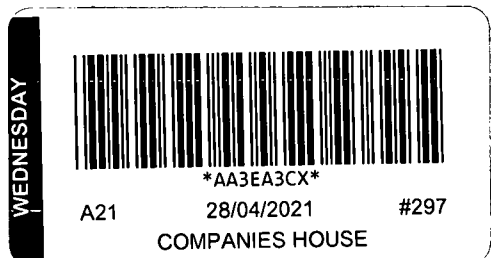


REGISTERED COMPANY NUMBER: 895080 (England and Wales)
REGISTERED CHARITY NUMBER: 257133

**REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020
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 2020**

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

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2020**

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 2020. 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. We are delighted our apprentice completed her course as is now in a new role within the Institute and is undertaking professional training and examinations in her chosen career. We are looking to employ a finance apprentice 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 128 apprenticeship members of the Institute at year end. Over 2020 we developed and delivered workshops to 74 students as part of the STEM agenda and future workforce. We have a registered STEM ambassador within the Institute, this work will further develop of 2021.

THE INSTITUTE OF HEALTHCARE ENGINEERING AND ESTATE MANAGEMENT

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2020

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, partners and company affiliates. Due to the pandemic these were delivered through digital media.

During 2020, a number of seminars/workshops and webinars were held on a range of key themes. Each of these attracted a good number of delegates and several also featured an event exhibitor.

Feb (face to face)	AE (D) Framework (with Eastwood Park)	Gloucestershire
Feb (face to face)	Mind Matters workshop (dealing with stress)	Eastleigh
Feb (face to face)	Council Strategic Planning day	Eastleigh
May (webinar)	1 webinar part of our digital seminars	On line
June (webinars)	2 webinars lead by company affiliates	On line
July (webinars)	5 webinars lead by company affiliates	On line
August (webinars)	3 webinars lead by company affiliates	On line
September (webinars)	8 webinars lead by company affiliates	On line
October (webinars)	24 webinars part of Healthcare Estates digital week	On line
December (webinars)	South West Branch event	On line

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. For 2020 due to the pandemic these were deferred to the last quarter of 2021 and early 2022.

IHEEM's annual flagship conference, exhibition and awards dinner, 'Healthcare Estates' was due to be held in October in Manchester. The event attracted attracts over 4,000 delegates and visitors and over 250 exhibitor stands. For 2020 this was replaced by a series of 24 webinars with 93 UK and international speakers over five days covering the themes of Policy, Workforce, Science and Technology, Design and International with over 3,000 registrations from 33 countries. These are available as on demand sessions via our new website learning hub.

Engineering Council

September 2020 was our first audit review following our licence renewal in 2019. The review acknowledged the amount of work that has taken place over 2020. The following training was undertaken in line with our licencing requirements:

Oct (Teams)	Assessor refresher training (14 participants)	On line training
Oct (Zoom)	EC-Individual Route to Assessment (6 participants)	On line training
Nov (Zoom)	EC-CPD assessing (2 participants)	On line training
Nov (Zoom)	EC-Recognition of qualifications (2 participants)	On line training
Dec (Teams)	New Assessor training (15 participants)	On line training

THE INSTITUTE OF HEALTHCARE ENGINEERING AND ESTATE MANAGEMENT

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2020

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.

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 2020 the Institute put in place the infrastructure for branches to host and deliver live and pre-recorded webinars as part of their offer. In the first month of 2021 branches have delivered five live events, including a three session series on medical gases during the pandemic.

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 and IT Infrastructure Redevelopment

Over the last twelve months IHEEM has continued to enhance its membership database to bring in governance management, and In October 2019 launched a new modern website. In October 2020, enabling IHEEM to meet key objectives in promoting the Institute as the leading voice in the healthcare estates sector, and a bespoke Continued Professional Development (CPD) system to enable easy capture and recording of CPD material and reflective learning. This has been designed to support members throughout their career journey.

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. Pete Sellars, our own CEO' continues in his presidency of IFHE Europe, the IFHE worldwide presidency was handed over to Italy in January 2021, deferred from October 2020. Over the pandemic the Institute, took the lead in partnership with the IFHE to produce and disseminate a fortnightly newsletter sharing intelligence, best practice and personal experience across its 5000 global membership across 40 countries.

Partnerships

The Institute has a number of key knowledge partnerships in place. Over 2020 we developed and strengthen our alliances with NHSEI team, working and supporting them with their communications to the sector around the pandemic and Hefma on the workforce strategy. We will continue to develop these over 2021.

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

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2020**

Membership

In response to the pandemic, IHEEM took the unprecedented decision in 2020 to cease chase outstanding membership fees for six months, and therefore as a result not to lapse members due to lack of payment. The charity's membership numbers reflect this decision. On 31st December 2020 membership numbers for fee paying individuals was recorded as 1773, compared to 1811 individual members on 31st December 2019, a decrease of 2.09%. This was offset by an increase in our free memberships aimed at students, apprentices and NHS tradespeople which increase to 390 On 31st December 2020, from 354 on 31st December 2019, an increase of 10.2%. These are seen as our future paying membership. We saw a further increase in our Company Affiliate Members (each having up to 4 nominated named non-voting members) to 247 recorded on 31st December 2020 from 231 on 31st December 2019, representing an increase of 6.9%. Overall there was little change in overall in membership (14 members). The total number of members (excluding the 4 nominated non-voting members for Company affiliates) on 31st December 2020 is recorded as 2410 compared to 2396 on 31st December 2019. 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. We had no Awards in 2020 due to the pandemic, these will be re-established for 2021.

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 0.3% against the Office for National Statistics, Consumer Price Index (CPI), for the year to December 2020 of 0.5%.

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 £626,052 a reduction of £109,275 on 2019. The decrease represents two areas of spend, and may be used to support the operational costs for 2021 if the pandemic continues.

- The Institute's investment in modernising the IT infrastructure including the development of a membership database, bespoke CPD system and launch of a new website.
- Funding this deficit on the operational costs for 2020 due to the deferral of all conferences to 2021, creating a loss of approximately £150k in 2020.

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.

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

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2020**

FINANCIAL REVIEW

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 £325k (2019 = £306k). Events and training income totalled £21k (2019 = £165k). Event resources expended at £82k (2019 = £130k). The difference between years relates to the income and expenditure on events for 2020 results from providing free webinars and learning material to our members as opposed to having a number of conferences to which delegates would pay to attend. This was a conscious decision taken by the Board to continue to engage with our members and provide valuable learning opportunities throughout the pandemic when face to face events were deferred until late 2021.

Educational events 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 £104,893 (2019 = deficit of £74,789) on a turnover of £350,997. This is due to the loss of income generated from having to defer all face to face conferences and events in 2020.

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.

The impact of deferring these conferences to late 2021 has resulted in the deficit seen above. The pandemic was unprecedented, the Institute reserves allowed IHEEM to operate and cover it's minimal operational costs for 2020.

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

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2020**

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 pandemic has created new ways of working and brought forward our digital agenda. IHEEM is now looking to run frequent webinars and adopt a hybrid approach to all its conferences, having both a face to face and digital presence. The Institute is developing partnerships with external training providers to offer accredited appropriate training opportunities to our members, where possible at discounted rates. This work started in 2020 and will be further developed in 2021, building the material available through our learning hub.

It has also implemented a substantial upgrade to its ITC systems and website. 2020 saw the release of a new bespoke CPD recording system for our members linked to our training events and seminars agenda, the launch of a new modern website and additional enhancements to our new membership database to enable more effective governance recording. We have now removed on site servers from our operation. Early indications support a cash rate of return on investment of 2 years, and substantial staff resource benefit. Over the next twelve months IHEEM anticipates further enhances to all of its new IT systems to provide a further improved customer experience.

During 2021 we will be looking to implement the new management arrangements for our Technical Platforms and Boards of Registration for our authorising engineers aimed at strengthening governance within the processes. 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 8th October 2019. 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.

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.

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

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2020**

STRUCTURE, GOVERNANCE AND MANAGEMENT

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. Over 2020 the team has been operating remotely being home based, with minimal cover in the Portsmouth premises. We envisage this approach continuing going forward.

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

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

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2020**

Trustees

Board of trustees and members of council

President: President: P Fenton MBE CEng FIHEEM

Vice President: A J Ryan C Eng FIHEEM
N J Keery CEng FIHEEM

Board:	A Cameron CEng FIHEEM A J Ryan CEng FIHEEM A Spraggon CEng MIHEEM C James IEng MIHEEM A D Gascoine IEng FIHEEM N J Keery CEng FIHEEM W S H Millar CEng FIHEEM P J Wade EngTech MIHEEM G Markham CEng FIHEEM S T Lloyd E McLaughlan CEng MIHEEM Ian Hinnitt CEng FIHEEM	North West branch Yorkshire branch North East branch Southern branch London branch Northern Ireland branch East Midlands branch West Midlands branch South West branch Welsh branch Scotland branch Ex president
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Chief Executive
Pete Sellars

Company Secretary
Tania Davies

Auditors
P Underwood, FCCA
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

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).

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

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2020**

STATEMENT OF TRUSTEES' RESPONSIBILITIES - continued

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.

AUDITORS

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

15/04/2021

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



.....
P J Fenton - 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 2020 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 2020 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

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

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 this gives rise to a material misstatement in the financial statements themselves. 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.

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

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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

From discussion with management and those charged with governance information about the entity is documented to assess the activity within the organisation. We discuss managements assessment of risk in respect of irregularities, fraud and going concern.

Based on these discussions and our own assessments we determined that the key risk areas were income recognition in respect of cut off issues concerning membership income and management override concerning the size of the organisation.

We set financial statement materiality level based on the level of income at £10,300. As a not for profit organisation raising income is its primary focus which is why income was used to determine the level of materiality. Our overall assessment of risk was used to determine performance materiality of £9,200.

Substantive audit tests were designed after assessing and testing systems and controls. The systems and controls which have been designed to act as a preventative measure against fraud and error were operating as documented. Substantive testing tested a sample of the population, representative of the population, to identify errors. The testing did not identify any material misstatements in areas tested.

Audit substantive tests concluded no material errors over the key risk areas of income recognition and management override.

The audit considers the organisation is not exposed to material risk of error as a result of assessing laws and regulations that are appropriate to the organisation.

Management assessed there is no going risk. The audit undertook a review of budgets, management accounts and the review of board minutes and came to the same conclusion as management.

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. 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: 27 April 2021

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

**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 DECEMBER 2020**

	Notes	Unrestricted fund £	Restricted funds £	2020 Total funds £	2019 Total funds £
INCOME AND ENDOWMENTS FROM					
Charitable activities	3				
Conferences		-	-	-	134,913
Seminars		7,653	-	7,653	29,983
Publications		4,370	-	4,370	6,286
Membership		324,680	-	324,680	305,550
Miscellaneous		12,908	-	12,908	9,263
Investment income	2	1,386	-	1,386	3,586
Total		350,997	-	350,997	489,581
EXPENDITURE ON					
Charitable activities	4				
Conferences		43,414	-	43,414	63,598
Seminars		47,333	-	47,333	66,261
Publications		2,518	-	2,518	2,131
Membership		358,350	-	358,350	404,211
Miscellaneous		4,275	-	4,275	28,169
Total		455,890	-	455,890	564,370
NET INCOME/(EXPENDITURE)		(104,893)	-	(104,893)	(74,789)
RECONCILIATION OF FUNDS					
Total funds brought forward		730,945	4,382	735,327	810,116
TOTAL FUNDS CARRIED FORWARD		626,052	4,382	630,434	735,327

The notes form part of these financial statements

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

**BALANCE SHEET
31 DECEMBER 2020**

	Notes	2020 £	2019 £
FIXED ASSETS			
Tangible assets	11	230,505	182,313
Investments	12	200	200
		<u>230,705</u>	<u>182,513</u>
CURRENT ASSETS			
Stocks	13	4,911	2,834
Debtors	14	339,805	325,601
Cash at bank		460,009	623,721
		<u>804,725</u>	<u>952,156</u>
CREDITORS			
Amounts falling due within one year	15	(404,996)	(399,342)
NET CURRENT ASSETS		<u>399,729</u>	<u>552,814</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>630,434</u>	<u>735,327</u>
NET ASSETS		<u>630,434</u>	<u>735,327</u>
FUNDS	17		
Unrestricted funds		626,052	730,945
Restricted funds		4,382	4,382
TOTAL FUNDS		<u>630,434</u>	<u>735,327</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 24/03/2021 and were signed on its behalf by:



.....
P J Fenton - Trustee

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

**CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2020**

	Notes	2020 £	2019 £
Cash flows from operating activities			
Cash generated from operations	1	(88,398)	(51,467)
Net cash used in operating activities		<u>(88,398)</u>	<u>(51,467)</u>
Cash flows from investing activities			
Purchase of tangible fixed assets		(76,753)	(67,409)
Sale of tangible fixed assets		53	10,585
Interest received		1,386	3,586
Net cash used in investing activities		<u>(75,314)</u>	<u>(53,238)</u>
Change in cash and cash equivalents in the reporting period		<u>(163,712)</u>	<u>(104,705)</u>
Cash and cash equivalents at the beginning of the reporting period		<u>623,721</u>	<u>728,426</u>
Cash and cash equivalents at the end of the reporting period		<u><u>460,009</u></u>	<u><u>623,721</u></u>

The notes form part of these financial statements

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

**NOTES TO THE CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2020**

1. RECONCILIATION OF NET EXPENDITURE TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2020 £	2019 £
Net expenditure for the reporting period (as per the Statement of Financial Activities)	(104,893)	(74,789)
Adjustments for:		
Depreciation charges	28,560	29,427
Profit on disposal of fixed assets	(53)	(10,583)
Interest received	(1,386)	(3,586)
Increase in stocks	(2,077)	(1,851)
Increase in debtors	(14,204)	(288,888)
Increase in creditors	5,655	298,803
Net cash used in operations	<u>(88,398)</u>	<u>(51,467)</u>

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.1.20 £	Cash flow £	At 31.12.20 £
Net cash			
Cash at bank	623,721	(163,712)	460,009
	<u>623,721</u>	<u>(163,712)</u>	<u>460,009</u>
Total	<u>623,721</u>	<u>(163,712)</u>	<u>460,009</u>

The notes form part of these financial statements

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020**

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 2020**

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
AND ESTATE MANAGEMENT**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2020**

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

	2020	2019
	£	£
Deposit interest	1,386	3,586

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

3. INCOME FROM CHARITABLE ACTIVITIES

		2020	2019
	Activity	£	£
Conferences	Conferences	-	134,913
Seminars	Seminars	7,653	29,983
Publications	Publications	4,370	6,286
Subscriptions and entrance fees	Membership	324,680	305,550
Miscellaneous income	Miscellaneous	12,908	9,263
		<u>349,611</u>	<u>485,995</u>

4. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 5) £	Support costs (see note 6) £	Totals £
Conferences	85	43,329	43,414
Seminars	4,006	43,327	47,333
Publications	2,518	-	2,518
Membership	11,728	346,622	358,350
Miscellaneous	4,275	-	4,275
	<u>22,612</u>	<u>433,278</u>	<u>455,890</u>

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

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2020**

5. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2020 £	2019 £
Branch Technical visit	353	23,107
Seminar costs	4,006	18,460
Conference costs	85	15,798
Publication costs	2,518	2,131
Members support costs	11,728	13,639
Miscellaneous costs	1,270	3,122
Awards	-	8,677
IFHE Subscription	2,314	2,288
Grants to/(from) branches	338	(348)
	<u>22,612</u>	<u>86,874</u>

6. SUPPORT COSTS

	Management £	Governance costs £	Totals £
Conferences	42,603	726	43,329
Seminars	42,600	727	43,327
Membership	340,810	5,812	346,622
	<u>426,013</u>	<u>7,265</u>	<u>433,278</u>

Activity	Basis of allocation
Management	Time
Governance costs	Time

Support costs, included in the above, are as follows:

Management

	Conferences £	Seminars £	Membership £	2020 Total activities £	2019 Total activities £
Wages	26,016	26,016	208,127	260,159	236,638
Social security	2,542	2,542	20,340	25,424	18,730
Pensions	845	845	6,759	8,449	8,517
Office costs	6,813	6,812	54,498	68,123	83,424
Meeting costs	207	207	1,657	2,071	21,184
Legal and professional fees	524	523	4,186	5,233	41,481
Irrecoverable VAT	1,592	1,592	12,737	15,921	9,976
Bad debts	1,208	1,207	9,658	12,073	1,760
Depreciation of tangible assets	2,856	2,856	22,848	28,560	29,427
	<u>42,603</u>	<u>42,600</u>	<u>340,810</u>	<u>426,013</u>	<u>451,137</u>

**THE INSTITUTE OF HEALTHCARE ENGINEERING
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**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2020**

6. SUPPORT COSTS - continued
Governance costs

	Conferences	Seminars	Membership	2020 Total activities	2019 Total activities
	£	£	£	£	£
Auditors' remuneration	574	574	4,592	5,740	6,835
Accountancy and legal fees	36	37	292	365	950
Cost of Council meetings	116	116	928	1,160	18,574
	<u>726</u>	<u>727</u>	<u>5,812</u>	<u>7,265</u>	<u>26,359</u>

7. NET INCOME/(EXPENDITURE)

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

	2020 £	2019 £
Auditors' remuneration	5,740	6,835
Depreciation - owned assets	28,508	18,844
Auditors' remuneration - Non audit	365	2,705
	<u>34,613</u>	<u>28,384</u>

8. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2020 nor for the year ended 31 December 2019.

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 3 (2019: 7) the total reimbursed was £1,078 (2019: £7,127).

9. STAFF COSTS

	2020 £	2019 £
Wages and salaries	260,159	236,638
Social security costs	25,424	18,730
Other pension costs	8,449	8,517
	<u>294,032</u>	<u>263,885</u>

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

2020	2019
8	9
<u>8</u>	<u>9</u>

One employee 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 £150,228 (2019: £106,572). 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 2020**

10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Charitable activities			
Conferences	134,913	-	134,913
Seminars	29,983	-	29,983
Publications	6,286	-	6,286
Membership	305,550	-	305,550
Miscellaneous	9,263	-	9,263
Investment income	3,586	-	3,586
Total	489,581	-	489,581
EXPENDITURE ON			
Charitable activities			
Conferences	63,598	-	63,598
Seminars	66,261	-	66,261
Publications	2,131	-	2,131
Membership	404,211	-	404,211
Miscellaneous	28,169	-	28,169
Total	564,370	-	564,370
NET INCOME/(EXPENDITURE)	(74,789)	-	(74,789)
RECONCILIATION OF FUNDS			
Total funds brought forward	805,734	4,382	810,116
TOTAL FUNDS CARRIED FORWARD	730,945	4,382	735,327

**THE INSTITUTE OF HEALTHCARE ENGINEERING
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**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2020**

11. TANGIBLE FIXED ASSETS

	Long leasehold £	Improvements to property £	Fixtures and fittings £	Totals £
COST				
At 1 January 2020	135,000	31,901	136,847	303,748
Additions	-	-	76,753	76,753
Disposals	-	-	(2,495)	(2,495)
At 31 December 2020	135,000	31,901	211,105	378,006
DEPRECIATION				
At 1 January 2020	25,650	21,602	74,183	121,435
Charge for year	1,350	1,031	26,127	28,508
Eliminated on disposal	-	-	(2,442)	(2,442)
At 31 December 2020	27,000	22,633	97,868	147,501
NET BOOK VALUE				
At 31 December 2020	108,000	9,268	113,237	230,505
At 31 December 2019	109,350	10,299	62,664	182,313

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 undertakings £
MARKET VALUE	
At 1 January 2020 and 31 December 2020	200
NET BOOK VALUE	
At 31 December 2020	200
At 31 December 2019	200

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	2020 £	2019 £
Class of share:			
Ordinary shares	100	100	100
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 2020**

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:	holding		
Ordinary shares	100		
		2020	2019
		£	£
Aggregate capital and reserves		100	100

13. STOCKS

	2020	2019
	£	£
Finished goods	4,911	2,834
	<u>4,911</u>	<u>2,834</u>

14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020	2019
	£	£
Trade debtors	320,232	303,189
Bad Debt Provision	(12,073)	-
Other debtors	31,646	22,412
	<u>339,805</u>	<u>325,601</u>

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020	2019
	£	£
Trade creditors	3,326	31,947
Social security and other taxes	22,170	20,343
Deferred subscription income	324,118	310,805
Other creditors	49,363	28,021
Accrued expenses	6,019	8,226
	<u>404,996</u>	<u>399,342</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 2020 is £2,290 (2019: £2,290) and is included within other creditors.

Deferred income represents membership subscriptions received in advance

	2020	2019
	£	£
Brought forward	310,805	47,711
Amount released to incoming resources	(310,805)	(47,711)
Amount deferred in year	324,118	310,805
	<u>324,118</u>	<u>310,805</u>
Carried forward	<u>324,118</u>	<u>310,805</u>

**THE INSTITUTE OF HEALTHCARE ENGINEERING
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**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2020**

16. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted fund £	Restricted funds £	2020 Total funds £	2019 Total funds £
Fixed assets	230,505	-	230,505	182,313
Investments	200	-	200	200
Current assets	800,343	4,382	804,725	952,156
Current liabilities	(404,996)	-	(404,996)	(399,342)
	<u>626,052</u>	<u>4,382</u>	<u>630,434</u>	<u>735,327</u>

17. MOVEMENT IN FUNDS

	At 1.1.20 £	Net movement in funds £	At 31.12.20 £
Unrestricted funds			
General fund	730,945	(104,893)	626,052
Restricted funds			
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>
TOTAL FUNDS	<u>735,327</u>	<u>(104,893)</u>	<u>630,434</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	350,997	(455,890)	(104,893)
	<u>350,997</u>	<u>(455,890)</u>	<u>(104,893)</u>
TOTAL FUNDS	<u>350,997</u>	<u>(455,890)</u>	<u>(104,893)</u>

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

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2020**

17. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.1.19 £	Net movement in funds £	At 31.12.19 £
Unrestricted funds			
General fund	805,734	(74,789)	730,945
Restricted funds			
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>
TOTAL FUNDS	<u>810,116</u>	<u>(74,789)</u>	<u>735,327</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	489,581	(564,370)	(74,789)
	<u>489,581</u>	<u>(564,370)</u>	<u>(74,789)</u>
TOTAL FUNDS	<u>489,581</u>	<u>(564,370)</u>	<u>(74,789)</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 £8,449 (2019: £8,517). There was £668 due to the pension scheme administrator at the year end (2019: £817). The expected cost to the charitable company in the coming year is expected to be in line with that of 2020.

19. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2020.

20. 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.

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

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2020**

21. 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.

22. CONFERENCE AND SEMINAR ANALYSIS

Income	Head Office £	Welsh Branch £	N.Ireland Branch £	Branches Total £	TOTAL £
Conference Activity					
Conference Delegate Income	-	-	-	-	-
Step Exhibition Contribution	-	-	-	-	-
Total Conference Income	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Seminar Activity					
Seminar income	6,810	843	-	843	7,653
	<u>6,810</u>	<u>843</u>	<u>-</u>	<u>843</u>	<u>7,653</u>
Expenditure					
Conference Activity					
Conference 2020	85	-	-	-	85
Direct Conference Expenses	85	-	-	-	85
Support Costs (Note 6)	43,329	-	-	-	43,329
Total Conference Expenditure	<u>43,414</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>43,414</u>
Seminar Activity					
Electric seminar	2,500	-	-	-	2,500
Wales exhibition and conference	80	-	-	-	80
AE conference	95	-	-	-	95
Seminar expenses	25	-	-	-	25
Irish conference	236	-	-	-	236
Seminar mind matters	1,070	-	-	-	1,070
Direct Seminar Expenses	4,006	-	-	-	4,006
Support Costs (Note 6)	43,327	-	-	-	43,327
Total Seminar Expenses	<u>47,333</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>47,333</u>
Conference (Deficit)					(43,414)
Seminar (Deficit)					(39,680)