

Chartered Institution of Wastes Management  
(incorporated by Royal Charter)

Trustees' report and consolidated financial  
statements

Registered company number RC000777  
A charity registered in England and Wales (1090968)  
and in Scotland (SC037903)

31 December 2013

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## **Trustees' report**

### **Council members, officers and advisers**

#### **Council members**

The directors of the charitable company are its trustees for the purposes of charity law and throughout this report are collectively referred to as the General Council or Council members. As set out in Regulation 10 of the constitution of the Chartered Institution, the General Council consists of:

- (a) The Honorary Officers – President, Senior Vice-President, Junior Vice-President, & Honorary Treasurer. An amendment to Regulation 10 approved by members of the Chartered Institution at the Annual General Meeting on 12 June 2012 established the role of Honorary Vice Treasurer as a new Honorary Officer of the Chartered Institution under Bye Law 59(3)
- (b) The Chairman (President of the Chartered Institution) is elected annually by the General Council
- (c) The immediate Past President who remains a member for one year only after retiring as President
- (d) Past Presidents as at 11 June 1991 who have been members of the General Council continuously since that date may retain their position as General Councillors for such period of time as they wish
- (e) General Councillors who are elected by the corporate members of the Chartered Institution from each Centre (the geographic regions of the Chartered Institution) – the number of General Councillors representing each Centre is related to the number of corporate members in that Centre. Corporate members are those in the following classes of membership: Fellow, Member and Licentiate
- (f) Chairman of Education, Training and Membership Committee
- (g) Chairman of Scientific and Technical Committee
- (h) Chair of the Board of IWM Business Services Limited.

Under Bye Law 58 no General Councillor could serve more than two consecutive terms of three years without retiring thereafter for a period of at least three years. An amendment to Bye Law 58 removing this condition was approved by members of the Chartered Institution at the Annual General Meeting on 15 June 2010. This amendment to the Bye Laws was approved by Her Majesty the Queen by an Order in Council approved at Her Privy Council meeting on 15 December 2010.

General Councillors are elected for a term of three years; retire by rotation and are eligible to stand for re-election.

No appointment has been made to the role of Honorary Vice Treasurer.

The Chair of Executive Committee is elected by and from the Elected General Councillors.

Members of General Council who all served in office throughout 2013 except where indicated were:

DT Beadle BA CEnv FCIWM	<i>President of the Chartered Institution</i>
JR Quinn FCIWM	<i>Senior Vice President</i>
JI Baird BSc (Hons) PhD CEng MICE FCIWM	<i>Junior Vice President</i>
J Skidmore CEnv FCIWM DMS MIMT	<i>Immediate Past President</i>
DR Greedy CChem CEnv MRSC FCIWM	<i>Immediate Past President to October 2013</i>
MR Hewitt CEng CEnv FICE FIMechE FIET FCIWM CCIM	<i>Honorary Treasurer</i>
PD Ager CEnv FCIWM	<i>Chair of Executive Committee</i>
MP Bates BSc(Hons) PhD FCIWM	<i>Chair of Scientific &amp; Technical Committee</i>
TJ Nicoll BSc(Hons) MCIWM	<i>Chair of Education, Training &amp; Membership Committee</i>
K Simmonite CEnv FCIWM	<i>Chair of the Board of IWM Business Services Limited</i>
TW Bradley BA BSc MSc FCIWM	

## **Trustees' report (*continued*)**

### **Council members, officers and advisers (*continued*)**

JI Harper BSc MBA CGeol FGS MCIWEM FCIWM

I Butcher CEnv FCIWM

*Retired 10 June 2013*

JB Carter FCIWM

*Past President at 11 June 1991; Retired 10 June 2013*

BE Dennis CEnv FCIWM

JM Ferguson, OBE, MA, BSc(Eng), BA(Hons), CEng, FICE, MIMechE FCIWEM, FCIWM,

*Past President at 11 June 1991*

SL Harwood-Clark CEnv FCIWM

HA Hoather BA(Hons) MBA PhD CChem MRSC CEnv FCIWM MHEA

RL Colley-Jones MCIWM

T Jones BSc (Hons) FCIWM

E Kiernan MSc CEnv FCIWM

T March CEnv FCIWM MIMT

CP O'Brien MCIWM

*Retired 10 June 2013*

M Okuniewski BSc (Hons) MCIWM

*Retired 10 June 2013*

CSL Reynolds MCIWM

MJ Sharp FCIWM

*Appointed 10 June 2013*

MC Thorpe MBA FCIWM

AJ Watson MCIWM

*Retired 16 October 2013*

CF Clark FCIWM

*Appointed 10 June 2013*

DAP Cooke MCIWM

*Appointed 10 June 2013*

T Walker BSc MA MSc MCIWM CEnv

J Watts MCIWM

*Appointed 28 January 2014*

#### **Officers**

SJ Lee BSc CEnv FCIWM

(Chief Executive)

CJ Murphy BSc CEnv FCIWM

(Deputy Chief Executive)

KW Webster BA FCA DChA

(Company Secretary)

#### **Registered office address**

9 Saxon Court,  
St. Peter's Gardens, Marefair,  
Northampton, NN1 1SX

**Website:** [www.ciwm.co.uk](http://www.ciwm.co.uk)

#### **Advisers**

**Bankers:** HSBC Bank Plc  
St Clair House,  
5 Old Bedford Road,  
Northampton, NN4 7AA

**Auditors:** Kingston Smith LLP  
105 St Peter's Street,  
St Albans, AL1 3EJ

**Solicitors:** EMW Law  
Seebeck House,  
1 Seebeck Place,  
Knowlhill,  
Milton Keynes, MK5 8FR

**Insurance Brokers:**  
O'Connors & Company (Insurances) Ltd  
Fairfield House,  
16 Billing Road,  
Northampton, NN1 5AW

## **Trustees' report (*continued*)**

### **Report of the General Council for the year ended 31 December 2013**

The General Council present their report and audited financial statements for the year ended 31 December 2013.

#### **REFERENCE AND ADMINISTRATIVE INFORMATION**

The Charity was formed in 1898, incorporated as a company limited by guarantee in 1908 and from 1981 was known as the Institute of Wastes Management. On 1 March 2002 it was granted a Royal Charter of Incorporation and was renamed the Chartered Institution of Wastes Management and, for the purposes of the Charities Act 2011, is a charitable company (registered company number RC000777) and has no share capital. It is registered with the Charity Commission in England and Wales under charity number 1090968 and with the Office of the Scottish Charity Regulator under charity number SC037903.

The General Councillors, executive officers and principal address of the Chartered Institution are as listed on pages 1 and 2. Particulars of the Chartered Institution's professional advisers are given on page 2.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing Document**

The Chartered Institution's governing instruments are the Royal Charter, its Bye-Laws, Regulations and Practice Directions sealed on 1 March 2002. Trustees decided at their meeting on 16 October 2013 to undertake a detailed review of the constitution and prioritised a number of matters including the election processes. The governing document can be viewed on the Chartered Institution's website.

##### **Organisational Management**

The Chartered Institution is operated through its General Council, which has a number of principal committees responsible for segmental interests. Administration is effected through an Executive Committee, three standing committees and a professional administrative structure at headquarters. The Chartered Institution also has four review committees; Finance, Personnel, Audit and Corporate Governance and Professional Ethics. The Audit and Corporate Governance and Professional Ethics Committees have independent chairmen with relevant specialist skills and competencies, who are appointed for three year terms of office.

Details of council members, officers and advisers are given on pages 1 and 2, together with information explaining how General Councillors are appointed to office. The members of the General Council are also the directors for the purpose of the Companies Act 2006.

##### **Training of General Councillors**

General Council approved new provision for training and induction of General Councillors at their March 2013 meeting. Every newly elected General Councillor is to receive induction training from the CEO; this has been completed for all Trustees newly elected during 2013. Training is to be sourced via the National Council for Voluntary Organisations (NCVO). General Council also agreed that every General Councillor in post at March 2013 must attend an NCVO training course before end September 2014. Two bespoke NCVO courses were held for Trustees and senior staff during November 2013 and Trustees not able to attend either of those courses or elected subsequently are attending scheduled NCVO courses with a view to completing this requirement by Spring 2014.

Copies of the Charity Commission's newsletters, NCVO newsletters and other relevant guidance are circulated to all General Councillors. Periodically, Council members receive presentations and training from suitably qualified professional consultants. The special Trustee support and information area of the website launched in March 2011 is being amplified via information being included in the CIWM Member Volunteer Toolkit.

## **Trustees' report (*continued*)**

### **Report of the General Council *for the year ended 31 December 2013***

#### **Group Structure and Relationships**

The Chartered Institution has one trading subsidiary, IWM Business Services Limited, a separate organisation which arranges training courses, seminars and conferences, produces journals and publications and sells advertising to the wastes management industry. These activities are conducted on an arm's length basis and the two organisations, whilst part of the same group, are managed independently.

The Chartered Institution also has six dormant subsidiaries, IWM Professional Services Limited; Clean Britain Awards Limited; Waste Smart Limited; Water Smart (UK) Limited; Energy Smart Training Limited and Resource Smart Limited.

The Chartered Institution is also the sole member of CIWM (RPM), a company limited by guarantee and incorporated on 14 December 1999. CIWM (RPM) is also registered as a charity in England and Wales (registered number 1084599). CIWM (RPM) was registered with Entrust as an Environmental Body, and as such had to remain independent of the Chartered Institution. It was deregistered by Entrust effective from 19 September 2008, but continues to operate independently of the Chartered Institution. The financial statements of CIWM (RPM) have not, therefore, been included in these consolidated financial statements as the Chartered Institution has not exercised control over the activities of the company during 2013.

The Chartered Institution provides benefits to its members and the wider public through the close working relationships it has established with representatives of government departments and agencies to inform and influence the development of regulations and policy.

Staff at the Chartered Institution continued to provide support to the Environment Agency on the Ensuring Quality of Waste Derived Products to achieve Resource Efficiency (EQual) and the Electronic Duty of Care (EDOC) LIFE+ projects. These collaborative three year term projects are led by the Environment Agency with the Chartered Institution participating as a partner body alongside a number of other organisations. On 29 January 2014, the electronic waste transfer note system developed by the EDOC project was launched with promotional activity by the Chartered Institution. Encouraging interest is being shown in this technologically efficient tool with over 1,000 companies registering within the first two weeks. The work, results and outcomes of these projects is being disseminated widely both within the United Kingdom and also in Europe.

The Chartered Institution continues to work closely with Defra, the Waste Management Industry Training & Advisory Board (WAMITAB) and other key stakeholders on a variety of research, training and competence schemes for the industry. The Continuing Competence testing regime and other Technical Competence awards continue to be monitored, updated, improved and managed jointly with WAMITAB. They form an important part of the drive to improve best practice and standards across the waste industry.

The Chartered Institution continues to work alongside other partners including the Health and Safety Executive to strengthen and develop the WISH (Waste Industry Safety and Health) forum in Northern Ireland and, during 2013 has been instrumental in helping to set up a similar forum (IWISH) in the Republic of Ireland. In conjunction with WISH and other organisations including the Chief Fire Officers Association, the Health & Safety Executive, ESA and the Environment Agency work has been undertaken to review the nature, extent and causes of fires at waste facilities. This is in addition to other work with the well established WISH forum in England and Wales.

The Chartered Institution also works extensively at regional and local levels through its Centres and their councils and honorary officers. Centres provide members with free and low cost regional events on a variety of topics and also work closely with local and regional organisations. The Northern Ireland Centre organised consultation seminars on strategy development issues on behalf of DOE Northern Ireland. The Scottish Centre continues to work closely through the stakeholders working group "Scottish Waste Industry Training, Competency, Health & Safety Forum" (SWITCH) with SEPA, Zero Waste Scotland and other industry representatives on skills development in the sector.

During 2013 the Midland Centre successfully applied to the European Union for funding for a Leonardo Mobility Skills Exchange Programme to Denmark and Sweden focussing on health and safety skills. Working closely with the project partner, the City of Copenhagen and the local waste and resource trade associations in Denmark and

## **Trustees' report (*continued*)**

### **Report of the General Council *for the year ended 31 December 2013***

#### **Group Structure and Relationships (*continued*)**

Sweden, one group of five participants spent two weeks in November 2013 working alongside colleagues in these Scandinavian countries. Five further two week exchanges are planned, the first of which happens in February 2014. In total, the Programme will enable thirty people from the UK to experience working in the waste sector in either Denmark or Sweden with the intention of transferring the skills & experience into the workplace in the UK.

A high profile and successful Conference was delivered in June 2013 in partnership with the ESA. Major regional events were also held during 2013 – a two day event in October 2013 in Scotland and a one day event in Wales in March 2013. A significant national one day conference and exhibition in Spring 2013 was again organised by the Northern Ireland Centre. CIWM and i2i Events Group Limited again delivered a very successful 'RWM in partnership with CIWM Exhibition' in September 2013, which was well received by visitors and exhibitors. The exhibition is moving to a different part of the NEC for 2014 with a new layout and other changes being planned. Head office staff worked with DCLG to host two Waste Planning master classes in September 2013.

A partnership with StreetLink (a charity for the homeless) supported by Biffa was launched at the RWM exhibition in September 2013 to conduct research into the health and safety aspects of people sleeping in waste containers. The report on this work was published in February 2014.

#### **Risk Management**

General Council is responsible for the management of the risks faced by the Chartered Institution. Detailed considerations of risk are delegated to the Senior Management Team.

The following key controls are used by the Chartered Institution to help to mitigate the risks:

- formal agendas and detailed minutes for all Committee and Board activity;
- detailed terms of reference for all Committees, Boards; etc
- comprehensive strategic planning, budgeting and management accounting;
- established organisational structure and lines of reporting;
- clear authorisation and approval levels; and
- monitoring and review of Disaster Recovery Plan and Business Continuity Plan.

Updates on the Bribery Act 2010 have been provided during 2013 to General Councillors, Centre Councillors and staff. Appropriate record keeping is maintained, including a Register of General Councillors' Interests, forms complying with HMRC's Fit and Proper Persons requirements, and an extended hospitality register for General Councillors and senior staff.

During 2013 General Council considered a full report on CIWM's Forward Strategy for the period 2013 to 2017.

Three main themes were adopted to inform and focus future plans; namely:

- raising the profile and communications output and reach;
- technical and policy development in sustainable resources and waste management;
- improving and extending the provision of a 'Value Added' service to members and others.

Alongside these themes, priority has been given to extending and improving the support and resources available to members & Regional Centres. 2013 saw the development of an online toolkit of policies, procedures, guidance and other resources now entitled "the CIWM Member Volunteer Toolkit" which will be launched at the New Member Network conference in April 2014. It includes detailed information on volunteering within the Institution, and case studies written by members discussing their roles & responsibilities and identifying personal & corporate benefits.

The Audit Committee reviews the financial risks of the Chartered Institution. Kingston Smith LLP, as part of their audit, and provide management reports to the trustees, advising on recommendations to improve internal controls.

The General Council has reviewed the major risks to which the Chartered Institution is exposed and appropriate systems have been established to mitigate those risks. It is recognised that systems can only provide reasonable but not absolute assurance that major risks have been adequately managed.

## **Trustees' report (*continued*)**

### **Report of the General Council for the year ended 31 December 2013**

#### **OBJECTS, AIMS, OBJECTIVES AND ACTIVITIES**

##### **Charitable Objects**

The objects of the Chartered Institution are to advance for the public benefit, the art and science of wastes management worldwide and so to promote education, the protection of public health and the preservation of the environment, and for that purpose to further promote and maintain good standards of practice, competence and conduct by all its members.

Charitable purposes that provide benefit to the public are defined by the Charities Act 2006. The Charity Commission have issued guidance concerning the sort of charitable activity that might fall within each of the charitable purposes defined by the Act including examples of the type of charity that might carry out appropriate activities.

The General Council has reviewed the definitions in the Act and considers that the Charitable Objects of the Chartered Institution fall within three of the charitable purposes, namely - the advancement of education; the advancement of environmental protection or improvement; and the advancement of health. It has also reviewed the guidance issued by the Charity Commission and considers that the activities of the Chartered Institution comply with the criteria stated in that guidance for each of these three charitable purposes.

Details of work undertaken by the Chartered Institution that support and deliver activities that are for the Public Benefit are given in various sections of this report, including particularly Objectives for the Year and Group Structure and Relationships.

##### **Aims and Intended Impact**

Within these Objects the Chartered Institution seeks to promote and develop continuous improvement in sustainable wastes and resources management. It seeks to:

- advance the scientific, technical and practical aspects of wastes management for the benefit of the environment;
- promote high standards of practice, competence and conduct across the sector;
- promote the importance of independently recognised professional competence; and
- raise awareness and understanding of waste issues across the board.

##### **Objectives for the Year, Strategies to achieve the year's objectives and Activities for the Public Benefit**

The objectives set for the year reflect the Chartered Institution's educational, research and environmental aims and the importance placed both on supporting the individual and corporate members of the Chartered Institution in their work and career development and also on raising standards and competence throughout the resources and wastes management industry. In setting the Chartered Institution's objectives and in planning its activities the General Council have given careful consideration to the Charity Commission's general guidance on public benefit and in particular to its supplementary public benefit guidance on fee-charging. The General Council confirms that Trustees have complied with the duty in Section 17 of the Charities Act 2011, to have due regard to the Charity Commission's general guidance on public benefit.

In 2013 the Chartered Institution focussed on the following key priorities:

- raising the profile and communications output and reach;
- technical and policy development in sustainable resources and waste management;
- improving and extending the provision of a 'Value Added' service to members and others;

Two research projects were undertaken during 2013. The report on the first topic – Research into Solid Recovered Fuel and Refuse Derived Fuel exports to other EU countries – was launched in June 2013. The report on the second project into Commercial and Industrial Waste was launched by the incoming President of the Chartered Institution, David Beadle at his inauguration ceremony held at the House of Commons in October 2013.



## **Trustees' report (*continued*)**

### **Report of the General Council for the year ended 31 December 2013**

#### **Objectives for the Year, Strategies to achieve the year's objectives and Activities for the Public Benefit (*continued*).**

During 2013 responses were prepared and submitted for approximately 60 consultation documents. Working through the Waste Trade Association Group which includes organisations such as the CBI, ADDBA, the Renewable Energy Association, ESA and the Resource Association, joint submissions were made to government on topics such as waste crime, Government waste priorities and European competency framework.

The Chartered Institution is grateful to a number of organisations who support the national and regional events - particularly Wastepack (who fund a bursary programme for delegates to all the major regional events and also to the National event for New members) and to Zero Waste Scotland who support the Scottish Resources Conference. Through its trading subsidiary, IWM Business Services Limited, the Chartered Institution continues to deliver training courses and other events both within the United Kingdom and also internationally. This includes offering bespoke courses focussed specifically for individual customers; during 2013 courses of this nature have been developed and delivered to a number of customers in a variety of sectors including the oil & gas and the nuclear energy industries.

In August 2013 an important partnership was agreed with Revise Limited, who trade under the name Cloud Sustainability, offering e-learning and other online tools including the Waste Expert Learn, Comply and Improve product. Through this partnership development work has been undertaken to create the CIWM Knowledge Hub where e-learning modules and other online tools will be made available to members, the waste and resource management sector generally and others. Further investment has also been made into the Waste Smart certificate scheme which was launched in early 2013 as a successor to the Waste Awareness Certificate Award. An online e-learning modular course for the Waste Smart Foundation level has been developed and will be launched as a product on the CIWM Knowledge Hub in March 2014.

Working closely with WAMITAB, agreement was reached with Defra and the Welsh Government for important improvements to the Competence scheme and the next individuals' competence periods for which the requirements change from March 2014.

Continued focus on increasing electronic communications with members and to disseminate news to the industry more widely has seen extended use of social media in particular the two Twitter accounts. The Chief Executive Officer can be followed @steveleeciwm and the News feed run in conjunction with the CIWM Journal can be followed @CIWM. The trial of electronic subscription notices for fees due for 2013 was well received by members and the vast majority of all invoicing and correspondence relating to subscriptions is now sent electronically. Increased use is also being made of remote and teleconferencing technology both at Head Office and in the regional Centres.

The, then, President of the Chartered Institution, John Skidmore, launched the CIWM Health, Safety and Welfare Pledge in June 2013; 100 companies and organisations had signed up by early 2014.

International representation and development remains an important focus. The Deputy Chief Executive was invited to chair the "MENA Solid Waste Management" forum in the United Arab Emirates, and spoke at the "The Waste to Wealth" conference in November 2013 in Kuala Lumpur; he also ran workshops at both these events. He also attended and gave a presentation at the EU funded "Green dot Congress" in Cyprus which was intended to assist Cyprus, a new EU member, to improve their waste and resource infra-structure.

Free education and careers support, mentoring and advice is provided in response to requests through the efforts and work both of staff and also members from each of the ten Regional Centres. This includes close working relationships with Universities and other academic institutions and also attendance at careers events.

#### **Principal activities of the year and Operational performance**

The Chartered Institution and its trading subsidiary worked in partnership with other organisations to develop and deliver successful conferences and networking events throughout the United Kingdom on a variety of topics.

## **Trustees' report (*continued*)**

### **Report of the General Council *for the year ended 31 December 2013***

#### **Awards**

The income from the Chartered Institution's permanent endowment funds is available for the granting of professional awards as shown in Note 14 to the financial statements. These professional awards were presented at a high profile event in November 2013 alongside the Awards for Environmental Excellence which celebrate best practice throughout the industry and its customer sectors. In Spring 2013, General Council accepted funds of £26,785 from the organising committee of the predecessor event to the Scottish Resources Conference to establish the Scottish Waste Award.

#### **Volunteers**

The General Council is grateful to the large number of members who support the Chartered Institution's work through their service on committees, Special Interest Groups, Centre Councils, Working Parties and in representing the Chartered Institution on other outside bodies and organisations.

#### **Investment performance against Objectives**

The Chartered Institution's investment policy emphasises capital appreciation.

The Chartered Institution's investments were managed throughout 2013 by Arbuthnot Latham, the Chartered Institution's discretionary investment managers. Investment income was £18,134 (2012: £18,408) and was re-invested into the portfolio. Continued difficult economic conditions during 2013 meant that world stock markets were volatile; however the investment portfolio recorded unrealised gains totalling £45,512 (2012: £18,701 unrealised gains). Disposals of investments made during 2013 resulted in realised gains of £89,810 (2012: realised gains £49,346).

On 9 August 2013 the Chartered Institution subscribed £200,066 for 337 Ordinary shares in Revise Limited alongside other investors (both institutional investors and individuals) in an Equity Financing round which raised £765,834 capital for the company. This is an investment in an unlisted security. Revise Limited is a company registered in England and Wales (company number 06863577). Revise is a relatively new company whose principal activity, under the trading name "Cloud Sustainability", is the provision of online educational resources and other online tools in the sustainability and waste management sectors. Its online tool "Waste Expert" which comprises three parts – "Learn", "Comply" and "Improve" - was showcased at the 'RWM in partnership with CIWM Exhibition' in September 2013. This investment was made alongside a partnership agreement to develop the CIWM Knowledge Hub where e-learning modules and other online products will be made available to members, the waste and resource management sector generally and also to the wider public. Through this investment and the CIWM Knowledge Hub it is expected that high quality e-learning modules and online tools focussed on waste and resource management will be easily accessible to both the waste and resource management sector itself and also more widely to waste producers and other organisations and entities.

During the year the Finance Committee received investment performance information from the discretionary investment managers, Arbuthnot Latham, and commissioned detailed statistical analysis from specialist advisors, State Street Analytics Limited. It continued to review the Chartered Institution's investment policy and strategy.

#### **FINANCIAL REVIEW AND RESULTS FOR THE YEAR**

General Council advises members that significant financial investment has been made during 2013 in the extension and development of services both for members and others within the waste and resource management sectors and also more widely for the general public benefit. This investment has impacted upon the financial results for the year which show a deficit of £226,351 (2012: Surplus £28,631). After recognition of realised investment gains and unrealised investment gains the retained deficit to be transferred to reserves is £91,029 (2012: retained surplus £96,678). The Chartered Institution's funds decreased by £91,029 from £4,567,368 to £4,476,339.

This result is a satisfactory achievement considering the financial investment made and also considering the continued difficult general trading and investment conditions. Interest in the services provided by the Chartered

## **Trustees' report (continued)**

### **Report of the General Council for the year ended 31 December 2013**

#### **FINANCIAL REVIEW AND RESULTS FOR THE YEAR (continued)**

Institution including training courses and other events has been good and indicates that the subjects covered are relevant to members and non-members for their technical content, appropriateness and topicality both in the commercial and professional fields.

#### **Reserves policy**

The General Council has reviewed the reserves of the Chartered Institution and has concluded that the area of greatest financial risk would be a material reduction in the trading of its commercial subsidiary company, IWM Business Services Limited. A reduction in trading of those activities would result in a corresponding reduction in the annual Gift Aid made from the subsidiary to the Chartered Institution. Free reserves, which are the Unrestricted General Funds, as at 31 December 2013 were £2,881,223 and, whilst it is considered that these may prove sufficient for short to medium term purposes, General Council considers that it would be prudent to continue to accumulate reserves to provide longer term financial security by budgeting, as far as possible, for modest annual surpluses.

#### **Investment policy and objectives**

General Council, through the Finance Committee, obtains expert investment management advice from the discretionary investment managers and is conducting a full review of its detailed investment policy.

#### **FUTURE PLANS**

The Strategy Review has indicated that the Chartered Institution should adopt three main themes for its future plans; namely:

- raising the profile and communications output and reach;
- technical and policy development in sustainable resources and waste management;
- improving and extending the provision of a 'Value Added' service to members and others.

A key focus will also remain on membership growth and development and on extending and strengthening the Chartered Institution's work for the general public benefit.

General Council, supported by the three key committees responsible for segmental interests, has developed detailed Action Plans for 2014 and beyond. The imperative to improve 'resource' efficiency means that the sector is expanding to include energy and water as well as valuable materials, soil and natural capital. Resources management has fewer artificial environmental, business or professional boundaries and there is a greater need for multi disciplinary and partnership approaches in all areas of the Chartered Institution's activities – developing policy statements and technical responses; commercial activities and communications and influencing work. The Chartered Institution is therefore, actively exploring partnerships with organisations across this broader policy space and partnership working will remain an important focus and delivery tool for the Chartered Institution.

Other specific priority areas identified for focus during 2014 include:

- to encourage and support those volunteering to assist the work of the Chartered Institution – the ongoing development of the CIWM Member Volunteer Toolkit will be central to this;
- to develop and extend the use of social media;
- to continue the development and promotion of e-learning and online educational tools;
- to commission and lead research into topics of importance for the sector – the first project commissioned for 2014 is a report into "The Circular Economy – What is it and what does it mean for the waste and resource management sector?". This major piece of research work will be launched by the incoming President in October 2014 at his inauguration event;
- to continue to develop partnerships with other organisations in the waste and resources sector and other related sectors; and
- to assist the Regional Centres in their work to engage with new members of the Chartered Institution.

**Trustees' report (*continued*)**  
**Report of the General Council for the year ended 31 December 2013**

**Auditors**

Pursuant to Section 485 of the Companies Act 2006, the re-appointment of Kingston Smith LLP as auditors of the company will be considered at the forthcoming Annual General Meeting.

**Statement on disclosure of information to auditors**

Each person who is a General Councillor at the date of approval of this report confirms that:

- so far as the General Councillor is aware, there is no relevant audit information of which the company's auditors are unaware; and
- each General Councillor has taken all the steps that he/she ought to have taken as a General Councillor to make himself/herself aware of any relevant audit information and to establish that the company's auditors are aware of that information.

## **Statement of responsibilities of the General Council of the Chartered Institution of Wastes Management in respect of the report of the General Council and the financial statements**

The Trustees (who are also directors of the Chartered Institution of Wastes Management for the purposes of company law) are responsible for preparing the Trustees' Report (called Report of the General Council) and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company and the group and of the incoming resources and application of resources, including the income and expenditure, of the charitable company and the group for that period.

In preparing these financial statements, the General Council are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the group and the charitable company will continue its activities.

The General Council are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that its financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and the group and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The General Council are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the UK governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

By order of the General Council

**M R Hewitt**  
Honorary Treasurer

1 April 2014

9 Saxon Court,  
Marefair,  
Northampton,  
NN1 1SX

## **Report of the independent auditors to the members of the Chartered Institution of Wastes Management**

We have audited the consolidated and parent charitable company financial statements of the Chartered Institution of Wastes Management for the year ended 31 December 2013 which comprise the Consolidated Statement of Financial Activities incorporating the Consolidated Summary Income and Expenditure Account, the Consolidated and Parent Charitable Company Balance Sheets and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006; and to the charity's trustees, as a body, in accordance with Section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005, and in respect of the consolidated financial statements, in accordance with regulations made under section 144 of the Charities Act 2011. Our audit work has been undertaken so that we might state to the charitable company's members and trustees those matters which we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to any party other than the charitable company, the charitable company's members, as a body, and the charity's trustees, as a body for our audit work, for this report, or for the opinion we have formed.

### **Respective responsibilities of trustees and auditor**

As explained more fully in the Trustees' Responsibilities Statement set out on page 10 the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

We have been appointed as auditor under Section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005, the Companies Act 2006 and section 144 of the Charities Act 2011 and report to you in accordance with regulations made under those Acts. 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 the directors; and the overall presentation of the financial statements. In addition we read all the financial and non-financial information in the Trustees' report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

### **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the group's and the parent charitable company's affairs as at 31 December 2013 and of the group's incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005, regulations 6 and 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Charities Act 2011.

### **Opinion on other matter prescribed by the Companies Act 2006**

In our opinion the information given in the Trustees' Annual 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, the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Charities Act 2011 require us to report to you if, in our opinion:

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

**David Goodridge**  
Senior Statutory Auditor  
for and on behalf of Kingston Smith LLP,  
Statutory Auditor

**Kingston Smith LLP**  
105 St Peter's Street  
St Albans  
AL1 3EJ

Kingston Smith LLP is eligible to act as auditor in terms of Section 1212 of the Companies Act 2006.

7 April 2014

## Consolidated statement of financial activities (incorporating an income and expenditure account)

*for the year ended 31 December 2013*

	Note	Unrestricted funds General Funds	Designated Funds	Endowment & Restricted funds	Total funds 2013	Total funds 2012
		£	£	£	£	£
<b>Incoming resources</b>						
<b>Incoming resources from charitable activities:</b>						
<b>Activities in furtherance of the charity's objects:</b>						
Membership subscriptions		1,014,027	-	-	1,014,027	1,028,069
Regional centre income		185,173	-	-	185,173	192,453
<b>Incoming resources from generated funds:</b>						
Activities for generating funds:						
Commercial trading operations		1,389,302	-	-	1,389,302	1,309,212
Investment income	6	18,134	-	-	18,134	18,408
Interest receivable		36,363	-	-	36,363	42,027
Grant income from European Union	7	21,686	-	-	21,686	13,023
Other incoming resources		70,505	-	26,785	97,290	85,873
<b>Total incoming resources</b>		<b>2,735,190</b>	<b>-</b>	<b>26,785</b>	<b>2,761,975</b>	<b>2,689,065</b>
<b>Resources expended</b>						
<b>Costs of generating funds</b>						
Investment management		(12,687)	-	-	(12,687)	(13,987)
Commercial trading operations		(1,371,232)	-	-	(1,371,232)	(1,087,472)
<b>Charitable activities:</b>						
Costs of activities in furtherance of the charity's objects:						
Staff costs		(716,115)	(85,047)	-	(801,162)	(793,780)
Regional centre expenses		(178,533)	(7,029)	-	(185,562)	(212,984)
Committee directed costs		(172,907)	-	-	(172,907)	(109,359)
Committee running costs		(54,293)	-	-	(54,293)	(47,315)
Premises costs, postage, stationery, communications		(171,852)	-	-	(171,852)	(181,109)
Institution awards		(7,177)	-	(2,313)	(9,490)	(10,216)
Honoraria		(8,328)	-	-	(8,328)	(7,696)
Travel and accommodation		(27,245)	(6,355)	-	(33,600)	(28,144)
Other resources expended:						
Insurances and other Professional fees		(29,834)	-	-	(29,834)	(22,319)
Depreciation		(45,738)	-	-	(45,738)	(53,268)
Financing costs		(10,319)	-	-	(10,319)	(11,708)
Governance costs	2	(81,322)	-	-	(81,322)	(81,077)
<b>Total resources expended</b>		<b>(2,887,582)</b>	<b>(98,431)</b>	<b>(2,313)</b>	<b>(2,988,326)</b>	<b>(2,660,434)</b>
<b>Net (outgoing) / incoming resources</b>	3	<b>(152,392)</b>	<b>(98,431)</b>	<b>24,472</b>	<b>(226,351)</b>	<b>28,631</b>
<b>Transfers between funds</b>		<b>(99,744)</b>	<b>98,431</b>	<b>1,313</b>	<b>-</b>	<b>-</b>
<b>Other recognised gains and losses</b>						
Realised gain on investment assets	10	89,810	-	-	89,810	49,346
Unrealised gain on investment assets	10	45,512	-	-	45,512	18,701
<b>Net movement in funds</b>	14	<b>(116,814)</b>	<b>-</b>	<b>25,785</b>	<b>(91,029)</b>	<b>96,678</b>
<b>Total funds at 31 December 2012</b>	14	<b>2,998,037</b>	<b>1,544,758</b>	<b>24,573</b>	<b>4,567,368</b>	<b>4,470,690</b>
<b>Total funds at 31 December 2013</b>	14	<b>2,881,223</b>	<b>1,544,758</b>	<b>50,358</b>	<b>4,476,339</b>	<b>4,567,368</b>

All of the above results are derived from continuing activities. All gains and losses for the year are included above. The deficit for the year (2012: surplus) for Companies Act purposes comprises the net incoming resources for the year plus realised gains on investments, less realised losses. There was no material difference between the results as stated and the results on a historical cost basis.

The notes on pages 16 to 26 form part of these financial statements.

**Consolidated balance sheet**  
*as at 31 December 2013*

	<i>Note</i>	<b>2013</b>		2012	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	<i>9</i>		528,288		563,594
Investments	<i>10</i>		1,396,802		1,050,691
			<hr/>		<hr/>
			<b>1,925,090</b>		1,614,285
<b>Current assets</b>					
Debtors	<i>11</i>	414,934		241,211	
Cash at bank and on deposit		2,249,380		2,674,930	
Investments		575,000		575,000	
			<hr/>		<hr/>
			<b>3,239,314</b>		3,491,141
<b>Creditors: amounts falling due within one year</b>	<i>12</i>	<b>(688,065)</b>		(538,058)	
			<hr/>		<hr/>
<b>Net current assets</b>			<b>2,551,249</b>		2,953,083
			<hr/>		<hr/>
<b>Total assets less current liabilities</b>			<b>4,476,339</b>		4,567,368
			<hr/>		<hr/>
<b>Net assets</b>			<b>4,476,339</b>		4,567,368
			<hr/> <hr/>		<hr/> <hr/>
<b>Endowment funds</b>					
Permanent	<i>14</i>		24,573		24,573
<b>Restricted funds</b>	<i>14</i>		25,785		-
<b>Unrestricted funds</b>					
Designated funds	<i>14</i>		1,544,758		1,544,758
General funds	<i>14</i>		2,881,223		2,998,037
			<hr/>		<hr/>
<b>Total funds</b>	<i>14</i>		<b>4,476,339</b>		4,567,368
			<hr/> <hr/>		<hr/> <hr/>

The notes on pages 16 to 26 form part of these financial statements.

These financial statements were approved by the General Council on 1 April 2014 and were signed on its behalf by:

**D Beadle**  
*President*

**MR Hewitt**  
*Honorary Treasurer*



**Charity balance sheet**  
*as at 31 December 2013*

	<i>Note</i>	<b>2013</b>		2012	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	<i>9</i>		528,288		563,594
Investments	<i>10</i>		1,397,012		1,050,901
			<hr/>		<hr/>
			<b>1,925,300</b>		1,614,495
<b>Current assets</b>					
Debtors	<i>11</i>	139,458		149,253	
Cash at bank and on deposit		2,236,034		2,566,569	
Investments		575,000		575,000	
			<hr/>		<hr/>
			<b>2,950,492</b>		3,290,822
<b>Creditors: amounts falling due within one year</b>	<i>12</i>	<b>(429,453)</b>		(367,949)	
			<hr/>		<hr/>
<b>Net current assets</b>			<b>2,521,039</b>		2,922,873
			<hr/>		<hr/>
<b>Total assets less current liabilities</b>			<b>4,446,339</b>		4,537,368
			<hr/>		<hr/>
<b>Net assets</b>			<b>4,446,339</b>		4,537,368
			<hr/> <hr/>		<hr/> <hr/>
<b>Endowment funds</b>					
Permanent	<i>14</i>		24,573		24,573
<b>Restricted funds</b>	<i>14</i>		25,785		-
<b>Unrestricted funds</b>					
Designated funds	<i>14</i>		1,544,758		1,544,758
General funds	<i>14</i>		2,851,223		2,968,037
			<hr/>		<hr/>
<b>Total funds</b>	<i>14</i>		<b>4,446,339</b>		4,537,368
			<hr/> <hr/>		<hr/> <hr/>

The notes on pages 16 to 26 form part of these financial statements.

These financial statements were approved by the General Council on 1 April 2014 and were signed on its behalf by:

**D Beadle**  
*President*

**MR Hewitt**  
*Honorary Treasurer*

## **Notes**

*(forming part of the financial statements)*

### **1 Accounting policies**

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the financial statements.

#### ***Basis of preparation***

These financial statements have been prepared under the Charities Act 2011 and the Companies Act 2006 on the historical cost convention modified by the revaluation of listed investments at market value and in accordance with applicable accounting standards and the Statement of Recommended Practice on Accounting and Reporting by Charities: the Charities SORP 2005.

#### ***Basis of consolidation***

The financial statements consolidate the financial statements of the Chartered Institution of Wastes Management and its wholly owned non-charitable subsidiaries, IWM Business Services Limited (trading), IWM Professional Services Limited (dormant), Clean Britain Awards Limited (dormant), Waste Smart Limited (dormant), Water Smart (UK) Limited (dormant), Energy Smart Training Limited (dormant) and Resource Smart Limited (dormant). These financial statements are all made up to 31 December 2013.

In accordance with paragraph 397 of the Charities SORP 2005 and the exemptions contained within Section 408 of the Companies Act 2006 a separate Statement of Financial Activities for the charity alone has not been presented.

#### ***Fund accounting***

General unrestricted funds comprise accumulated surpluses and deficits on general funds and cumulative realised and unrealised gains of the investments. They are available for use at the discretion of the General Council in furtherance of the general charitable objectives.

Designated funds are unrestricted funds which have been put aside at the discretion of the General Council for particular purposes and comprise:

##### ***Fixed assets replacement reserve***

This represents amounts needed to maintain the Chartered Institution's fixed asset base.

##### ***Development reserve***

This designation is intended to allow for the future development of the Chartered Institution.

##### ***Regional development***

The Regional Development reserve has been set up to enable the Chartered Institution to continue its programme of placing regional development officers in the regions.

##### ***Waste Smart***

The Waste Awareness Certificate reserve has been renamed following the launch of the successor product, Waste Smart. The reserve has been created in order to further the future development of this product..

##### ***The Strategic Development reserve***

The Strategic Development reserve has been set up to enable the Chartered Institution to establish and develop partnership and other project arrangements in key areas of business activity.

#### ***Endowment funds***

##### ***Permanent***

These are assets which must be held permanently by the charity. The capital element of permanent endowment funds is not utilised, only the income from permanent endowment funds is utilised.

##### ***Restricted funds***

Restricted funds are funds received by the Chartered Institution for particular purposes and expenditure is restricted to that particular project.

## Notes (continued)

### 1 Accounting policies (continued)

#### *Incoming resources*

Incoming resources include amounts received and receivable during the year by the Chartered Institution at headquarters and the ten regional centres, and the turnover of the company's subsidiary, IWM Business Services Limited. It comprises subscriptions, donations, and charges for services provided stated net of value added tax. Income from Centres is incorporated on the basis of returns.

#### *Resources expended*

Expenditure is accounted for on the accruals basis. Overhead and other costs not directly attributable to particular functional activity categories are apportioned over the relevant categories on the basis of management estimates of the amount attributable to that activity in the year. Any irrecoverable VAT is included within the item of expense to which it relates.

Governance costs comprise the costs of running the Chartered Institution, including strategic planning for its future development, external audit, legal and other professional advice and the costs of complying with constitutional and statutory requirements, such as the costs of General Council and other Committee meetings and the preparation and printing of statutory accounts and satisfying public accountability.

#### *Fixed assets and depreciation*

Depreciation is provided at rates calculated to write off the cost less estimated residual value of tangible and intangible fixed assets by equal instalments over their estimated useful economic lives as follows:

Freehold buildings (tangible fixed assets)	-	2% on cost
Office equipment (tangible fixed assets)	-	33 <sup>1</sup> / <sub>3</sub> % on cost
Fixtures and fittings (tangible fixed assets)	-	33 <sup>1</sup> / <sub>3</sub> % on cost

No depreciation is provided on freehold land.

#### *Investments*

Investments listed on a recognised stock exchange are stated at market value at the balance sheet date. All movements in value arising from investment changes or revaluations are shown as part of the Statement of Financial Activities and are included within unrestricted funds.

#### *Leases*

Rentals payable under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

#### *Pensions*

The group operates a defined contribution pension scheme and makes pension contributions into independently administered personal funds for certain employees. Contributions are charged to the Statement of Financial Activities as they become payable in accordance with the rules of the schemes.

#### *Cash flow statement*

The group has taken advantage of the exemption contained within Financial Reporting Standard No 1 from the requirement to prepare a cash flow statement on the grounds that it qualifies as a small group as defined by the provisions of the Companies Act 2006.

**Notes** *(continued)*

**2 Governance costs**

	2013	2012
	£	£
General Council and other Committee costs	20,383	25,755
Premises	-	-
Audit fees	17,200	17,200
Legal and professional fees	1,969	1,339
Staff costs	41,770	35,630
Printing corporate documents and other costs	-	1,153
	81,322	81,077
	81,322	81,077

**3 Net incoming resources**

	2013	2012
	£	£
<i>Net incoming resources for the year are stated after charging:</i>		
Auditors' remuneration:		
Audit fees - group	17,200	17,200
	8,600	8,600
Non audit fees - charity	495	-
Non audit fees - group	45,738	53,268
Depreciation of tangible fixed assets	9,312	11,758
Operating lease payments	9,312	11,758
	9,312	11,758

**4 Payments to General Council members**

Payments to trustees for services as trustee are included in note 17.

As permitted by the constitutional documents, reimbursement of expenses incurred when travelling to, or engaged upon, the business of the charity or its trading subsidiary amount to:-

	2013	2012
	£	£
Group	20,269	19,137
	19,495	18,466
Charity	19,495	18,466
	28	28
Number of Trustees	28	28

**Notes** (continued)

**5 Staff numbers and costs**

The average number of persons employed by the group during the year was:

	<b>2013</b>	2012
	<b>Number</b>	Number
Charitable activities	<b>20</b>	20
Commercial trading	<b>16</b>	11
	<hr/>	<hr/>
	<b>36</b>	31
	<hr/> <hr/>	<hr/> <hr/>

The aggregate payroll costs of these persons were as follows:

	<b>2013</b>	<b>2012</b>
	£	£
Wages and salaries	<b>1,204,905</b>	<b>1,011,639</b>
Social security costs	<b>122,010</b>	<b>106,868</b>
Other pension costs	<b>68,429</b>	<b>56,887</b>
	<hr/>	<hr/>
	<b>1,395,344</b>	<b>1,175,394</b>
	<hr/> <hr/>	<hr/> <hr/>

The number of employees who received emoluments exceeding £60,000 during the year was as follows:

	<b>2013</b>	<b>2012</b>
	No	No
£60,001 - £70,000	2	-
£70,001 - £80,000	-	1
£80,001 - £90,000	1	-
£90,001 - £100,000	-	-
£100,001 - £110,000	1	1
	<hr/>	<hr/>

Pension contributions relating to these employees amounted to £35,630 (2012: £24,866).

**6 Income from fixed asset investments**

	<b>2013</b>	2012
	£	£
Income from fixed asset investments:		
Listed and common investment funds	<b>18,134</b>	18,408
	<hr/>	<hr/>

**7 Grant Income from European Union**

Included in EU Grant Income is grant income reimbursing expenditure incurred on two LIFE+ projects "EDOC" and "Equal" which are partially funded by EU LIFE+ grants; and one Leonardo Mobility Project where costs incurred are fully funded by EU grants. The grant income received from the EU for these projects during 2013 was: "EDOC" £6,964 (2012: £7,025); "Equal" £3,859 (2012: £5,998) and Leonardo Mobility project £10,863 (2012: £nil).

**Notes** (continued)

**8 Indemnity insurance**

The Chartered Institution operates a trustees' and officers' liability insurance cover at a cost of £3,180 (2012: £3,180).

**9 Tangible and Intangible fixed assets**

**Group and Charity**

	<b>Tangible Fixed Assets</b>			
	<b>Freehold land and buildings £</b>	<b>Office equipment £</b>	<b>Fixtures and fittings £</b>	<b>Total £</b>
<i>Cost</i>				
At 1 January 2013	716,303	271,480	117,431	1,105,214
Additions	-	9,303	1,129	10,432
Fully depreciated assets	-	(19,368)	-	(19,368)
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 December 2013	716,303	261,415	118,560	1,096,278
	<hr/>	<hr/>	<hr/>	<hr/>
<i>Depreciation</i>				
At 1 January 2013	194,001	232,826	114,793	541,620
Charge for year	11,240	31,755	2,743	45,738
Fully depreciated assets	-	(19,368)	-	(19,368)
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 December 2013	205,241	245,213	117,536	567,990
	<hr/>	<hr/>	<hr/>	<hr/>
<i>Net book value</i>				
<b>At 31 December 2013</b>	<b>511,062</b>	<b>16,202</b>	<b>1,024</b>	<b>528,288</b>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
At 31 December 2012	522,302	38,654	2,638	563,594
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

The freehold land and buildings are stated at cost in these financial statements. An external valuation of the freehold land and buildings was carried out in December 2003; this indicated an open market value of £650,000, this compares to the current book value of £511,062 (2012: £522,302).

The cost of freehold land and buildings includes £561,981 of depreciable assets.

The net book value at 31 December 2013 represents fixed assets used for:

	<b>Freehold land and buildings £</b>	<b>Office equipment £</b>	<b>Fixtures and fittings £</b>	<b>Total £</b>
Headquarters	511,062	16,202	1,024	528,288
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**Notes** (continued)

**10 Fixed asset investments**

	<b>Group 2013 £</b>	Group 2012 £	<b>Charity 2013 £</b>	Charity 2012 £
Listed investments	<b>1,196,736</b>	1,050,691	<b>1,196,736</b>	1,050,691
Investment in unlisted securities	<b>200,066</b>	-	<b>200,066</b>	-
Group undertakings	-	-	<b>210</b>	210
	<u><b>1,396,802</b></u>	<u>1,050,691</u>	<u><b>1,397,012</b></u>	<u>1,050,901</u>

**Listed investments:**

	<b>Group and Charity 2013 £</b>	Group and Charity 2012 £
Market value at 1 January 2013	<b>1,050,691</b>	974,822
Additions at cost	<b>820,062</b>	392,084
Disposals at market value	<b>(701,720)</b>	(462,200)
Net gain/ (loss)	<b>27,703</b>	145,985
	<u><b>1,196,736</b></u>	<u>1,050,691</u>
Market value at 31 December 2013	<u><b>1,196,736</b></u>	<u>1,050,691</u>
Historical cost at 31 December 2013	<u><b>1,068,163</b></u>	<u>967,630</u>

The market value of listed investments held by the group can be summarised as follows:

	<b>2013 £</b>	2012 £
Listed investments	<b>1,196,736</b>	907,801
UK common investment funds	-	142,890
	<u><b>1,196,736</b></u>	<u>1,050,691</u>

Individual investments which are considered significant in relation to total values are:

	<b>2013</b>	2012
JP Morgan American Investment Trust	<b>6.72%</b>	5.84%
Jupiter European Special Situations Fund	<b>7.07%</b>	-
COIF Charities Funds	-	6.31%
M&G Investments	-	7.29%
	<u><b>6.72%</b></u>	<u>6.31%</u>

On 9 August 2013 the Chartered Institution subscribed £200,066 for 337 Ordinary shares in Revise Limited alongside other investors in an Equity Financing round which raised £765,834 capital. Revise Limited is a company registered in England and Wales (company number 06863577). At 31 December 2013 the issued share capital of Revise Limited is £23 divided into 2,290 ordinary shares of £0.01pence each and 1,697 'A' Ordinary shares of £0.0001pence each. Revise Limited makes its accounts up to 30<sup>th</sup> April annually.

**Notes** (continued)

**10 Fixed asset investments** (continued)

**Shares in group undertakings:**

	<b>Charity 2013 £</b>	Charity 2012 £
IWM Business Services Limited	2	2
IWM Professional Services Limited	100	100
Clean Britain Awards Limited	100	100
Waste Smart Limited	2	2
Water Smart (UK) Limited	2	2
Energy Smart Training Limited	2	2
Resource Smart Limited	2	2
	<hr/>	<hr/>
	<b>210</b>	210
	<hr/> <hr/>	<hr/> <hr/>

The following table sets out the subsidiaries of the Chartered Institution of Wastes Management at 31 December 2013:

Name	Country of incorporation	Nature of business	Proportion of equity held
IWM Business Services Limited	England and Wales	Conferences & training	100%
IWM Professional Services Limited	England and Wales	Dormant	100%
Clean Britain Awards Limited	England and Wales	Dormant	100%
Waste Smart Limited	England and Wales	Dormant	100%
Water Smart (UK) Limited	England and Wales	Dormant	100%
Energy Smart Training Limited	England and Wales	Dormant	100%
Resource Smart Limited	England and Wales	Dormant	100%

The issued share capital of IWM Business Services Limited is £2, divided into 2 ordinary shares of £1 each and shareholders' funds at 31 December 2013 totalled £30,002. The company retained a profit of £Nil in 2013 (2012: £ Nil). Turnover in 2013 was £1,411,878 (2012: £1,329,544).

The Chartered Institution is also the sole member of CIWM (RPM), a company limited by guarantee and incorporated on 14 December 1999. CIWM (RPM) is also registered as a charity in England and Wales (registered number 1084599).

CIWM (RPM) was registered with Entrust as an Environmental Body, and as such had to remain independent of the Chartered Institution. Although it was deregistered by Entrust effective from 19 September 2008, it continues to operate independently of the Chartered Institution. The financial statements of CIWM (RPM) have not, therefore, been included in these consolidated financial statements as the Chartered Institution has not exercised control over the activities of the company during 2013. The financial results of CIWM (RPM) for the year ended 31 December 2012 (this being the latest available accounts) were Net outgoing resources of £14,650; the accumulated reserves were £37,564.

**11 Debtors**

	<b>Group 2013 £</b>	Group 2012 £	<b>Charity 2013 £</b>	Charity 2012 £
Trade debtors	326,511	184,584	59,499	65,033
Amounts owed by subsidiary undertaking	-	-	-	30,053
Other debtors and taxation	21,362	6,745	16,752	6,416
Prepayments and accrued income	67,061	49,882	63,207	47,751
	<hr/>	<hr/>	<hr/>	<hr/>
	<b>414,934</b>	241,211	<b>139,458</b>	149,253
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>



**Notes** (continued)

**12 Creditors: amounts falling due within one year**

	<b>Group 2013 £</b>	Group 2012 £	<b>Charity 2013 £</b>	Charity 2012 £
Trade creditors	<b>142,379</b>	121,769	<b>75,216</b>	65,051
Amounts owed to subsidiary undertaking	-	-	<b>9,808</b>	208
Other creditors:				
Other creditors	<b>90,488</b>	86,733	<b>83,877</b>	64,300
Other taxation and social security	<b>60,379</b>	40,212	<b>19,094</b>	24,684
Accruals	<b>191,527</b>	139,025	<b>104,376</b>	84,789
Deferred income	<b>203,292</b>	150,319	<b>137,082</b>	128,917
	<b>688,065</b>	538,058	<b>429,453</b>	367,949

Included in Other Creditors at 31 December 2013 are amounts received under EU advance grant instalment payment terms for the EU funded LIFE+ projects "EDOC" of £4,067 (2012: £11,031) and "Equal" of £Nil (2012: £3,859) and also for the Leonardo Mobility Project of £22,487 (2012: £Nil). It is expected that these amounts will be utilised in grant claims to be submitted in future periods during the term of these projects.

**13 Deferred income**

	<b>Group 2013 £</b>	Group 2012 £	<b>Charity 2013 £</b>	Charity 2012 £
At beginning of the year	<b>150,319</b>	163,500	<b>128,917</b>	143,874
Movement in the year	<b>52,973</b>	(13,181)	<b>8,165</b>	(14,957)
At end of the year	<b>203,292</b>	150,319	<b>137,082</b>	128,917

Within the charity deferred income comprises membership subscriptions and within the group deferred income also includes training course fees, and journal subscriptions; all amounts relate to the next accounting period.

**Notes** (continued)

**14 Statement of funds**

Group

	<b>1 January 2013</b>	<b>Income</b>	<b>Expenditure</b>	<b>Investment (Losses)Gains</b>	<b>Transfers</b>	<b>31 December 2013</b>
	£	£	£	£	£	£
<b>General funds:</b>	2,998,037	2,735,190	(2,887,582)	135,322	(99,744)	2,881,223
<b>Designated funds:</b>						
Fixed assets replacement reserve	700,000	-	-	-	-	700,000
Development reserve	500,000	-	-	-	-	500,000
Regional development	100,000	-	(98,431)	-	98,431	100,000
Waste Smart	125,000	-	-	-	-	125,000
Strategic Development reserve	119,758	-	-	-	-	119,758
<b>Total unrestricted funds</b>	<b>4,542,795</b>	<b>2,735,190</b>	<b>(2,986,013)</b>	<b>135,322</b>	<b>(1,313)</b>	<b>4,425,981</b>
<b>Endowment funds:</b>						
<i>Permanent endowment Funds:</i>						
James Jackson award – est. 1948	250	-	-	-	-	250
PEEL Peoples Cup – est. 1988	1,000	-	(250)	-	250	1,000
James Sumner award – est. 1982	12,323	-	(1,000)	-	1,000	12,323
Henry Daley Memorial Award	6,000	-	(63)	-	63	6,000
Frank Robinson Memorial Award est. 2007	5,000	-	-	-	-	5,000
<b>Total endowment funds</b>	<b>24,573</b>	<b>-</b>	<b>(1,313)</b>	<b>-</b>	<b>1,313</b>	<b>24,573</b>
<b>Restricted Funds:</b>						
Scottish Waste Award est. 2013	-	26,785	(1,000)	-	-	25,785
<b>Total restricted funds</b>	<b>-</b>	<b>26,785</b>	<b>(1,000)</b>	<b>-</b>	<b>-</b>	<b>25,785</b>
<b>Total funds</b>	<b>4,567,368</b>	<b>2,761,975</b>	<b>(2,988,326)</b>	<b>135,322</b>	<b>-</b>	<b>4,476,339</b>

General funds represent the free funds of the charity which are not designated for particular purposes.

The Designated funds are unrestricted funds which have been put aside at the discretion of the General Council for the particular purposes described in Note 1 “Fund accounting”.

**Notes** (continued)

**14 Statement of funds** (continued)

Charity	<b>1 January 2013</b>	<b>Income</b>	<b>Expenditure</b>	<b>Investment (losses)/gains</b>	<b>Transfers</b>	<b>31 December 2013</b>
	£	£	£	£	£	£
<b>General funds:</b>	2,968,037	2,735,190	(2,887,582)	135,322	(99,744)	2,850,223
<b>Designated funds:</b>						
Fixed assets replacement reserve	700,000	-	-	-	-	700,000
Development reserve	500,000	-	-	-	-	500,000
Regional development	100,000	-	(98,431)	-	98,431	100,000
Waste Smart	125,000	-	-	-	-	125,000
Strategic Development reserve	119,758	-	-	-	-	119,758
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total unrestricted funds	4,512,795	2,735,190	(2,986,013)	135,322	(1,313)	4,395,981
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Endowment funds:</b>						
<i>Permanent endowment funds:</i>						
James Jackson award – est. 1948	250	-	-	-	-	250
PEEL Peoples Cup – est. 1988	1,000	-	(250)	-	250	1,000
James Sumner award – est. 1982	12,323	-	(1,000)	-	1,000	12,323
Henry Daley Memorial award	6,000	-	(63)	-	63	6,000
Frank Robinson Memorial Award est. 2007	5,000	-	-	-	-	5,000
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total endowment funds	24,573	-	(1,313)	-	1,313	24,573
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Restricted Funds:</b>						
Scottish Waste Award est. 2013	-	26,785	(1,000)	-	-	25,785
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total restricted funds	-	26,785	(1,000)	-	-	25,785
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total funds</b>	<b>4,537,368</b>	<b>2,761,975</b>	<b>(2,988,326)</b>	<b>135,322</b>	<b>-</b>	<b>4,446,339</b>
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The Permanent endowment funds were established to provide capital funds for investment from which the income arising should be applied for awards to further the objectives of the Chartered Institution. To separate individual movements for each award would be unduly onerous given the size of the funds. Therefore, the net deficit between income arising and awards made has been treated as a movement on general funds.

In Spring 2013, General Council accepted funds of £26,785 from the organising committee of the Scottish Waste and Resources Conference (predecessor event to the current Scottish Waste Conference) to establish the Scottish Waste Award. This is to be awarded annually at a sum of £2,000 through an awarding committee until the monies available have been exhausted.

**Notes** (continued)

**15 Analysis of group net assets between funds**

	Unrestricted Funds	Endowment & Restricted funds	Total
	£	£	£
<i>Fund balances at 31 December 2013 are represented by:</i>			
Tangible and intangible fixed assets	528,288	-	528,288
Investments	1,346,444	50,358	1,396,802
Current assets	3,239,314	-	3,239,314
Current liabilities	(688,065)	-	(688,065)
<b>Total net assets</b>	<b>4,425,981</b>	<b>50,358</b>	<b>4,476,339</b>

In the opinion of the Trustees, sufficient resources are held in an appropriate form for each fund to be applied in accordance with any restrictions imposed.

**16 Commitments**

Annual commitments under non-cancellable operating leases at 31 December 2013 were as follows:

	Group 2013	Group 2012	Charity 2013	Charity 2012
	£	£	£	£
<i>Operating leases which expire:</i>				
In less than one year	13,449	7,562	13,449	7,562
In the second to fifth years inclusive	21,395	8,787	21,395	8,787
	<b>34,844</b>	16,349	<b>34,844</b>	16,349

**17 Related party transactions**

Payments made to trustees for other services during the year were as follows:

Payment To:	Payment From:	£
T March - training	IWMBS Ltd	9,014
C O'Brien - training	IWMBS Ltd	702
I Butcher - training	IWMBS Ltd	432
T March - Centre Secretary (Honorarium)	CIWM	690
D Beadle - President (Honorarium)	CIWM	1,068
MR Hewitt - Honorary Treasurer (Honorarium)	CIWM	835
		12,741

All transactions relating to payments made by IWMBS Limited for training services are on a third party arms length basis. The honoraria are payments made to Trustees who also undertake certain additional duties as Honorary Officers either of the Institution or of a Regional Centre.

**18 Taxation**

As a charity, the Chartered Institution of Wastes Management is exempt from tax on the income and gains arising from its charitable activities and its investments to the extent that the income and gains are applied for charitable purposes.