

THE BRITISH INSTITUTE OF FACILITIES MANAGEMENT  
(A Company limited by Guarantee)

REPORT AND FINANCIAL STATEMENTS  
FOR THE PERIOD FROM 1ST SEPTEMBER, 1993 (DATE OF INCORPORATION)  
TO 31ST DECEMBER, 1994.



A17 \*AWBNSC9H\* 357  
COMPANIES HOUSE 15/06/95

BILLINGE BLEND AND COMPANY,  
CHARTERED ACCOUNTANTS  
AND REGISTERED AUDITORS,  
130, THE CENTRE,  
FELTHAM,  
MIDDLESEX TW13 4BN

THE BRITISH INSTITUTE OF FACILITIES MANAGEMENT  
(A Company limited by Guarantee)

REPORT AND FINANCIAL STATEMENTS  
FOR THE PERIOD FROM 1ST SEPTEMBER, 1993 (DATE OF INCORPORATION)  
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THE BRITISH INSTITUTE OF FACILITIES MANAGEMENT  
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The Council presents its report and the financial statements of the Institute for the period from 1st September, 1993 to 31st December, 1994.

STATEMENT OF COUNCIL MEMBERS' RESPONSIBILITIES

Company law requires the Council members to prepare financial statements for each financial period which give a true and fair view of the state of affairs of the Company and of the income and expenditure of the company for that period. In preparing those financial statements, the Council members are required to:-

- select suitable accounting policies and then apply them consistently ;
- 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 company will continue in business.

The Council members are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

PRINCIPAL ACTIVITIES AND REVIEW OF BUSINESS

The principal activities of the Institute are those of being the professional body for facilities managers and a governing, educational and promotional body for persons employed in the field of property and facilities management. During the period, the Institute developed these activities.

As explained in Note 10 to the financial statements, the company took over the activities previously carried out by The Association of Facilities Managers and The Institute of Facilities Management with effect from 1st September, 1993.

The members of the Council consider the position of the Institute at the period end to be satisfactory. The results for the period and the movements on reserves are as set out on Page 5.

The membership of the Institute is restricted to those persons and companies involved in the field of property and facilities managing and is governed by the Council in accordance with the relevant sections of the Articles of Association.

EVENTS SINCE THE PERIOD END AND FUTURE DEVELOPMENTS.

There have been no material events or other developments which require to be reported.

THE BRITISH INSTITUTE OF FACILITIES MANAGEMENT  
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THE COUNCIL

The members of the Council during the period and subsequently are as follows:-

M.T. Standley (Chairman)	-	(Appointed 16th August, 1993)
J.R.R. Hodgkiss (Deputy Chairman)	-	(Appointed 1st September, 1994)
R.S. Henderson	-	(Appointed 16th August, 1993)
		(Resigned 11th July, 1994)
F. Akhlaghi-Ghaffarokh	-	(Appointed 1st September, 1994)
D.A. Batley	-	( " " " " )
C.P. Brown	-	( " " " " )
M. Carson	-	(Appointed 20th October, 1994)
J.P. de Lucy	-	(Appointed 1st September, 1994)
S.J. Dingley	-	( " " " " )
P. Eastwood	-	( " " " " )
C.S. Flint	-	( " " " " )
Dr. G.C. Gidley	-	( " " " " )
J.J. Jack	-	( " " " " )
A. Jones	-	( " " " " )
A.G. Jordan	-	( " " " " )
D.G. Killick	-	( " " " " )
P. Maynard	-	( " " " " )
G.J.L. Meade	-	( " " " " )
S.G. Mitchell	-	( " " " " )
H.P. Myers	-	( " " " " )
D.J. Paxman	-	( " " " " )
K.T. Pratt	-	( " " " " )
K.M. Smith	-	( " " " " )
S.A. Wood	-	( " " " " )

J.S. Crawshaw is Secretary to the Council.

The members of the Council have the same powers, duties and responsibilities as directors, as defined by the Companies Act 1985, and where that Act refers to directors, it is implied in the Institute's case that they also refer to the Council members.

MEMORANDUM OF ASSOCIATION

Under the Memorandum of Association, the Institute is prohibited from distributing income and property to the Members of the company.

TANGIBLE FIXED ASSETS

Details of the movements in tangible fixed assets are given in Note 4 to the financial statements.

AUDITORS

The auditors, Billinge Blend and Company, will be proposed for re-appointment in accordance with Section 385 of the Companies Act, 1985.

This report was approved by Council on 20th April 1995 and signed on their behalf by:

M. Standley

M.T. STANDLEY.

Registered Office:  
67, High Street,  
Saffron Walden,  
Essex. CB10 1AA.

BILLINGE BLEND AND COMPANY

AUDITORS' REPORT TO THE MEMBERS OF  
THE BRITISH INSTITUTE OF FACILITIES MANAGEMENT  
(A Company limited by Guarantee)

We have audited the financial statements on pages 4 to 10 which have been prepared under the historical cost convention and the accounting policies set out on page 7.

RESPECTIVE RESPONSIBILITIES OF THE MEMBERS OF COUNCIL AND AUDITORS

As described on page 1, the company's members of Council are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

BASIS OF OPINION

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes an examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the members of Council in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

OPINION

In our opinion, the financial statements give a true and fair view of the state of the company's affairs as at 31st December, 1994, and of its surplus for the period then ended and have been properly prepared in accordance with the Companies Act, 1985.

*B. Linge Blend and Company*

Chartered Accountants and Registered Auditors.

21st April 1995.

THE BRITISH INSTITUTE OF FACILITIES MANAGEMENT  
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INCOME AND EXPENDITURE ACCOUNT  
PERIOD 1ST SEPTEMBER, 1993 TO 31ST DECEMBER, 1994.

	<u>Income</u> £	<u>Expenditure</u> £	<u>Net</u> £
MEMBERSHIP INCOME AND SERVICES (Notes 1 & 8 )			
Subscription and registration fees	280537		280537
Membership services		28919	(28919)
Journal	55102	68013	(12911)
Regional support	39379	24723	14656
Corporate development		7557	(7557)
Communications		13585	(13585)
Administration		247655	(247655)
	<hr/>	<hr/>	
	375018	390452	
NET SURPLUS (DEFICIT) c/fwd			(15434)

The notes on pages 7 to 10 form part of these financial statements.

THE BRITISH INSTITUTE OF FACILITIES MANAGEMENT  
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INCOME AND EXPENDITURE ACCOUNT  
PERIOD 1ST SEPTEMBER 1993 TO 31ST DECEMBER, 1994 (continued)

	<u>Income</u>	<u>Expenditure</u>	<u>Net</u>
	£	£	£
b/fwd	<u>375018</u>	<u>390452</u>	<u>(15434)</u>
OTHER ACTIVITIES (Notes 1 & 8)			
PUBLICATIONS			
Current reports	<u>1185</u>	<u>183</u>	<u>1002</u>
CONFERENCES AND EXHIBITIONS			
Annual conferences (1993 & 1994)	184609	129189	55420
Exhibitions	14474	14170	304
	<u>199083</u>	<u>143359</u>	<u>55724</u>
MEMBERSHIP BENEFITS			
Appointments service	<u>8385</u>	<u>-</u>	<u>8385</u>
AWARDS			
Office of the Year award	<u>34055</u>	<u>30448</u>	<u>3607</u>
EDUCATION AND TRAINING			
Foundation courses	83956	54149	29807
Intermediate courses	57355	41290	16065
Certificate and diploma examinations	10811	8915	1896
	<u>152122</u>	<u>104354</u>	<u>47768</u>
Net surplus (deficit) - Other activities			<u>116486</u>
Totals of income and expenditure	<u>769848</u>	<u>668796</u>	
Operating surplus (deficit) (Note 2)			101052
Interest receivable			6232
Surplus (deficit) on ordinary activities before taxation			<u>107284</u>
Taxation (Note 3)			( 4800)
NET SURPLUS (DEFICIT) ON ORDINARY ACTIVITIES AFTER TAXATION			<u>£102484</u>

There were no recognised gains and losses for the period other than those included in the Income and Expenditure Account.

The notes on pages 7 to 10 form part of these financial statements.

THE BRITISH INSTITUTE OF FACILITIES MANAGEMENT  
(A Company limited by Guarantee)

BALANCE SHEET - 31ST DECEMBER, 1994.

	£	£
TANGIBLE FIXED ASSETS (Note 4)		12027
CURRENT ASSETS		
Debtors (Note 5)	87777	
Office stock (Note 1)	6344	
Cash at bank	145992	
	<u>240113</u>	
CREDITORS : Amounts falling due within one year (Note 6)	<u>130123</u>	
NET CURRENT ASSETS		109990
NET ASSETS		<u>£122017</u>
CAPITAL AND RESERVES		
Reserve on amalgamation (Note 11)		19533
Accumulated surplus		102484
Represented by:		
Regional Fund	20385	
Educational Fund	47768	
General Fund	34331	
	<u>£102484</u>	
		<u>£122017</u>

APPROVED BY THE COUNCIL ON 20TH APRIL 1995 AND SIGNED ON ITS  
BEHALF BY:-

CHAIRMAN M. Standley M.T. STANDLEY

HONORARY  
TREASURER J.J. JACK

The notes on pages 7 to 10 form part of these financial statements

THE BRITISH INSTITUTE OF FACILITIES MANAGEMENT  
(A Company limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS - 31ST DECEMBER, 1994.

1. ACCOUNTING POLICIES

(a) Basis of preparation of financial statements

The financial statements are prepared under the historical cost convention and include the results of the operations which are described in Council's Report and all of which are continuing.

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

(b) Turnover

Turnover comprises the invoiced value of members' subscriptions, registration fees, annual conferences held in 1993 and 1994, exhibition and other income receivable, net of value added tax and discounts.

(c) Depreciation

Depreciation is charged on a reducing balance basis to reduce the cost of tangible fixed assets to their net realisable value over their estimated useful lives at a rate of 33 $\frac{1}{3}$ % per annum on written down value.

(d) Office stock

Office stock is valued at cost and consists of Institute literature relating to 1995.

(e) Pensions

The company operates a defined contribution scheme and the pension charge represents the amounts payable by the Institute to the fund in respect of the period.

(f) Operating leases

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged to profit and loss account as incurred.

2. OPERATING SURPLUS

The operating surplus on ordinary activities is stated after charging:

	£
Auditors' remuneration	3450
Depreciation	4899
Operating lease rentals - land and buildings	14206
- other	14303
	<u>14303</u>

3. TAXATION

The Institute is not liable to corporation tax on its ordinary activities except to the extent of its income derived from non-members.

THE BRITISH INSTITUTE OF FACILITIES MANAGEMENT  
(A Company limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS - 31ST DECEMBER, 1994 (continued)

3. TAXATION(continued)

Corporation tax has been provided at a rate of 25% on bank deposit interest received and on the surplus from other sources of income attributable to the non-members. The charge in the Income and Expenditure Account is made up as follows:-

Provision for the period at 25%	£4800
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4. TANGIBLE FIXED ASSETS

	<u>Office Equipment</u>
	£
Cost	
At 1st September, 1993	-
Transferred from The Association of Facilities Managers - 1st September, 1993.	16269
Additions in period	9266
	<u>£25535</u>
At 31st December, 1994	<u>£25535</u>
Depreciation	
At 1st September, 1993	-
Transferred from The Association of Facilities Managers - 1st September, 1993	8609
Charge for period	4899
	<u>£13508</u>
At 31st December, 1994	<u>£13508</u>
Net book value at 31st December, 1994	<u>£12027</u>

5. DEBTORS : Amounts falling due within one year:

Trade debtors	43282
Other debtors	8979
Prepayments and accrued income	35516
	<u>£87777</u>

6. CREDITORS : Amounts falling due within one year:

Trade creditors	41963
Corporation tax	4844
Social security and other taxes	6986
Accruals and deferred income	76330
	<u>£130123</u>

THE BRITISH INSTITUTE OF FACILITIES MANAGEMENT  
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NOTES TO THE FINANCIAL STATEMENTS - 31ST DECEMBER, 1994 (continued)

7. THE BRITISH INSTITUTE OF FACILITIES MANAGEMENT

The Institute is limited by guarantee. The maximum liability of each member is £1, which ceases one year after membership ends.

The Institute had 3010 members as at 31st December, 1994.

8. TURNOVER

In the opinion of the members of the Council, turnover falls into one main activity and one geographical market.

9. STAFF COSTS

	£
Salaries	132687
Social Security costs	13301
Other pension costs	<u>6455</u>

£152443

The average number of persons employed by the company was:

No.

Office administration

7

No remuneration was paid to members of the Council during the period.

10. TRANSFER OF ACTIVITY

The company was formed on 1st September, 1993 under the name of The AFM & IFM Limited. On that date, it took over the activities of The Association of Facilities Managers and The Institute of Facilities Management, which both ceased their activities.

Members of The Association of Facilities Managers and The Institute of Facilities Management at 31st August, 1993 became members of The AFM & IFM Limited with effect from 1st September, 1993.

On 24th December, 1993, The AFM & IFM Limited changed its name to The British Institute of Facilities Management Limited.

In accordance with the provisions of the Memorandum & Articles of Association, the net assets remaining after settlement of outstanding liabilities were transferred to The British Institute of Facilities Management Limited. The transferee company has objects similar to those of The Association of Facilities Managers and The Institute of Facilities Management.

THE BRITISH INSTITUTE OF FACILITIES MANAGEMENT  
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NOTES TO THE FINANCIAL STATEMENTS - 31ST DECEMBER, 1994 (continued)

11. RESERVE ON AMALGAMATION

This is represented by the transfer of the accumulated surplus/(deficit) on 1st September, 1993 from the following companies on amalgamation as follows:

	£
The Association of Facilities Managers	32261
The Institute of Facilities Management	<u>(12728)</u>
	<u>£19533</u>

12. OTHER COMMITMENTS

At 31st December, 1994, the company had annual commitments under non-cancellable operating leases, as follows:

	<u>Land &amp; Buildings</u>	<u>Other</u>
	£	£
Expiry date:		
Between one and five years from 31st December, 1994	-	15564
More than five years from 31st December, 1994	<u>18572</u>	<u>-</u>

13. COMPANIES CONNECTED WITH THE INSTITUTE

The Association of Facilities Managers  
(A Company limited by Guarantee)

The Institute of Facilities Management  
(A Company limited by Guarantee)

The Institute of Facilities Management Foundation  
(A Company limited by Guarantee)

The above companies did not carry out any activities during the period covered by these financial statements.