

Charity Registration No. 277611

Company Registration No. 01053508 (England and Wales)

THE INSTITUTION OF ENVIRONMENTAL SCIENCES LIMITED
(A COMPANY LIMITED BY GUARANTEE)
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2018

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

Trustees	Ms E Antoniadis Snell Mr J Atkinson Mrs L Cottrell Ms J Hill Dr C D Hawkins Mr D Holmes Mr P Holmes Dr I Hossack Mr G S Kass Dr L Sloss Mr N Walton Professor P Wheater Dr J Whelan Dr J Rogers
Secretary	Ms E Antoniadis Snell
Charity number	277611
Company number	01053508
Principal address	6-8 Great Eastern Street Shoreditch London EC2A 3NT England
Registered office	6-8 Great Eastern Street Shoreditch London EC2A 3NT England
Independent examiner	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)
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**THE INSTITUTION OF ENVIRONMENTAL SCIENCES LIMITED
(A COMPANY LIMITED BY GUARENTEE)
TRUSTEES' REPORT**

FOR THE YEAR ENDED 30 JUNE 2018

The Trustees present their report and accounts for the year ended 30 June 2018.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Memorandum and Articles of Association, the Companies Act 2006 and "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)" (as amended for accounting periods commencing from 1 January 2016).

Objectives and activities

The Charity's objects are to advance the education of the public in the environmental sciences. 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, interdisciplinary and multidisciplinary studies of the environment;
- (c) promote the coordination 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 cooperate with individual persons, national or international agencies or statutory authorities for the purpose of achieving the said object;
- (e) establish standards of competence and ethical codes of practice for those professionally concerned with interdisciplinary 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 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;
- f) enhance communication with members, the general public and stakeholders; and
- g) seek to work in collaboration with other environmental organisations.

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the Charity should undertake.

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 several activities. These included the following:

- to augment the organisational strategy with a delivery and operational strategy
- Delivery and operational plans were developed in July 2017 and revised in June 2018, operationalising elements of the strategy agreed in 2017.

**THE INSTITUTION OF ENVIRONMENTAL SCIENCES LIMITED
(A COMPANY LIMITED BY GUARENTEE)
TRUSTEES' REPORT (CONTINUED)**

FOR THE YEAR ENDED 30 JUNE 2018

- to review staffing numbers and increase where appropriate;

We increased the Membership & Projects role from part time to full time in September 2017. This role evolved into an Operations & Business Development Officer in April 2018. We added additional administrative support in March 2018.

- to continue to explore pertinent issue for the sector;

The following journals were published during the 2017/18: Science without borders: Making the SDGs successful; Living Labs; Challenging perceptions in Land Condition. The following reports were published: Annual Report 2017 and Membership Survey 2018. These were supplemented by numerous pieces of analysis on the website and position statements published by the IAQM.

- to update membership entry requirements to reflect changes in environmental science;

The IFS published a new definition of environmental science in August 2017 and began welcoming members from social and engineering sciences. In June 2018, we launched a new register for environmental technicians (REnvTech)

- to create a pilot community in land condition and deliver a new conference for professionals working in this area;

The Land Condition Community was launched in August 2017 to serve the largest specialism within our membership. In March 2018, the inaugural Land Condition Symposium was held in London, which will be established as an annual conference held in different cities around the UK.

- to remove the barriers to student sign-up; and

In December 2017, an online sign-up system for students studying on accreditation programmes was launched. This, along with increased engagement with our educational partners, lead to a 51% increase in student membership over the fiscal year.

- to increase our provision of webinars.

12 webinars were held during the fiscal year, more than twice as many as the previous year.

Financial review

The accounts reflect the income and expenditure for the year to 30 June 2018 and reflect the variety of activities that the Institution undertook. Total income for the year has increased to £382,309 (2017: £315,317). Expenses for the year of £364,107 were slightly higher than the 2017 figure of £296,538.

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

Fund balances at the end of the financial year were £147,573 (2017: £129,371), which the trustees deemed satisfactory, but would keep under review as activities increase.

The close monitoring of finances recommended from the risk assessment of financial activities carried out in previous fiscal 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 adjusted 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 months' contractual expenditure. This has been calculated as £44,505 for the coming financial year (to 30 June 2019). 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.

**THE INSTITUTION OF ENVIRONMENTAL SCIENCES LIMITED
(A COMPANY LIMITED BY GUARENTEE)
TRUSTEES' REPORT (CONTINUED)**

FOR THE YEAR ENDED 30 JUNE 2018

Plans for future periods

The following additional policies were adopted for the next year:

- to promote our new register, Registered Environmental Technician
- to form a Policy Committee to support staff;
- to undertake a governance review;
- to undertake a drive to increase diversity on our board for 2019 elections;
- to launch communities for professionals working in EIA and marine & coastal science
- to launch an early careers network for land condition professionals; and
- to move to an office with a longer lease option.

Structure, governance and management

The Charity is a company limited by guarantee.

The Trustees who served during the year were:

Ms E Antoniadis Snell
Mr J Atkinson
Mrs L Cottrell
Ms J Hill
Dr C D Hawkins
Mr D Holmes
Mr P Holmes
Dr I Hossack
Mr G S Kass
Professor N Nelson (retired 11th April 2018)
Dr J Rogers
Dr L Sloss
Mr N Walton
Professor P Wheeler
Dr J Whelan

None of the Trustees have any beneficial interest in the company. All of the Trustees are members of the company and guarantee to contribute £10 in the event of a winding up.

Trustees are elected at the Annual General Meeting each year. New trustees are given a trustee induction pack outlining their roles and responsibilities. An induction training session is available and is undertaken by most new trustees

The business of the Institution of Environmental Sciences (IES) is managed by an elected Council.

The key management personnel of the charity comprises the Board of Trustees and the CEO.

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 an ethical bank savings account offering a fair measure of return as well as ready accessibility.

The CEO and Honorary Treasurer maintain and review a risk register. 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.

**THE INSTITUTION OF ENVIRONMENTAL SCIENCES LIMITED
(A COMPANY LIMITED BY GUARENTEE)
TRUSTEES' REPORT (CONTINUED)**

FOR THE YEAR ENDED 30 JUNE 2018

The Trustees report was approved by the Board of Trustees.



Gary Kass

Chair & Director

Dated: 27 MARCH 2019

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

**TO THE TRUSTEES OF THE INSTITUTION OF ENVIRONMENTAL SCIENCES
LIMITED**

I report to the Trustees on my examination of the financial statements of The Institution of Environmental Sciences Limited (the Charity) for the year ended 30 June 2018.

Responsibilities and basis of report

As the Trustees of the Charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the Charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the Charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the ICAEW, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the Charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

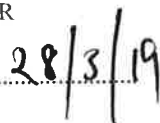
I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.



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 2018

	Notes	2018 £	2017 £
<u>Income from:</u>			
Charitable activities	3	382,273	315,284
Investments	4	36	33
Total income		<u>382,309</u>	<u>315,317</u>
<u>Expenditure on:</u>			
Charitable activities	5	364,107	296,538
Net income for the year/ Net movement in funds		18,202	18,779
Fund balances at 1 July 2017		<u>129,371</u>	<u>110,592</u>
Fund balances at 30 June 2018		<u><u>147,573</u></u>	<u><u>129,371</u></u>

All income and expenditure derive from continuing activities.

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 2018

	Notes	2018		2017	
		£	£	£	£
Fixed assets					
Tangible assets	9		2,272		2,470
Current assets					
Debtors	11	24,794		22,502	
Cash at bank and in hand		143,123		112,566	
		<u>167,917</u>		<u>135,068</u>	
Creditors: amounts falling due within one year	12	<u>(22,616)</u>		<u>(8,167)</u>	
Net current assets			145,301		126,901
Total assets less current liabilities			<u>147,573</u>		<u>129,371</u>
Income funds					
Unrestricted funds			147,573		129,371
			<u>147,573</u>		<u>129,371</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 2018. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements.

The Trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its 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 financial statements, so far as applicable to the company.

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

The financial statements were approved by the Trustees on



Mr G S Kass
Trustee

Company Registration No. 01053508

27/3/19

THE INSTITUTION OF ENVIRONMENTAL SCIENCES LIMITED
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2018

1 Accounting policies

Charity information

The Institution of Environmental Sciences Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is 6-8 Great Eastern Street, Shoreditch, London, EC2A 3NT, England.

1.1 Accounting convention

The accounts have been prepared in accordance with the Charity's governing document, the Companies Act 2006 and "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)" (as amended for accounting periods commencing from 1 January 2016). The Charity is a Public Benefit Entity as defined by FRS 102.

The Charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

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

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

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

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

1.4 Incoming resources

Income is recognised when the Charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Interest on funds held on deposit is included upon notification of the interest paid or payable by the bank.

1.5 Resources expended

Liabilities are recognised as expenditure once there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. Support costs and governance costs are allocated to the charitable activity to which they relate in the statement of financial activities.

Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice.

THE INSTITUTION OF ENVIRONMENTAL SCIENCES LIMITED
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2018

1 Accounting policies

(Continued)

1.6 Tangible fixed assets

Tangible fixed assets 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:

Fixtures, fittings & equipment	25% per annum on cost
Computers	33.33% per annum on cost

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 net income/(expenditure) for the year.

1.7 Impairment of fixed assets

At each reporting end date, the Charity reviews the carrying amounts of its tangible 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).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand and deposits held at call with banks.

1.9 Financial instruments

The Charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

1.10 Employee benefits

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 Charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Retirement benefits

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

1.12 Leases

Rentals payable under operating leases, including any lease incentives received, are charged to income on a straight line basis over the term of the relevant lease.

2 Critical accounting estimates and judgements

The Trustees do not consider there to be any critical accounting estimates or judgements applied in the preparation of the financial statements.

THE INSTITUTION OF ENVIRONMENTAL SCIENCES LIMITED
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2018

3 Charitable activities

	Publications and services for members 2018 £	Conferences and consultancy 2018 £	Total 2018 £	Total 2017 £
Income from charitable activities	325,698	56,575	382,273	315,284

4 Investments

	Unrestricted funds 2018 £	Total 2017 £
Interest receivable	36	33

5 Charitable activities

	Publications & services for members 2018 £	Conferences & consultancy 2018 £	Total 2018 £	Total 2017 £
Staff costs	188,414	-	188,414	150,065
Depreciation and impairment	2,166	-	2,166	1,526
Publications	42,818	-	42,818	39,009
Meetings and conferences	-	59,252	59,252	30,107
	233,398	59,252	292,650	220,707
Share of support costs (see note 6)	64,167	3,107	67,274	71,476
Share of governance costs (see note 6)	3,458	725	4,183	4,355
	301,023	63,084	364,107	296,538

THE INSTITUTION OF ENVIRONMENTAL SCIENCES LIMITED
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2018

6 Support costs

	Support costs	Governance costs	2018	2017
	£	£	£	£
Premises and services	21,600	-	21,600	21,600
Administrative expenses	38,001	-	38,001	34,216
Computer and website	4,566	-	4,566	10,441
Travel	3,107	-	3,107	5,219
Accountancy	-	4,183	4,183	4,355
	<u>67,274</u>	<u>4,183</u>	<u>71,457</u>	<u>75,831</u>
Analysed between				
Charitable activities	<u>67,274</u>	<u>4,183</u>	<u>71,457</u>	<u>75,831</u>

Premises and services includes operating lease costs of £18,000 (2017- £18,000).

Governance costs includes payment to the independent examiner £3,000 (2017: £3,000) for independent examination fees and £1,183 (2017: £1,355) for other services.

7 Trustees

None of the Trustees (or any persons connected with them) received any remuneration during the year. 3 Trustees were reimbursed travel and subsistence expenses totalling £297 (2017: None of the Trustees received any remuneration during the year. 6 Trustees were reimbursed travel and subsistence expenses totalling £1359).

8 Employees

Number of employees

The average monthly number of employees during the year was:

	2018	2017
	Number	Number
	6	6
	<u>6</u>	<u>6</u>
Employment costs	2018	2017
	£	£
Wages and salaries	171,145	137,913
Social security costs	13,022	9,226
Other pension costs	4,247	2,926
	<u>188,414</u>	<u>150,065</u>

There were no employees who had emoluments greater than £60,000 (2017: none).

THE INSTITUTION OF ENVIRONMENTAL SCIENCES LIMITED
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2018

9 Tangible fixed assets

	Fixtures, fittings & equipment	Computers	Total
	£	£	£
Cost			
At 1 July 2017	313	4,388	4,701
Additions	126	1,842	1,968
	<u>439</u>	<u>6,230</u>	<u>6,669</u>
At 30 June 2018	439	6,230	6,669
Depreciation and impairment			
At 1 July 2017	143	2,088	2,231
Depreciation charged in the year	110	2,056	2,166
	<u>253</u>	<u>4,144</u>	<u>4,397</u>
At 30 June 2018	253	4,144	4,397
Carrying amount			
At 30 June 2018	<u>186</u>	<u>2,086</u>	<u>2,272</u>
At 30 June 2017	<u>170</u>	<u>2,300</u>	<u>2,470</u>

THE INSTITUTION OF ENVIRONMENTAL SCIENCES LIMITED
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2018

10 Financial instruments	2018	2017
	£	£
Carrying amount of financial assets		
Debt instruments measured at amortised cost	3,051	2,165
	<u> </u>	<u> </u>
Carrying amount of financial liabilities		
Measured at amortised cost	18,881	5,611
	<u> </u>	<u> </u>
11 Debtors	2018	2017
	£	£
Amounts falling due within one year:		
Trade debtors	2,609	2,165
Other debtors	463	21
Prepayments and accrued income	21,722	20,316
	<u> </u>	<u> </u>
	<u>24,794</u>	<u>22,502</u>
	<u> </u>	<u> </u>
12 Creditors: amounts falling due within one year	2018	2017
	£	£
Other taxation and social security	3,735	2,556
Other creditors	15,867	2,597
Accruals and deferred income	3,014	3,014
	<u> </u>	<u> </u>
	<u>22,616</u>	<u>8,167</u>
	<u> </u>	<u> </u>
13 Retirement benefit schemes		
Defined contribution schemes		
The Charity operates a defined contribution pension scheme for all qualifying employees. Contributions are payable by the company for the year.		
The charge to profit and loss in respect of defined contribution schemes was £4,247 (2017: £2,926).		
14 Operating lease commitments		
At the reporting end date the Charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:		
	2018	2017
	£	£
Within one year	18,000	9,000
Between two and five years	4,500	-
	<u> </u>	<u> </u>
	<u>22,500</u>	<u>9,000</u>
	<u> </u>	<u> </u>

THE INSTITUTION OF ENVIRONMENTAL SCIENCES LIMITED
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2018

15 Related party transactions

There were no disclosable related party transactions during the year (2017: none).

Remuneration of key management personnel

The remuneration of key management personnel is as follows:

	2018	2017
	£	£
Aggregate compensation	61,639	55,507
	<u> </u>	<u> </u>