

Charity Registration No. 277611

Company Registration No. 1053508 (England and Wales)

THE INSTITUTION OF ENVIRONMENTAL SCIENCES LIMITED

(A COMPANY LIMITED BY GUARANTEE)

DIRECTORS' REPORT AND UNAUDITED ACCOUNTS

FOR THE YEAR ENDED 30 JUNE 2013

THE INSTITUTION OF ENVIRONMENTAL SCIENCES LIMITED
(A COMPANY LIMITED BY GUARANTEE)
LEGAL AND ADMINISTRATIVE INFORMATION

Directors

Dr H A Barrett-Mold
Mrs J Blumhof
Mr R Barrowcliffe
Ms G Burgess
Dr J R Burns
Dr M Everard
Professor B Fisher
Mr P Holmes
Professor J Irwin
Professor J W S Longhurst
Dr D Muir
Professor N Nelson
Professor W Pope
Mr M Quint
Dr L Richards
Professor C Roberts
Dr P Shaw
Professor P Wheeler
Dr J Whelan

Secretary

Professor J W S Longhurst

Charity number

277611

Company number

1053508

Principal address

34 Grosvenor Gardens
London
SW1W 0DH

Registered office

34 Grosvenor Gardens
London
SW1W 0DH

Accountants

A G Rich
c/o H W Fisher & Company
Chartered Accountants
Acre House
11-15 William Road
London
NW1 3ER

Bankers

Co-operative Bank
Business Direct
PO BOX 250
Skelmersdale
WN8 6WT

THE INSTITUTION OF ENVIRONMENTAL SCIENCES LIMITED (A COMPANY LIMITED BY GUARANTEE) CONTENTS

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THE INSTITUTION OF ENVIRONMENTAL SCIENCES LIMITED

(A COMPANY LIMITED BY GUARANTEE)

DIRECTORS' REPORT

FOR THE YEAR ENDED 30 JUNE 2013

The Directors present their report and accounts for the year ended 30 June 2013.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charity's Memorandum and Articles of Association, the Companies Act 2006 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

Structure, governance and management

The Charity is a company limited by guarantee. The Charity's objects are to advance the education of the public in the environmental sciences. In order to do so, the charity undertakes to:

- (a) act as a body to provide for full consultation and co-operation on matters of public and professional interest concerning the environmental sciences and other environmental matters;
- (b) promote disciplinary, inter-disciplinary and multi-disciplinary studies of the environment;
- (c) promote the co-ordination of education and research in the environmental sciences;
- (d) promote local, national and international public interest, awareness and involvement in the problems of the world environment including the causes, effects and the possible solutions to such problems and to liaise and co-operate with individual persons, national or international agencies or statutory authorities for the purpose of achieving the said object; and
- (e) establish standards of competence and ethical codes of practice for those professionally concerned with inter-disciplinary environmental work, education of studies as a basis against which the public may judge what can be expected of individual professional members of the institution and for the said members to know that standards of learning, competence and professional experience are expected of them.

The Directors, who are also the directors for the purpose of company law, who served during the year were:

Dr H A Barrett-Mold

Mrs J Blumhof

Mr R Barrowcliffe (Appointed 10 April 2013)

Ms G Burgess

Dr J R Burns

Dr M Everard

Professor B Fisher

Mr P Holmes

Professor J Irwin

Professor J W S Longhurst

Dr D Muir

Professor N Nelson

Professor W Pope

Mr M Quint

Dr L Richards

Professor C Roberts

Dr P Shaw

Professor P Wheeler (Appointed 10 April 2013)

Dr J Whelan

None of the Directors has any beneficial interest in the company. All of the Directors are members of the company and guarantee to contribute £1 in the event of a winding up.

Trustees are elected at the Annual General Meeting each year. New trustees are given a trustee pack outlining their roles and responsibilities. An 'Away Day' session is also held on a regular basis, which includes trustee training components.

The business of the Institution of Environmental Sciences (IES) is managed by an elected Council. The IES is a member of three umbrella groups organised as the Society for the Environment, the Science Council and the European Network of Environmental Professionals (ENEP).

The Institution does not have funds for investment purposes but a surplus amount is held as a reserve. This acts partly as a contingency against unforeseen events, but also as a reserve for the excess of expenditure over income in the latter part of the calendar year. This reserve is held in a ethical bank savings account offering a fair measure of return as well as ready accessibility.

THE INSTITUTION OF ENVIRONMENTAL SCIENCES LIMITED

(A COMPANY LIMITED BY GUARANTEE)

DIRECTORS' REPORT (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2013

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to these major risks.

Objectives and activities

The policies adopted in furtherance of these objects are to:

- a) maintain an effective executive operation to support the activities of the Institution;
- b) continue the operation of sustainable financial regulations to ensure financial viability;
- c) review financial management and operational practices in order to improve overall operations;
- d) encourage an increase in membership numbers through the development of specific initiatives;
- e) maintain and improve member services, such as the Institution's journal, the environmental SCIENTIST;
- f) enhance communication with members, the general public and stakeholders; and
- g) seek to work in collaboration with other environmental organisations.

The trustees are satisfied with the performance of the charity this year. In addition to the normal and on-going activities, the Institution has continued to develop a number of activities. These included the following:

- (a) the continued support for the Institute of Air Quality Management ;
- (b) the maintenance of an active involvement in organisations such as the Society for the Environment, Science Council, and the European Network of Environmental Professionals;
- (d) the organisation of the Burntwood Lecture and the DMUG conference;
- (e) be the voice for our members on national policy issues pertaining to the environmental sciences, including the development of guidance and practical implementation
- (e) awarding the John Rose Prize for dissemination of scientific research and the Ian McCrae Travel Award; and
- (f) supporting graduates seeking work by running CV clinics, mentoring and free graduate workshops.

Achievements and performance

The trustees are satisfied with the performance of the charity this year. In addition to the normal and on-going activities, the IES has continued to develop a number of activities. These included the following:

- To continue improving the design, frequency and content of the Institution's Journal, the Environmental Scientist. Action: six thematic editions of the journal were published during the financial year: Technology and Innovation; The Contaminated Issue; Communicating Environmental Science; Green Growth : A blueprint for the future?; London 2012: Sustainable Legacy?; and Air Quality - should we have achieved more?
- To review job roles and increase staffing levels for new projects. Actions: the administrator role was expanded to additional hours.
- To promote and award to suitable qualified individuals the Chartered Environmentalist and Chartered Scientist designation. Actions: seven workshops were held to assess Chartership candidates.

THE INSTITUTION OF ENVIRONMENTAL SCIENCES LIMITED

(A COMPANY LIMITED BY GUARANTEE)

DIRECTORS' REPORT (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2013

- To explore pertinent issue for the sector. Action: reports and guidance were published on the open access debate, environmental funding streams, air quality monitoring in the vicinity of construction sites, and a salary survey.

- To expand the accreditation scheme. Action: a marketing drive was undertaken to recruit new universities to the scheme.

- To develop the Analysis pages of the IES website. Action: investigations were undertaken into: the political aspects of environmentalism in the UK; Part 2A of the Environmental Protection Act; open access and data sharing; the Olympics; the value of nature; air quality and planning law; ethical design; low carbon futures for Bristol; and gamification.

- To launch update the IAQM brand and website. Action: a new logo and website were launched in March.

- To develop a marketing strategy. Action: a new marketing strategy was written focussing on membership growth and the expansion of the accreditation scheme.

- To review and update the reserves policy, in line with the operation of sustainable financial regulations to ensure financial viability and growth in funds. Actions: the reserves policy was reviewed and increased.

In January 2013 the Committee of Heads of Environmental Sciences (CHES) merged with the IES. The organisations have collaborated on a joint accreditation scheme for degree programmes and other higher and further education initiatives over the past ten years. Under the new arrangement CHES would become the Education Committee of the IES and the IES assumes control of all of CHES' assets and liabilities. Council determined that this merger fit with the objectives of the Institution.

Public benefit statement

The sections of this report above entitled "Objectives and Activities" and "Achievements and Performance" sets out The Institution of Environmental Sciences Limited objectives and reports on the activity and successes in the year to 30th June 2013 as well as explaining the plans for the current financial year. The Charity work benefits Environmental Scientists, Government, Businesses, Higher and Further Education Institutes and the Public.

The Directors have considered this matter and concluded:

1. That the aims of the organisation continue to be charitable;
2. That the aims of the work done give identifiable benefits to the charitable sector and both indirectly and directly to individuals in need;
3. That the benefits are for the public, are not unreasonably restricted in any way and certainly not by ability to pay; and
4. That there is no detriment or harm arising from the aims or activities.

Financial review

The accounts reflect the income and expenditure for the year to 30 June 2013, and reflect the variety of activities that the Institution.

The primary source of funding for the Institution is from members' subscriptions.

Reserve funds were satisfactory at the end of the financial year, and an instruction given to increase them for the following financial year to reflect an increase in activities. This includes maintenance of a lease on office premises in Central London. A proportion of the additional costs accruing to this were defrayed by contributions from outside sources.

The close monitoring of finances recommended from the risk assessment of financial activities carried out in previous financial years was maintained. This ensured appropriate balances were maintained, and has allowed a successful financial position to be achieved. A formal reserves policy was established some years ago and set as three months of normal contractual expenditure. This was reviewed during the year and was increased to match the needs of the charity.

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to three month's contractual expenditure. The trustees continue to consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised.

Asset cover for funds

Note 14 sets out an analysis of the assets attributable to the various funds and a description of the trusts. These assets are sufficient to meet the charity's obligations on a fund by fund basis.

**THE INSTITUTION OF ENVIRONMENTAL SCIENCES LIMITED
(A COMPANY LIMITED BY GUARANTEE)
DIRECTORS' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2013**

Plans for the future

The following policies were adopted for the next year:

- to implement an upgrade on the website to further improve the design, create a membership area, allow online payments and make the design responsive for mobiles and tablets.
- to review staffing numbers and increase where appropriate;
- to begin implementing the marketing strategy;
- to develop further CPD events and activities for members and the wider public;
- to increase the number of members who have achieved the CEnv and CSci designations;
- to promote the accreditation activities of the IES with national and international Higher and Further Education providers;
- to begin searching for a new office location that suits our increased size
- to maintain an active role with the Society for the Environment, ENEP, the Science Council and other relevant bodies and organisations; and
- to continue to review the financial position and operations, including suitability of the reserves policy.

On behalf of the board of Directors

Dr H A Barrett-Mold

Director

Dated:

THE INSTITUTION OF ENVIRONMENTAL SCIENCES LIMITED (A COMPANY LIMITED BY GUARANTEE) INDEPENDENT EXAMINER'S REPORT

TO THE DIRECTORS OF THE INSTITUTION OF ENVIRONMENTAL SCIENCES LIMITED

I report on the accounts of the Charity for the year ended 30 June 2013, which are set out on pages 6 to 14.

Respective responsibilities of Directors and examiner

The Directors, who are also the directors of The Institution of Environmental Sciences Limited for the purposes of company law, are responsible for the preparation of the accounts. The Directors consider that an audit is not required for this year under section 144(2) of the Charities Act 2011, the 2011 Act, and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

Basis of independent examiner's report

My 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 my examination, no matter has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

A G Rich

c/o H W Fisher & Company
Chartered Accountants
Acre House
11-15 William Road
London
NW1 3ER

Dated:

THE INSTITUTION OF ENVIRONMENTAL SCIENCES LIMITED
(A COMPANY LIMITED BY GUARANTEE)
STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 30 JUNE 2013

	Notes	Unrestricted funds £	Restricted funds £	Total 2013 £	Total 2012 £
<u>Incoming resources from generated funds</u>					
Voluntary income	2	8,126	-	8,126	4,782
Investment income	3	133	-	133	127
		8,259	-	8,259	4,909
Incoming resources from charitable activities	4	173,166	3,488	176,654	146,573
Other incoming resources	5	10,170	-	10,170	-
Total incoming resources		191,595	3,488	195,083	151,482
<u>Resources expended</u>					
	6				
Charitable activities					
Funded projects		22,172	1,288	23,460	13,074
Publications & services for members		149,485	-	149,485	123,963
Conferences & consultancy		18,323	-	18,323	4,896
Total charitable expenditure		189,980	1,288	191,268	141,933
Governance costs		3,637	-	3,637	4,115
Total resources expended		193,617	1,288	194,905	146,048
Net (expenditure)/income for the year/ Net movement in funds		(2,022)	2,200	178	5,434
Fund balances at 1 July 2012		110,136	1,654	111,790	106,356
Fund balances at 30 June 2013		108,114	3,854	111,968	111,790

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

THE INSTITUTION OF ENVIRONMENTAL SCIENCES LIMITED
(A COMPANY LIMITED BY GUARANTEE)
BALANCE SHEET

AS AT 30 JUNE 2013

	Notes	2013 £	£	2012 £	£
Fixed assets					
Tangible assets	9		4,982		7,158
Current assets					
Debtors	10	7,312		7,481	
Cash at bank and in hand		105,894		100,607	
		<u>113,206</u>		<u>108,088</u>	
Creditors: amounts falling due within one year	11	<u>(6,220)</u>		<u>(3,456)</u>	
Net current assets			<u>106,986</u>		<u>104,632</u>
Total assets less current liabilities			<u><u>111,968</u></u>		<u><u>111,790</u></u>
Income funds					
Restricted funds	13		3,854		1,654
Unrestricted funds			<u>108,114</u>		<u>110,136</u>
			<u><u>111,968</u></u>		<u><u>111,790</u></u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 30 June 2013. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and if its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

The accounts were approved by the Board on

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 Dr H A Barrett-Mold
Director

THE INSTITUTION OF ENVIRONMENTAL SCIENCES LIMITED
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2013

1 Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention.

The Charity has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cash flow statement on the grounds that it is a small Charity.

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Companies Act 2006.

1.2 Incoming resources

Gifts and services in kind are included at the cost of provision by the donor or at an estimate of gross value to the charity.

Donations, grants and other forms of voluntary income are recognised as incoming resources when receivable.

Subscription income is accounted for the year it is due.

1.3 Resources expended

Costs are allocated to charitable activities on the basis of time spent on those activities or on the usage of shared facilities where applicable.

Expenditure is included on an accruals basis.

Governance costs includes costs attributable to the management of the charity's assets, administration of the charity and compliance with statutory requirements along with the costs of managing charitable projects.

1.4 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Fixtures, fittings & equipment	15% per annum on cost
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1.5 Leasing and hire purchase commitments

Rentals payable under operating leases are charged against income on a straight line basis over the period of the lease.

1.6 Accumulated funds

Unrestricted funds are general funds that are available for the use at the trustees' discretion in furtherance of the objectives of the charity.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts.

2 Voluntary income

	2013 £	2012 £
Donations and gifts	8,126	4,782

THE INSTITUTION OF ENVIRONMENTAL SCIENCES LIMITED
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2013

3 Investment income

	2013 £	2012 £
Interest receivable	<u>133</u>	<u>127</u>

4 Incoming resources from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2013 £	Total 2012 £
Projects	-	3,488	3,488	2,216
Publications and services for members	<u>173,166</u>	<u>-</u>	<u>173,166</u>	<u>144,357</u>
	<u>173,166</u>	<u>3,488</u>	<u>176,654</u>	<u>146,573</u>

5 Other incoming resources

	2013 £	2012 £
Acquisition of CHES (unincorporated organisation)	<u>10,170</u>	<u>-</u>

THE INSTITUTION OF ENVIRONMENTAL SCIENCES LIMITED
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2013

6 Total resources expended	Staff costs £	Depreciation £	Other costs £	Total 2013 £	Total 2012 £
Charitable activities					
<u>Funded projects</u>					
Activities undertaken directly	5,251	2,484	15,725	23,460	13,074
<u>Publications & services for members</u>					
Activities undertaken directly	84,828	-	64,657	149,485	123,963
<u>Conferences & consultancy</u>					
Activities undertaken directly	50	-	18,273	18,323	4,896
	90,129	2,484	98,655	191,268	141,933
Governance costs	-	-	3,637	3,637	4,115
	90,129	2,484	102,292	194,905	146,048

Gross expenditure for the year is stated after charging operating lease rentals of £15,638 (2012- £16,957).

7 Directors

None of the Directors (or any persons connected with them) received any remuneration or benefits from the Charity during the year.

THE INSTITUTION OF ENVIRONMENTAL SCIENCES LIMITED
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2013

8 Employees

Number of employees

The average monthly number of employees during the year was:

	2013	2012
	Number	Number
Administrative support	<u>4</u>	<u>2</u>

Employment costs

	2013	2012
	£	£
Wages and salaries	82,870	51,824
Social security costs	6,968	5,157
Other pension costs	291	-
	<u>90,129</u>	<u>56,981</u>

There were no employees whose annual emoluments were £60,000 or more.

9 Tangible fixed assets

	Fixtures, fittings & equipment
	£
Cost	
At 1 July 2012	16,255
Additions	308
	<u>16,563</u>
At 30 June 2013	16,563
Depreciation	
At 1 July 2012	9,097
Charge for the year	2,484
	<u>11,581</u>
At 30 June 2013	11,581
Net book value	
At 30 June 2013	<u>4,982</u>
At 30 June 2012	<u>7,158</u>

THE INSTITUTION OF ENVIRONMENTAL SCIENCES LIMITED
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2013

10 Debtors	2013	2012
	£	£
Prepayments and accrued income	7,312	7,481

11 Creditors: amounts falling due within one year	2013	2012
	£	£
Taxes and social security costs	2,998	-
Accruals	3,222	3,456
	<u>6,220</u>	<u>3,456</u>

12 Pension and other post-retirement benefit commitments		
Defined contribution	2013	2012
	£	£
Contributions payable by the company for the year	291	-

THE INSTITUTION OF ENVIRONMENTAL SCIENCES LIMITED
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2013

13 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 July 2012	Movement in funds		Balance at 30 June 2013
	£	Incoming resources	Resources expended	£
PP4SD	294	-	(93)	201
Committee of Heads of Environmental Sciences	1,360	3,488	(1,195)	3,653
	<u>1,654</u>	<u>3,488</u>	<u>(1,288)</u>	<u>3,854</u>

Professional Practice for Sustainable Development (PP4SD), has been developed by a partnership group comprising the Institute of Environmental Sciences, the Society for the Environment, Professional Associations Research Network and Swansea University. It provides research and training to assist professionals to integrate sustainable development issues - economic, and social and environmental factors - into their professional activities.

The Committee of Heads of Environmental Sciences (CHES) provided funding for administration and staff time dedicated to supporting the CHES/IES accreditation scheme and promoting environmental science within Higher and Further education.

14 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total
	£	£	£
Fund balances at 30 June 2013 are represented by:			
Tangible fixed assets	4,982	-	4,982
Current assets	109,352	3,854	113,206
Creditors: amounts falling due within one year	(6,220)	-	(6,220)
	<u>108,114</u>	<u>3,854</u>	<u>111,968</u>

THE INSTITUTION OF ENVIRONMENTAL SCIENCES LIMITED
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2013

15 Commitments under operating leases

At 30 June 2013 the company had annual commitments under non-cancellable operating leases as follows:

	Land and buildings	
	2013	2012
	£	£
Expiry date:		
Within one year	-	8,479
Between two and five years	18,745	-
	<hr/>	<hr/>
	18,745	8,479
	<hr/> <hr/>	<hr/> <hr/>