet at the British Museum in September.

Our aims for 2012-13 are wide ranging. We hope to improve communications within the group and across the IfA in general, and will be looking to run further joint initiatives with other specialist groups. We are planning to include another session on methodologies at the next IfA conference, and we hope to bring the list of finds specialists up to date on our

Group pages of the IfA website. Based on feedback from group members, we will continue to develop a model contract for specialists, and intend to update the IfA Standards and Guidance on finds work and add our specialist input into other Standards and Guidance papers where appropriate. We will also continue to host our popular day schools and hands on sessions for finds.

Our recent 2012 AGM, held at the York Archaeological Trust headquarters, was particularly successful with a large number of attendees including some cross-group members of the Archives Group and a representative of the ICON Archaeology group which is concerned with archaeological conservation within the UK. A site visit was undertaken to the nearby YAT excavations storage and finds processing unit where their methodological and retention policies were explained. The workshop moved forward a discussion on how we can deal with artefacts and environmental material recovered from excavations, and we hope we can turn those debates into something substantial over the coming months.

**Matt Parker**

(Secretary)

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# Forensic Archaeology Special Interest Group

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The group aims to promote best practice in forensic archaeology work with other bodies and individuals (including Her Majesty's Government and the Forensic Science Regulator who is based in the Home Office) to ensure that appropriate standards and guidance for forensic archaeology are adopted, maintained and enforced establish an operative working group of forensic archaeologists practising as expert witnesses, advise IfA Council and its committees on issues relating to forensic archaeology where possible, disseminate information relating to forensic archaeology, and facilitate the exchange of information and ideas between practitioners and bodies both within the UK and internationally. The group has developed the *IfA Standard and guidance document for Forensic Archaeology* ([www.archaeologists.net/sites/default/files/node-files/Forensic2010.pdf](http://www.archaeologists.net/sites/default/files/node-files/Forensic2010.pdf)). This Standard has been approved by IfA Council and is also endorsed by the Forensic Science Regulator.

Our structure varies slightly from other SIGs in that the Forensic Archaeology Group also embodies an Expert Panel, the members of which are deemed sufficiently experienced and competent in forensic archaeology to operate within the police structure.

This development was partly driven by the office of the Forensic Regulator as part of a broader remit to ensure appropriate standards in all areas of forensic science. The SIG meetings are open to all whereas the Expert Panel is subject to invitation and needs to be formally approved. During the year we have held three SIG meetings.

The first SIG Meeting in Birmingham, 19 October 2012, was well attended by forensic practitioners; students and representatives from the police service.

The programme covered:

- General Introduction to Forensic Archaeology, John Hunter (University of Birmingham, MLF)
  - Wider Development of Forensic Archaeology, Steve Litherland (Ecology Team, Cellmark Forensics)
  - Forensic Archaeology Expert Panel's history, constitution and its role in assisting the police and the Courts, Rob Janaway (University of Bradford, Chair of the IfA Expert Panel)
  - Experimental Taphonomy, Andrew Wilson, Andy Holland and Rob Janaway (University of Bradford)
  - Survey of Nazi Death Camps in the Channel Islands: Caroline Sturdy-Colls (University of Staffordshire)
  - Forensic case study, Barrie Simpson
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During our first year of existence the SIG made its first international connection, and Mike Groen (NetherlandsForensicInstitute) attended the meeting of the SIG in Birmingham and gave a presentation on Forensic Archaeology in the Netherlands. More importantly, following which the presentation he and his colleague, Roosje De Leuwe, joined the SIG as our first international members.

Our second SIG Meeting at the University of Bradford, 22 February 2012, was also well-attended, with an audience comprised of forensic practitioners and forensic archaeology students.

The programme included podium presentations by:

- Caroline Sturdy-Colls (University of Staffordshire), What is a forensic archaeologist? describing the differing routes taken by current practitioners into the profession and using these to illustrate the common skills required to be a competent practitioner
- Andy Holland (University of Bradford), Forensic archaeology and professional accreditation: why and how, outlining the background to requirements for professional accreditation, the selection of the IfA as the professional body for Forensic Archaeology and the process of gaining corporate membership of the institute

- Kathryn Whittington (Institute for Archaeologists), Continuing Professional Development, outlining what CPD is, and describing some of the activities that can contribute to a professional's CPD log. The presentation also discussed Personal Development Plans and how to use them to formulate and structure your short and medium term career and personal goals through CPD

Our third SIG meeting took place at the IfA conference at the Oxford Town Hall, 19 April 2012. This session, entitled Forensic archaeology: partners in crime was organised by Corinne Duhig (Earth2Earth) was rather appropriately held in the Old Court Room of the Town Hall. The Forensic Archaeology Special Interest Group is a relatively new addition to the IfA, held its second AGM following the talks.

The open podium presentations were:

- Excavating in harmony, John Hunter (University of Birmingham/MLF)
- Partnership working between archaeologists and the police/fire brigade search and rescue units, in terms of problematic body recovery and trace evidence gathering, Jennifer J Miller (York Archaeological Trust Forensic and Environmental Archaeological Unit)

- The forensic archaeologist as a point of integration for search and forensic strategies on the major crime scene, Karl Harrison (Cranfield University)
- Breadth of collaboration, Julie Roberts, Nicholas Marquez Grant and Steve Litherland (Ecology Team, Cellmark Forensics)
- Forensic Archaeologists working with other experts: professional competence, boundaries and avoiding mission creep! Rob Janaway (University of Bradford)

Rob Janaway

(Chair)

## Geophysics Special Interest Group

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The geophysics group continues to try and raise the standards of geophysical surveys as used for archaeology. The main success of the group this year was to hold our first session at the IfA conference in Oxford, which was run as a training workshop titled Everything you wanted to know about geophysics but were afraid to ask. This session was organised with a view to help inform those people who either commission geophysical surveys or who rely on the end results when planning strategies for evaluating sites. The session covered everything from survey planning and fieldwork through to interpretations of the data with presentations from EH and many leading geophysical contractors. The session was very well received by an audience comprising a mix of field archaeologists, curators and academics as well as a couple of people involved

with geophysics - though it wasn't really aimed at them! We are hoping to have copies of the presentations on our web pages very soon.

We are already planning to propose another geophysics session at the next IfA conference and the GeoSIG committee is currently discussing some possible themes.

Aside from the IfA conference the committee has continued to discuss issues related to data archiving, chartership, environmental risks and working conditions for those working in archaeological geophysics. However, progress on most of these issues have been hampered by the lack of committee members, so if anyone interested in joining the committee then please contact the IfA office or the Group directly.

Paul Baggaley

(Secretary)

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# Maritime Archaeology Group

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It has been another busy year for MAG. MAG continues to be represented on a number of committees and at several meetings, including JNAPC (Joint Nautical Archaeology Policy Committee), ALGAO Maritime Group (Association of Local Government Archaeological Officers), the AAF (Archaeological Archives Forum), IfA Groups Forum, and has maintained links with the ADC (Association of Diving Contractors) and the HSE Diving Industry Committee.

In addition, MAG continues to be involved in a wide variety of policy and government consultations relating to heritage and the marine environment, providing MAG responses to consultation as well as informing broader IfA responses. These include the Northern Ireland Marine Bill, the Marine Strategy Framework Directive, and a number of consultations from Scotland concerning the implementation of their new Marine Bill. MAG has also worked with the JNAPC in trying to gain clarity from the

new Marine Management Organisation on the boundaries and requirements of the new licensing regime for archaeological working UK waters.

MAG communications have undergone a number of changes.

In order to keep MAG members and the maritime archaeology community at large, up to date, MAG has decided to focus communications efforts on our new Blog (<http://ifamag.wordpress.com>). Although this means the end of the MAG Bulletin, all information that could previously be found in the Bulletin will now be regularly updated on the Blog. The Blog will also continue to include updates from MAG and the latest news in maritime archaeology.

Planning has begun for a MAG Conference III and on developing CPD seminars for MAG members. Further information about these events will be available on the MAG Blog once confirmed.

Andrea Hammell

(Secretary)

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# Group reports (area)

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## London

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London Area Group have had a quiet winter, but are now proposing a series of events, including an AGM to cover the last two years, to be held at the Museum of London on 1 October 2012, together with a lecture on the Roman Temple complex excavated at Tabard Square, Southwark.

## Robert Whytehead

(Chair)

## Scottish Group

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Our recent activities since the last AGM in October 2011 when Mark Roberts was elected Chair have followed previous incumbents in implementing our five year plan. Now halfway through, we will be undertaking a review and refreshment of that plan over the coming year, to reflect and evaluate what has been achieved.

We aim to:

- Promote IfA and its services to members in Scotland
- Raise the public profile of archaeology and archaeologists in Scotland
- Advise the IfA on issues specific to Scotland

The main thrust of our activity has been running at least two training courses per year from a range

of topics that our members might find useful. An oversubscribed GIS course was held in January and the most recent was a measured survey course in May 2012. Helpful suggestions for training are always welcome!

We are also beginning to seek partnerships, cooperative ventures for training or just mutual support with archaeological bodies of all persuasions amateur, commercial and academic. The IfA is gearing up to support the various national and interest groups and we have actively participated in the IfA Groups Forum which seeks to encourage groups by sharing ideas and issues. The SGIfA has also attended regular BEFS Historic Environment Working Group meetings.

Events attended include

- Workshops on RCAHMS options appraisal (now a business case)
- Workshops on Historic Environment Record for data users within Scotland
- BEFS meeting teeing up strategy for Historic Scotland

One aim of the five year plan was to increase membership and we now stand at over 400 members of the Scottish Group.

Our next AGM will be held in early November in Glasgow and should be an interesting day!

**Mark Roberts**

(Chair)

## Cymru / Wales Area Group

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The main purpose of the Group during the last few years has been the running of a series of dayschools for IfA members and other interested parties in Wales and elsewhere. The themes have been aimed at practical knowledge and outcomes, as opposed to the academic interests of would-be participants. These dayschools offer great opportunities for networking and keeping in touch with other archaeologists working in Wales and the borders whatever the topic.

As a spin off from the series of workshops and meetings (essentially a consultation process), organised by TAF and leading eventually to a new Heritage Bill for Wales, the Cymru / Wales Group of IfA has devised an additional workshop for IfA members to reinforce the results

of these more high profile sessions. This was endorsed and supported by Cadw and the reports from participant break-out groups have already been produced and will be available on the group website in due course. IfA also contributed a comment to the Communities, Equality and Local Government Committee of the NAW who are advising on the re-drafting of legislation (Peter Hinton).

A further meeting is planned to complete (in so far as possible) the process begun at many sessions on the Research Agenda for Wales. This process culminated in the conference in Bangor, hosted by the Group, from 15 to 17 Sept 2010 entitled Renewing the Research Framework for the Archaeology of Wales. Some feedback and reportage is (as noted above) still

due from this and hopefully will be compiled soon and posted on the website [www.archaeoleg.org.uk](http://www.archaeoleg.org.uk).

Autumn dayschool 2011  
Friday 02 December

*Goodbye Kodachrome? – A Decade of Digital Photography in Archaeology and Building Recording.* Owain Glyndwr Institute, with speakers from Gwynedd Archaeological Trust, the RCAHMW, and Aerial Cam.

John Latham

(Secretary)

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# General information about the Institute

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## Current committees and committee members

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### MEMBER SERVICES AND PROMOTIONS COMMITTEE

Beverley Ballin Smith (Chair)  
Jo Bacon  
Stephen Briggs  
Chris Catling  
Lesley Collett  
Andrew Fitzpatrick  
Emma Hancox  
Shane Kelleher  
Kirsty Nichol  
Matt Nicholas  
Nicky Powell  
Tracy Wellman

### REGISTERED ORGANISATIONS COMMITTEE

Laura Schaaf (Chair)  
Evelyn Baker  
Stewart Bryant  
Chris Clarke  
Patrick Clay  
Chris Constable  
Hester Cooper-Reade  
Robert Croft  
Sue Davies  
Rachel Edwards  
David Elks  
Phil Emery  
Noel Fojut  
Claire Halpin  
Mark Houliston  
David Jennings  
Clare King  
Andrew Marvell  
Ken Murphy  
Roland Smith  
Andrea Smith  
John Sode-Woodhead  
Paul Spoerry  
Kim Stabler  
Dave Start  
Gerry Wait  
Roger White  
Bob Zeepvat  
Steve Parry  
Andrew Fitzpatrick

### PROFESSIONAL DEVELOPMENT AND PRACTICE COMMITTEE

Nick Shepherd (Chair)  
Phil Bethell  
Paul Chadwick  
Kasia Gdaniec  
Chiz Harward  
Bob Hook  
Ed Lee  
Michael Lewis  
Phil Mills  
Geoff Morley  
Mark Newman  
Nicola Powell  
Guy Salkeld  
Anthony Sinclair  
Hannah Smalley  
Mark Spanjer  
Andrew Tizzard  
Roger White

### MEMBERSHIP APPEALS COMMITTEE

David Divers  
Nick Shepherd  
John Sode Woodhead

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VALIDATION  
COMMITTEE

Dan Slatcher (Chair)  
Paul Adams (IMSIG rep)  
Steve Allen  
Simon Atkinson  
Jo Bacon (Exec/Council  
and ISSIG rep)  
Evelyn Baker  
Beverley Ballin-Smith  
(Scottish Group rep)  
Paul Belford  
Rachel Edwards  
Jane Evans  
Andy Holland  
Kirsten Holland (vice  
chair)  
Jim Hunter  
Oliver Jessop  
John Lord  
Geoff Morley  
Sue Ovenden (GeoSIG  
rep)  
Helen Parslow  
Elizabeth Pearson  
Nicky Powell (vice  
chair/ Finds Group rep)  
Julie Satchell (MAG rep)  
Ben Stephenson  
Jez Taylor (Diggers'  
Forum rep)  
Deborah Williams

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