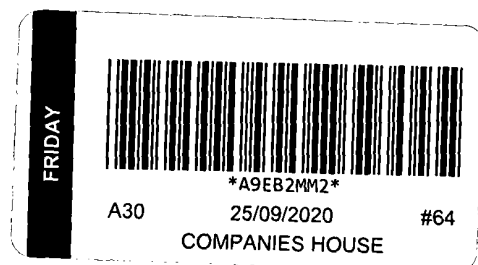


REGISTERED COMPANY NUMBER: 895080 (England and Wales)  
REGISTERED CHARITY NUMBER: 257133

**REPORT OF THE TRUSTEES AND  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2019  
FOR  
THE INSTITUTE OF HEALTHCARE ENGINEERING  
AND ESTATE MANAGEMENT**



**THE INSTITUTE OF HEALTHCARE ENGINEERING  
AND ESTATE MANAGEMENT**

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FOR THE YEAR ENDED 31 DECEMBER 2019**

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**THE INSTITUTE OF HEALTHCARE ENGINEERING  
AND ESTATE MANAGEMENT**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 DECEMBER 2019**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2019. The trustees have adopted the provisions of 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) (effective 1 January 2019).

**OBJECTIVES AND ACTIVITIES**

**The charity's objectives**

The charity's objectives reflect the mission of the charity. Each year trustees review objectives and activities to ensure that they continue to reflect the charity's aims. In carrying out this review the trustees have considered the Charity Commission's general guidance on public benefit and in particular its guidance on education and training for public benefit.

**Mission**

The charity is a professional body and learned society serving the interests of those involved in and with responsibility for healthcare engineering and estate management including the design, procurement and maintenance of healthcare facilities and equipment. The charity is established for public benefit to promote the art and science of healthcare engineering and estate management and to advance research, education and training.

**Activities**

The charity's activities include the mentoring and career development of healthcare engineers, allied built environment professionals and facility managers, the publication of a professional journal, the holding of educational seminars, and the holding of an annual educational conference.

Each year the trustees review the charities objectives and activities to ensure that they continue to reflect the charity's mission. In carrying out this work the trustees have considered the Charity Commission's general guidance on public benefit.

**Volunteers**

Volunteers are an important resource in both the running of the charity and the management of its educational activities. Over 60 volunteers regularly give their time for the running and management of the governing council and its committees, with further volunteers giving their time to the running and management of branch activities and the programme of educational events. All trustees give their time freely. The Institute encourages all members to become involved in voluntary activities and to share their skills with others.

**Social investment policies**

We have invested in sustainable measures such as a Solar PV scheme to reduce the carbon footprint associated with our Head Office facilities and are looking to make further energy reducing improvements and investments such as LED lighting and building insulation. We are also committed to an Apprentice within our Head Office establishment which represents around 21% of our FTE workforce and we are looking to potentially extend this to another post in the coming year. We are providing support for industry led apprenticeship schemes and we introduced an Innovation Award to recognise efforts within our sector to improve efficiency or reduce waste and costs of healthcare across the NHS. A focused drive to attract apprentices as members resulted in having 104 apprenticeship members of the Institute at year end.

**THE INSTITUTE OF HEALTHCARE ENGINEERING  
AND ESTATE MANAGEMENT**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 DECEMBER 2019**

**ACHIEVEMENT AND PERFORMANCE**

**Public Benefit**

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in planning future activities. The trustees refer to public benefit throughout this report.

Charitable activities; how the charity's activities deliver public benefit

The charity carries out a wide range of activities in pursuance of its charitable objectives. The trustees, after taking into consideration the Charity Commission's general guidance on public benefit the activities summarised below provide benefit to the public and the wider community.

**Educational seminars**

The charity held a range of seminars during the year supported by the IHEEM Technical Platforms and partners.

During 2019, a number of one-day seminars were held across the country on a range of key themes. Each of these attracted a good number of delegates and several also featured an event exhibitor.

May	May AE(D) Framework (with Eastwood Park)	Brighton
July	Water	London
October	3 Technical visits	Liverpool and Manchester
November	Master planning	Birmingham
November	President Address Seminar	London

The charity's branches additionally host a range of specialist educational seminar events.

**Educational conference & exhibitions**

In addition to the seminar programme, there are several conferences and exhibitions that the Institute organises.

In March the Institute's third conference for Authorising Engineers featuring a programme of sessions developed by the IHEEM Authorising Engineer Registration Boards, titled Why do we need an Authorising Engineer? Through this event we gained three new company affiliate members.

In September the Institute held a very successful regional conference in Wales on climate change, attended by in excess of 100 delegates and 16 company exhibitors.

IHEEM's annual flagship conference, exhibition and awards dinner, 'Healthcare Estates' was held in October in Manchester. The event attracted over 4,000 delegates and visitors to the two-day event. Keynote speakers included Simon Stevens (NHS Chief Executive) and Alasdair Coates (Engineering Council UK Chief Executive) who led a high calibre panel of speakers. The exhibition attracted over 250 stands set across seven zones, each had a theatre programme providing specialist content and case studies.

**Engineering Council**

The Institute was subject to a full licence review in July 2019, and were successful in securing a further 5 year licence to register members. The charity remains a strategic partner of Engineering UK and the Engineering Council. The charity's work centres on compliance with the Engineering Council audit and quality assurance requirements to hold the licence for assessing candidates for registration as an Engineering Technician, Incorporated Engineer and Chartered Engineer. The charity also supports the Engineering Council's work to promote society's confidence and trust in the engineering profession. The charity's engineers once registered are internationally recognised having demonstrated standards of competence and commitment for the engineering profession whose skills underpin provision and/or distribution of the basic necessities of civilised life concerning healthcare buildings, energy use, provision of safe water and sanitation, food, transport and communications. Other work with the Engineering Council involves the sampling of registered members Continuing Professional Development, the provision of training for interviewers, participation in the audit of other institutes and promoting the Engineering Register.

# THE INSTITUTE OF HEALTHCARE ENGINEERING AND ESTATE MANAGEMENT

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2019

### Branches

The charity has fourteen branches; twelve branch areas are represented on the charity's governing council. Branch committees are populated by volunteers who give their time to the management of education activities, branch-based seminars, providing interview panels for Engineering Council registrants, and recruiting new members. Branch activity is at the forefront of the charity's activity in delivery of its objectives. During 2019 branch officials were given access to a new branch SharePoint site to manage their documents, advertise upcoming events and participate in a forum. This was part to improve governance ensuring all branch data is held within the secure IHEEM IT network.

### Journal

The quality educational publication 'Health Estate Journal' is distributed to all members ten times per year. The trustees manage the Journal through the Professional Development Committee that is constituted by members of the institute. The Journal remains attractive, popular and informative.

### Website

The IHEEM website provides the Institute with a vibrant and modern website, enabling IHEEM to meet key objectives in promoting the Institute as the leading voice in the healthcare estates sector.

### International Federation of Hospital Engineering (IFHE)

The charity remains a committed member of IFHE. IFHE is a non-profit, non-governmental and independent organisation whose resources are used to foster and promote exchange of hospital engineering technology knowledge with the ultimate goal that people everywhere may receive better healthcare. The charity continued to provide the administration service for the Federation throughout the year. Healthcare Estates 2019 conference was delighted to host the IFHE Annual Congress, where the presidency for a two year period was handed over to our own CEO, Pete Sellars.

### Membership

The charity's membership numbers on 31st December 2019 were recorded as 1834 individual members, compared to 1794 individual members on 31st December 2018, an increase of 2.23%. On 31st December 2019, there were 226 Company Affiliate Members each having up to 4 nominated named non-voting members, compared to 228 Company Affiliates recorded on 31st December 2018, representing little change in the total numbers, although there was some turnover in membership. The total number of members on 31st December 2019 is recorded as 2998 compared to 2794 on 31st December 2018, an increase of 7.3%. Membership fee concessions are offered for graduate and apprentice members, retired or pensionable members, members of limited means of income, University Affiliate members, Apprentice Affiliate members and Student Affiliate members.

### Awards

Recognition of public contribution to healthcare engineering and estate management and excellence in achievement is at the heart of the charity's work. The charity recognises individual achievements by providing a number of awards, medals and prizes. The 2019 award winners were:

Award	Winner	Presented
The Lord Carter Innovation Award	SE HSC Trust Northern Ireland	Parliamentary Event November 19
Lifetime Achievement Award	Andrew Wavell	IHEEM Healthcare Estates 2019 Awards Dinner, Manchester

### FINANCIAL REVIEW

#### Investment policy and objectives

The memorandum association describes how monies of the Institute not immediately required for its purposes can be invested. The Trustees, having regard to the liquidity requirements of operating the Institute and the reserves policy set out below, have operated a policy of keeping available funds in an interest bearing deposit account. The invested funds held on deposit achieved an average rate of return of 1.3% against the Office for National Statistics, Consumer Price Index (CPI), for the year to December 2019 of 1.7%.

**THE INSTITUTE OF HEALTHCARE ENGINEERING  
AND ESTATE MANAGEMENT**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 DECEMBER 2019**

**FINANCIAL REVIEW**

**Reserves policy**

The Institute maintains reserves which the Council deems appropriate for its efficient operation and for the generation of additional income on a prudent basis. Around 65% of the charity's income is generated through membership income received primarily in the first three months of the year and the remaining income is generated through the year from seminar activity and annual conferences. A level of free reserves of £250,000 equating to approximately six months management, administration is considered appropriate. The actual free reserves exceeded the required level and amounted to £735,327 which will permit increased expenditure on Institute development.

IHEEM is aware of the level of reserves held and is looking into ways of investing these reserves to further our Charitable aims. These plans include investment in attracting new, younger members to reduce our age profile and enhance our future membership, provide support and training for our sector and invest in means of creating CPD certified professional guidance and publications and investing in our IT platforms and website to better serve our Membership and Industry Sector. The Board of Trustees are also mindful of the volatile nature of membership numbers and the general decline in numbers in other similar Learned Bodies and this has a bearing on our reserve levels which may be above what would normally be expected.

**Principal funding sources**

The Charity's income is derived from two main resources: membership subscriptions and educational events, including seminars and conferences (annual IHEEM conference/exhibition and branch conferences). Income through membership subscriptions totalled £306k (2018 = £294k). Events income totalled £165k (2018 = £274k). Event resources expended at £130k (2018 = £173k). The difference between years relates to the Northern Ireland bi annual conference where income for 2018 was £126k and resources expended £52k, generating a surplus of £73k.

Educational events at 34% of total turnover is an element in the charity's programme of activities; the trustees are keen to continue with this work that provides benefit to both the charity's members and the public.

Overall the charity produced a deficit of £74,789 (2018 = surplus of £53,824) on a turnover of £489,581. This is due to the additional costs to temporary cover and replace three employees, all on management grades.

**Financial effect of significant events**

IHEEM holds two major conferences each year which aim to produce a surplus. Actions are taken to minimise the risk of surpluses not being made through commercial arrangements with our Conference Organising Partners. Our Northern Ireland branch holds one conference bi annually.

We had no major breaches or issues over the year.

# **THE INSTITUTE OF HEALTHCARE ENGINEERING AND ESTATE MANAGEMENT**

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2019**

### **FUTURE PLANS**

The charity has a rolling five year strategic plan covering the period up to 2022 which includes extending the range of membership and improving membership services. Specifically, there is a major focus on recruiting apprentices and providing activities to attract and retain younger members.

The provision of a wider range of activities and events in support of the charity's technical contribution to Society has led to the introduction of a new Conference - Hospital Innovations - which includes the presentation of the Lord Carter Award for Innovation.

It has also implemented a substantial upgrade to its ITC systems and website. 2019 saw the release of a new bespoke membership database and a movement of all IT into the cloud, removing the requirement and dependency on-site servers. Early indications demonstrate a cash rate of return on investment of 2 years, and substantial staff resource benefit. During 2020 we intend to release a new modern website and develop our own CPD recording system for our members linked to our training events and seminars agenda. Together these improvements will modernise the Institute providing a better customer experience and journey through IHEEM services.

During 2020 we will be looking at the future role and management arrangements for our Technical Platforms and Boards of Registration for our authorising engineers. The work that the Technical Platforms undertake is a vital component of IHEEM's current and future work to strengthen IHEEM's position as the leading healthcare engineering and estates professional body in the UK and internationally. The Institute is actively creating a number of opportunities for our TPs to grow and raise the importance of the work at a national level through influencing policy, standards and guidance as well as producing our own IHEEM best practice guidance for the benefit of our UK and global membership.

The Institute's President and members of the head office team continue to attend IHEEM's branch network events to strengthen links with the regions. IHEEM has also co-operated and is working in partnership with other professional engineering bodies and the Royal Academy of Engineering, National Health Service Improvements (NHSI), Eastwood Park, IFHE Europe and Worldwide to play its part in delivering an effective and efficient healthcare service.

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

#### **Governing document**

The full name of the charity is "The Institute of Healthcare Engineering and Estate Management" (IHEEM). The charity is a company limited by guarantee (Registered Number 895080) which was incorporated in 1967, is registered with the Charity Commissioners (Registration Number 257133) and is governed by its Memorandum and Articles of Association last updated on 7th October 2014. The full range of governing documents, Terms of Reference of the governing council and council committees, along with profiles of individual trustees is available on the charity's website at [www.iheem.org.uk](http://www.iheem.org.uk).

#### **Recruitment and appointment of new trustees**

At each annual general meeting one-third of the branch area based trustees must retire from office, selected from those who have been longest in appointment. Retiring trustees may offer themselves for reappointment, but must retire after a second period of appointment. The trustees have additional powers to appoint additional trustees should the number of trustees fall less than thirteen, but these trustees must retire at the next annual general meeting.

#### **Organisational structure**

The trustees meet together three times a year and are responsible for the control and management of the charity. The trustees give their time freely and receive no remuneration or other financial benefits.

To assist in the smooth running of the charity the trustees have established a number of subordinate committees that help them oversee certain aspects of the charity's work. Committees are currently established for Audit and Remuneration, Conference & Exhibition, Professional Development, Management and Finance, Membership and Registration and Technology. The subordinate committees report back with their recommendations to the full meeting of the trustees. The charity has fourteen regional branches covering the UK, the Republic of Ireland and Hong Kong. The Management and Finance Committee oversee the operational management on behalf of the trustees, with day-to-day management delegated to a small secretarial and administrative staff that operates from leasehold premises in Portsmouth, Hampshire.

**THE INSTITUTE OF HEALTHCARE ENGINEERING  
AND ESTATE MANAGEMENT**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 DECEMBER 2019**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Induction and training of new trustees**

Following appointment, new trustees are introduced to their role and provided with copies of the Institute's Memorandum of Association, Articles of Association, trustees terms of reference and council committee terms of reference. New trustees are also provided with Charity Commission publications concerning risk, governance and public benefit. All new trustees are encouraged to attend a one day specialist charity governance course. This induction process ensures that new trustees are aware of the scope of their responsibilities under the Charities Act.

**Key management remuneration**

IHEEM's Audit & Remuneration Committee carries out a thorough annual review of staff pay and conditions using benchmarking with other similar organisations.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

895080 (England and Wales)

**Registered Charity number**

257133

**Registered office**

2 Abingdon House  
Cumberland Business Centre  
Northumberland Road  
Portsmouth  
Hampshire  
PO5 1DS

**Trustees**

**Board of trustees and members of council**

**President:** I Hinitt CEng FIHEEM

**Vice President:** P Fenton

<b>Board:</b>	J D Allwork CEng FIHEEM	North West branch
	A J Ryan CEng FIHEEM	Yorkshire branch
	A Spraggon CEng MIHEEM	North East branch
	C James IEng MIHEEM	Southern branch
	A D Gascoine IEng FIHEEM	London branch
	N J Keery CEng FIHEEM	Northern Ireland branch
	W S H Millar CEng FIHEEM	East Midlands branch
	P J Wade EngTech MIHEEM	West Midlands branch
	G Markham CEng FIHEEM	South West branch
	S T Lloyd	Welsh branch
	E McLaughlan CEng MIHEEM	Scotland branch

**Chief Executive**

Pete Sellars appointed 25th January 2019

**Company Secretary**

Tania Davies appointed 21st June 2019



**THE INSTITUTE OF HEALTHCARE ENGINEERING  
AND ESTATE MANAGEMENT**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 DECEMBER 2019**

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Auditors**

Morris Crocker Limited  
Chartered Accountants  
Statutory Auditors  
Station House  
North Street  
Havant  
Hampshire  
PO9 1QU

**Solicitors**

Saulet Townsend  
Froddington House  
Cumberland Business Centre  
Northumberland Avenue  
Portsmouth  
PO5 1DS

**Bankers**

Barclays Bank Plc  
Marble Arch Corporate Banking Group  
P O Box 32016  
Edgware Road  
London, W2

**EVENTS SINCE THE END OF THE YEAR**

Information relating to events since the end of the year is given in the notes to the financial statements.

**STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The trustees (who are also the directors of The Institute of Healthcare Engineering and Estate Management for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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

In so far as the trustees are aware:

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

**THE INSTITUTE OF HEALTHCARE ENGINEERING  
AND ESTATE MANAGEMENT**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 DECEMBER 2019**

**AUDITORS**

The auditors, Morris Crocker Limited, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Approved by order of the board of trustees on 14 July 2020 and signed on its behalf by:



I Hinitt - Trustee

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF  
THE INSTITUTE OF HEALTHCARE ENGINEERING  
AND ESTATE MANAGEMENT**

**Opinion**

We have audited the financial statements of The Institute of Healthcare Engineering and Estate Management (the 'charitable company') for the year ended 31 December 2019 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. 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).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2019 and of its 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 requirements of the Companies Act 2006.

**Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

**Other information**

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

**Opinions on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

## **REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF THE INSTITUTE OF HEALTHCARE ENGINEERING AND ESTATE MANAGEMENT**

### **Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

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

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

### **Responsibilities of trustees**

As explained more fully in the Statement of Trustees' Responsibilities, 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, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

### **Our responsibilities for the audit of the financial statements**

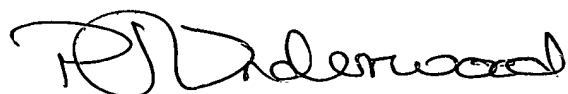
Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Report of the Independent Auditors.

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF  
THE INSTITUTE OF HEALTHCARE ENGINEERING  
AND ESTATE MANAGEMENT**

**Use of our report**

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. Our audit work has been undertaken so that we might state to the charitable company's members those matters 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 anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Paul Underwood (Senior Statutory Auditor)  
for and on behalf of Morris Crocker Limited  
Chartered Accountants  
Statutory Auditors  
Station House  
North Street  
Havant  
Hampshire  
PO9 1QU

Date: 22 September 2020

**THE INSTITUTE OF HEALTHCARE ENGINEERING  
AND ESTATE MANAGEMENT**

**STATEMENT OF FINANCIAL ACTIVITIES  
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 31 DECEMBER 2019**

	Notes	Unrestricted fund £	Restricted funds £	2019 Total funds £	2018 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
<b>Charitable activities</b>	3				
Conferences		134,913	-	134,913	228,319
Seminars		29,983	-	29,983	45,237
Publications		6,286	-	6,286	4,485
Membership		305,550	-	305,550	293,971
Miscellaneous		9,263	-	9,263	10,415
Investment income	2	3,586	-	3,586	4,594
<b>Total</b>		<u>489,581</u>	<u>-</u>	<u>489,581</u>	<u>587,021</u>
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>	4				
Conferences		63,598	-	63,598	93,112
Seminars		66,261	-	66,261	79,911
Publications		2,131	-	2,131	1,429
Membership		404,211	-	404,211	349,920
Miscellaneous		28,169	-	28,169	8,825
<b>Total</b>		<u>564,370</u>	<u>-</u>	<u>564,370</u>	<u>533,197</u>
<b>NET INCOME/(EXPENDITURE)</b>		<u>(74,789)</u>	<u>-</u>	<u>(74,789)</u>	<u>53,824</u>
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		805,734	4,382	810,116	756,292
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>730,945</u></u>	<u><u>4,382</u></u>	<u><u>735,327</u></u>	<u><u>810,116</u></u>

The notes form part of these financial statements

**THE INSTITUTE OF HEALTHCARE ENGINEERING  
AND ESTATE MANAGEMENT (REGISTERED NUMBER: 895080)**

**BALANCE SHEET  
31 DECEMBER 2019**

	Notes	2019 £	2018 £
<b>FIXED ASSETS</b>			
Tangible assets	11	182,313	144,333
Investments	12	200	200
		<u>182,513</u>	<u>144,533</u>
<b>CURRENT ASSETS</b>			
Stocks	13	2,834	983
Debtors	14	325,601	36,713
Cash at bank		623,721	728,426
		<u>952,156</u>	<u>766,122</u>
<b>CREDITORS</b>			
Amounts falling due within one year	15	(399,342)	(100,539)
		<u>552,814</u>	<u>665,583</u>
<b>NET CURRENT ASSETS</b>			
		<u>735,327</u>	<u>810,116</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			
		<u>735,327</u>	<u>810,116</u>
<b>NET ASSETS</b>			
		<u>735,327</u>	<u>810,116</u>
<b>FUNDS</b>	17		
Unrestricted funds		730,945	805,734
Restricted funds		4,382	4,382
<b>TOTAL FUNDS</b>		<u>735,327</u>	<u>810,116</u>

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

The financial statements were approved by the Board of Trustees and authorised for issue on 14 JULY 2020 and were signed on its behalf by:



.....  
I Hinitt - Trustee

The notes form part of these financial statements

**THE INSTITUTE OF HEALTHCARE ENGINEERING  
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**CASH FLOW STATEMENT  
FOR THE YEAR ENDED 31 DECEMBER 2019**

Notes	2019 £	2018 £
<b>Cash flows from operating activities</b>		
Cash generated from operations <span style="float: right;">1</span>	(51,467)	58,068
Net cash (used in)/provided by operating activities	<u>(51,467)</u>	<u>58,068</u>
 <b>Cash flows from investing activities</b>		
Purchase of tangible fixed assets	(67,409)	(2,381)
Sale of tangible fixed assets	10,585	-
Interest received	3,586	4,594
Net cash (used in)/provided by investing activities	<u>(53,238)</u>	<u>2,213</u>
 <b>Change in cash and cash equivalents in the reporting period</b>	 (104,705)	 60,281
<b>Cash and cash equivalents at the beginning of the reporting period</b>	 <u>728,426</u>	 <u>668,145</u>
 <b>Cash and cash equivalents at the end of the reporting period</b>	 <u><u>623,721</u></u>	 <u><u>728,426</u></u>

The notes form part of these financial statements



**THE INSTITUTE OF HEALTHCARE ENGINEERING  
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**NOTES TO THE CASH FLOW STATEMENT  
FOR THE YEAR ENDED 31 DECEMBER 2019**

**1. RECONCILIATION OF NET (EXPENDITURE)/INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES**

	2019 £	2018 £
<b>Net (expenditure)/income for the reporting period (as per the Statement of Financial Activities)</b>	(74,789)	53,824
<b>Adjustments for:</b>		
Depreciation charges	29,427	12,816
Profit on disposal of fixed assets	(10,583)	-
Interest received	(3,586)	(4,594)
Increase in stocks	(1,851)	(41)
(Increase)/decrease in debtors	(288,888)	100
Increase/(decrease) in creditors	298,803	(4,037)
<b>Net cash (used in)/provided by operations</b>	<u>(51,467)</u>	<u>58,068</u>

**2. ANALYSIS OF CHANGES IN NET FUNDS**

	At 1.1.19 £	Cash flow £	At 31.12.19 £
<b>Net cash</b>			
Cash at bank	728,426	(104,705)	623,721
	<u>728,426</u>	<u>(104,705)</u>	<u>623,721</u>
<b>Total</b>	<u>728,426</u>	<u>(104,705)</u>	<u>623,721</u>

**THE INSTITUTE OF HEALTHCARE ENGINEERING  
AND ESTATE MANAGEMENT**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2019**

**1. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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) (effective 1 January 2015)' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

The Trustees consider that there are no material uncertainties regarding the charitable company's ability to continue as a going concern.

The trustees have paid particular attention to the likely effects on the charity of the Covid-19 outbreak and remain confident that the organisation has sufficient resources to enable the charity to continue as a going concern for the foreseeable future.

**Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Fees for services (seminars, conferences, publications) are taken into account when the service is performed. Income received in advance of a service is deferred until the criteria for income recognition are met.

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Irrecoverable VAT**

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

**Charitable activities**

Charitable expenditure comprises those costs incurred by the charity in delivery of its activities of its services to beneficiaries. It excludes governance costs.

**Governance costs**

Governance costs included those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fee and any costs linked to the strategic management of the charity. They also include the costs of council meetings.

**Allocation and apportionment of costs**

Support costs are allocated to an activity on a basis of average time spent by staff in assisting the organising and administration of those functions.

**Tangible fixed assets**

Fixed asset additions and replacements of furniture and equipment totalling over £1,000 pa are written off over their estimated useful life, using a 25% depreciation rate on written down value.

The leasehold property has been revalued by the council at 31st December 2000 on a current value basis. With effect from 2001 depreciation is provided so as to write off the lease over its useful life.

In accordance with the provisions of the SORP the Trustees have elected not to incorporate further revaluations of the property in the financial statements.

**THE INSTITUTE OF HEALTHCARE ENGINEERING  
AND ESTATE MANAGEMENT**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 DECEMBER 2019**

**1. ACCOUNTING POLICIES - continued**

**Tangible fixed assets**

Leasehold improvements are written off over their estimated useful life using a depreciation rate of 10% p.a. on written down value.

**Stocks**

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**Investments**

Fixed asset investments are included at market value at the balance sheet date.

Realised gains and losses on investments are calculated as the difference between sale proceeds and their market value at the start of the year or their subsequent cost, and are charged or credited to the statement of financial activities in the year of disposal.

Unrealised gains and losses represent the movement in market values during the year and are credited or charged to the statement of financial activities based on market value at the end of the year.

**Financial instruments**

The charitable company only enters into basic financial instruments transactions that result in the recognition of financial assets and liabilities like trade and other accounts receivable and payable, loans from banks and other third parties and loans to related parties and investments in non-puttable ordinary shares.

**Trade and other debtors**

Short term debtors are measured at transaction price, less any impairment. Loans receivable are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method, less any impairment.

**Cash and cash equivalents**

Cash and cash equivalents comprise cash at bank and on hand, deposits with banks and other short-term highly liquid investments and bank overdrafts. In the balance sheet, bank overdrafts are shown within borrowings or current liabilities.

**THE INSTITUTE OF HEALTHCARE ENGINEERING  
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**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 DECEMBER 2019**

**1. ACCOUNTING POLICIES - continued**

**Investments**

**Trade and other creditors**

Short term trade creditors are measured at the transaction price. Other financial liabilities, including bank loans, are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method

**2. INVESTMENT INCOME**

	2019 £	2018 £
Deposit interest	<u>3,586</u>	<u>4,594</u>

All investment income is derived from assets held in the United Kingdom.

**3. INCOME FROM CHARITABLE ACTIVITIES**

		2019 £	2018 £
Conferences	Conferences	134,913	228,319
Seminars	Seminars	29,983	45,237
Publications	Publications	6,286	4,485
Subscriptions and entrance fees	Membership	305,550	293,971
Miscellaneous income	Miscellaneous	9,263	10,415
		<u>485,995</u>	<u>582,427</u>

**4. CHARITABLE ACTIVITIES COSTS**

	Direct Costs (see note 5) £	Support costs (see note 6) £	Totals £
Conferences	15,798	47,800	63,598
Seminars	18,460	47,801	66,261
Publications	2,131	-	2,131
Membership	22,316	381,895	404,211
Miscellaneous	28,169	-	28,169
	<u>86,874</u>	<u>477,496</u>	<u>564,370</u>

**THE INSTITUTE OF HEALTHCARE ENGINEERING  
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**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 DECEMBER 2019**

**5. DIRECT COSTS OF CHARITABLE ACTIVITIES**

	2019 £	2018 £
Branch Technical visit	23,107	2,689
Seminar costs	18,460	40,430
Conference costs	15,798	53,631
Publication costs	2,131	1,429
Members support costs	13,639	25,817
Miscellaneous costs	3,122	6,590
Awards	8,677	5,086
IFHE Subscription	2,288	2,235
Grants to/(from) branches	(348)	483
	<u>86,874</u>	<u>138,390</u>

**6. SUPPORT COSTS**

	Management £	Governance costs £	Totals £
Conferences	45,164	2,636	47,800
Seminars	45,165	2,636	47,801
Membership	360,808	21,087	381,895
	<u>451,137</u>	<u>26,359</u>	<u>477,496</u>

Activity                      Basis of allocation  
Management              Time  
Governance costs        Time  
Support costs, included in the above, are as follows:

**Management**

	Conferences £	Seminars £	Membership £	2019 Total activities £	2018 Total activities £
Wages	23,664	23,664	189,310	236,638	184,489
Social security	1,873	1,873	14,984	18,730	14,469
Pensions	851	852	6,814	8,517	14,873
Office costs	8,394	8,393	66,637	83,424	71,702
Meeting costs	2,119	2,118	16,947	21,184	19,710
Legal and professional fees	4,148	4,148	33,185	41,481	17,686
Irrecoverable VAT	997	998	7,981	9,976	15,022
Charitable donation	-	-	-	-	11,000
Bad debts	176	176	1,408	1,760	14,588
Depreciation of tangible assets	2,942	2,943	23,542	29,427	12,816
	<u>45,164</u>	<u>45,165</u>	<u>360,808</u>	<u>451,137</u>	<u>376,355</u>

**THE INSTITUTE OF HEALTHCARE ENGINEERING  
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**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 DECEMBER 2019**

**6. SUPPORT COSTS - continued**

**Governance costs**

	Conferences	Seminars	Membership	2019 Total activities	2018 Total activities
	£	£	£	£	£
Auditors' remuneration	683	684	5,468	6,835	6,720
Accountancy and legal fees	95	95	760	950	780
Cost of Council meetings	1,858	1,857	14,859	18,574	10,952
	<u>2,636</u>	<u>2,636</u>	<u>21,087</u>	<u>26,359</u>	<u>18,452</u>

**7. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

	2019 £	2018 £
Auditors' remuneration	6,835	6,720
Depreciation - owned assets	18,844	12,816
Auditors' remuneration - Non audit	<u>2,705</u>	<u>3,380</u>

**8. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 December 2019 nor for the year ended 31 December 2018.

**Trustees' expenses**

Trustees are reimbursed actual costs necessarily incurred in attending to the charity's business at council meeting. These mainly include travelling costs. The number of Trustees reimbursed was 7 (2018: 12) the total reimbursed was £7,127 (2018: £9,963).

**9. STAFF COSTS**

	2019 £	2018 £
Wages and salaries	236,638	184,489
Social security costs	18,730	14,469
Other pension costs	8,517	14,873
	<u>263,885</u>	<u>213,831</u>

The average monthly number of employees during the year was as follows:

2019	2018
<u>9</u>	<u>7</u>

No employees received emoluments in excess of £60,000.

**Key management personnel**

The key management personnel of the charitable company comprise the trustees, the Chief Executive Officer, and the Executive Manager. The total employee benefits of the key management personnel of the charitable company were £106,572. (2018: £94,803). This does not include remuneration for trustees, all of which is reported as per note 8.

**THE INSTITUTE OF HEALTHCARE ENGINEERING  
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**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 DECEMBER 2019**

**10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted fund £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
<b>Charitable activities</b>			
Conferences	228,319	-	228,319
Seminars	45,237	-	45,237
Publications	4,485	-	4,485
Membership	293,971	-	293,971
Miscellaneous	10,415	-	10,415
Investment income	4,594	-	4,594
<b>Total</b>	<b>587,021</b>	<b>-</b>	<b>587,021</b>
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Conferences	93,112	-	93,112
Seminars	79,911	-	79,911
Publications	1,429	-	1,429
Membership	349,920	-	349,920
Miscellaneous	8,825	-	8,825
<b>Total</b>	<b>533,197</b>	<b>-</b>	<b>533,197</b>
<b>NET INCOME</b>	<b>53,824</b>	<b>-</b>	<b>53,824</b>
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>	<b>751,910</b>	<b>4,382</b>	<b>756,292</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>805,734</b>	<b>4,382</b>	<b>810,116</b>

**THE INSTITUTE OF HEALTHCARE ENGINEERING  
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**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 DECEMBER 2019**

**11. TANGIBLE FIXED ASSETS**

	Long leasehold £	Improvements to property £	Fixtures and fittings £	Totals £
<b>COST</b>				
At 1 January 2019	135,000	31,901	154,825	321,726
Additions	-	-	67,409	67,409
Disposals	-	-	(85,387)	(85,387)
At 31 December 2019	<u>135,000</u>	<u>31,901</u>	<u>136,847</u>	<u>303,748</u>
<b>DEPRECIATION</b>				
At 1 January 2019	24,300	20,458	132,635	177,393
Charge for year	1,350	1,144	16,350	18,844
Eliminated on disposal	-	-	(74,802)	(74,802)
At 31 December 2019	<u>25,650</u>	<u>21,602</u>	<u>74,183</u>	<u>121,435</u>
<b>NET BOOK VALUE</b>				
At 31 December 2019	<u>109,350</u>	<u>10,299</u>	<u>62,664</u>	<u>182,313</u>
At 31 December 2018	<u>110,700</u>	<u>11,443</u>	<u>22,190</u>	<u>144,333</u>

The leasehold property is shown above at a valuation carried out by the Council on 31st December 2000 on a current use basis. The historical cost of the property is £149,598.

**12. FIXED ASSET INVESTMENTS**

	Shares in group undertaking £
<b>MARKET VALUE</b>	
At 1 January 2019 and 31 December 2019	<u>200</u>
<b>NET BOOK VALUE</b>	
At 31 December 2019	<u>200</u>
At 31 December 2018	<u>200</u>

There were no investment assets outside the UK.

The company's investments at the balance sheet date in the share capital of companies include the following:

**Healthcare Building and Engineering Limited**

Registered office: 2 Abingdon House, Cumberland Business Centre, Portsmouth, Hampshire, PO5 1DS

Nature of business: Dormant

	% holding	2019 £	2018 £
Class of share:	100		
Ordinary shares			
Aggregate capital and reserves		100	100



**THE INSTITUTE OF HEALTHCARE ENGINEERING  
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**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 DECEMBER 2019**

**12. FIXED ASSET INVESTMENTS - continued**

**IHEEM Ltd**

Registered office: 2 Abingdon House, Cumberland Business Centre, Portsmouth, Hampshire, PO5 1DS

Nature of business: Dormant

Class of share:	%
Ordinary shares	holding 100

	2019	2018
	£	£
Aggregate capital and reserves	100	100

**13. STOCKS**

	2019	2018
	£	£
Finished goods	<u>2,834</u>	<u>983</u>

**14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2019	2018
	£	£
Trade debtors	303,189	-
Other debtors	<u>22,412</u>	<u>36,713</u>
	<u>325,601</u>	<u>36,713</u>

**15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2019	2018
	£	£
Trade creditors	31,947	12,750
Social security and other taxes	20,343	14,091
Deferred subscription income	310,805	47,711
Other creditors	28,021	10,139
Accrued expenses	<u>8,226</u>	<u>15,848</u>
	<u>399,342</u>	<u>100,539</u>

The charitable company holds funds on behalf of the Decontamination Technical Platform. These funds do not belong to the charitable company and therefore are recognised as a liability. The balance as at 31 December 2019 is £2,290 (2018: £2,290) and is included within other creditors.

Deferred income represents membership subscriptions received in advance

	2019	2018
	£	£
Brought forward	47,711	29,294
Amount released to incoming resources	(47,711)	(29,294)
Amount deferred in year	<u>310,805</u>	<u>47,711</u>
Carried forward	<u>310,805</u>	<u>47,711</u>

**THE INSTITUTE OF HEALTHCARE ENGINEERING  
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**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 DECEMBER 2019**

**16. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Unrestricted fund £	Restricted funds £	2019 Total funds £	2018 Total funds £
Fixed assets	182,313	-	182,313	144,333
Investments	200	-	200	200
Current assets	947,774	4,382	952,156	766,122
Current liabilities	(399,342)	-	(399,342)	(100,539)
	<u>730,945</u>	<u>4,382</u>	<u>735,327</u>	<u>810,116</u>

**17. MOVEMENT IN FUNDS**

	At 1.1.19 £	Net movement in funds £	At 31.12.19 £
<b>Unrestricted funds</b>			
General fund	805,734	(74,789)	730,945
<b>Restricted funds</b>			
Northcroft Silver Medal Award Fund	1,086	-	1,086
Lucas Scholarship Fund	3,296	-	3,296
	<u>4,382</u>	<u>-</u>	<u>4,382</u>
<b>TOTAL FUNDS</b>	<u>810,116</u>	<u>(74,789)</u>	<u>735,327</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	489,581	(564,370)	(74,789)
<b>TOTAL FUNDS</b>	<u>489,581</u>	<u>(564,370)</u>	<u>(74,789)</u>

**THE INSTITUTE OF HEALTHCARE ENGINEERING  
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**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 DECEMBER 2019**

**17. MOVEMENT IN FUNDS - continued**

**Comparatives for movement in funds**

	At 1.1.18 £	Net movement in funds £	At 31.12.18 £
<b>Unrestricted funds</b>			
General fund	751,910	53,824	805,734
<b>Restricted funds</b>			
Northcroft Silver Medal Award Fund	1,086	-	1,086
Lucas Scholarship Fund	3,296	-	3,296
	<u>4,382</u>	<u>-</u>	<u>4,382</u>
<b>TOTAL FUNDS</b>	<u>756,292</u>	<u>53,824</u>	<u>810,116</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	587,021	(533,197)	53,824
<b>TOTAL FUNDS</b>	<u>587,021</u>	<u>(533,197)</u>	<u>53,824</u>

**18. EMPLOYEE BENEFIT OBLIGATIONS**

The charitable company operates a defined contribution scheme which is administered independently. The costs to the charitable company for the year was £8,517 (2018: £14,873). There was £817 due to the pension scheme administrator at the year end (2018: £nil). The expected cost to the charitable company in the coming year is expected to be in line with that of 2019.

**19. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 December 2019.

**20. POST BALANCE SHEET EVENTS**

Due to the Covid-19 outbreak the organisation will not be in a position to hold large seminars and conferences during 2020 which will significantly reduce 2020's income.

**THE INSTITUTE OF HEALTHCARE ENGINEERING  
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**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 DECEMBER 2019**

**21. ULTIMATE CONTROLLING PARTY**

The charitable company is under the control of its members. No one member has sufficient voting rights to control the charitable company.

**22. LEGAL STATUS OF THE CHARITY**

The charitable company is a limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1.

**23. CONFERENCE AND SEMINAR ANALYSIS**

Income	Head Office £	Welsh Branch £	N.Ireland Branch £	Branches Total £	TOTAL £
<b>Conference Activity</b>					
Conference Delegate Income	-	-	1,397	1,397	1,397
Step Exhibition Contribution	133,516	-	-	-	-
<b>Total Conference Income</b>	<u>133,516</u>	<u>-</u>	<u>1,397</u>	<u>1,397</u>	<u>134,913</u>
<b>Seminar Activity</b>					
Seminar income	23,691	6,292	-	6,292	29,983
	<u>23,691</u>	<u>6,292</u>	<u>-</u>	<u>6,292</u>	<u>29,983</u>
<b>Expenditure</b>					
<b>Conference Activity</b>					
Conference 2019	15,798	-	-	-	15,798
<b>Direct Conference Expenses</b>	<u>15,798</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>15,798</u>
<b>Support Costs (Note 6)</b>	<u>47,800</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>47,800</u>
<b>Total Conference Expenditure</b>	<u>63,598</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>63,598</u>
<b>Seminar Activity</b>					
Water seminar	1,915	-	-	-	1,915
Wales exhibition and conference	11,127	-	-	-	11,127
AE conference	5,050	-	-	-	5,050
Seminar expenses	368	-	-	-	368
<b>Direct Seminar Expenses</b>	<u>18,460</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>18,460</u>
<b>Support Costs (Note 6)</b>	<u>47,801</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>47,801</u>
<b>Total Seminar Expenses</b>	<u>66,261</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>66,261</u>
<b>Conference Surplus</b>					71,315
<b>Seminar (Deficit)</b>					(36,278)