

THE INSTITUTE OF ENVIRONMENTAL ASSESSMENT

Company No.2505050

FINANCIAL REPORT
for the year ended
30th June 1996



STREETS
& CO
Chartered Accountants

Tower House, Lucy Tower Street, Lincoln LN1 1XW

THE INSTITUTE OF ENVIRONMENTAL ASSESSMENT

Accounts for the year ended 30th June 1996

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THE INSTITUTE OF ENVIRONMENTAL ASSESSMENT

Chairman	Sir. F.H.B.W Layfield
Vice Chairman	Mr. D.S. Mace
Council Members	Dr. R.A. Bowler Mr. A. Bristow Prof. B. Clark Dr. T.F. Coles Mr. M. Hadley Ms. A. Hopwood (appointed December 1995) Dr. D.T. Hunt (resigned December 1995) Mr. K.P. Nicholson Mr. A. Norris (appointed December 1995) Dr. J. Petts Mr. R. Price Mr. R. Shone (resigned December 1995) Prof. P. Wathern Mr. M. Welbank
Chief Executive	Dr. B. Sadler (appointed September 1996) Dr. S.J. Baverstock (resigned April 1996)
Secretary	Ms. C.J. Edwards
Patrons	Prof. F. Fairweather Lord Nathan
Registered Office	Welton House, Limekiln Way, Lincoln. LN2 4US
Auditors	Streets & Co., Tower House, Lucy Tower Street, Lincoln. LN1 1XW
Bankers	National Westminster Bank plc., 225, High Street, Lincoln. LN2 1AZ
Solicitors	Laytons, Carmelite, 50, Victoria Embankment, Blackfriars, London. EC4Y 2LS

THE INSTITUTE OF ENVIRONMENTAL ASSESSMENT
(A Company Limited by Guarantee)

REPORT OF THE COUNCIL TO THE MEMBERS OF THE INSTITUTE OF ENVIRONMENTAL ASSESSMENT

The Members of the Council submit their Report, together with the Audited Financial Statements for the year ended 30th June 1996.

RESULTS

The Surplus for the year after taxation was £31,121

PRINCIPAL ACTIVITIES, TRADING REVIEW AND FUTURE DEVELOPMENTS

The Institute's prime objectives centre on the promotion of best practice standards for environmental assessment and auditing. Membership and project work continue to expand.

FIXED ASSETS

The Fixed Assets of the Institute included in the Balance Sheet consist of computer and other office equipment. The Institute has acquired a significant library by donations. This has not been valued for Accounts purposes.

COUNCIL

Council members at the commencement of the year were Mr. D.S. Mace, Mr. K.P. Nicholson, Mr. A. Bristow, Dr. T.F. Coles, Mr. M. Hadley, Prof. B. Clark, Dr. J. Petts, Prof. P. Wathern, Dr. D.T. Hunt, Dr. R.A. Bowler, Sir F.H.B.W. Layfield, Mr. R. Price, Mr. R. Shone and Mr. M. Welbank.

Patrons of the Institute: Lord Nathan and Prof. F.A. Fairweather.

The Council Members do not have any interest in the Institute required to be disclosed under Sections 324 or 328 of the Companies Act 1985.

In accordance with the Articles of Association, the following Council Members retire by rotation with effect from the conclusion of the 1996 Annual General Meeting, and offer themselves for re-election:-

Dr. R.A. Bowler, Mr. A. Bristow, Prof. P. Wathern

OFFICERS' LIABILITY INSURANCE

During the year covered by these Accounts, the Company purchased liability insurance covering the Council Members and Officers of the Institute.

THE INSTITUTE OF ENVIRONMENTAL ASSESSMENT
(A Company Limited by Guarantee)

REPORT OF THE COUNCIL TO THE MEMBERS OF THE INSTITUTE OF ENVIRONMENTAL ASSESSMENT (CONTINUED)

DIRECTORS RESPONSIBILITIES

Company law requires the Council Members to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Company and of the profit or loss 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;
- . follow applicable accounting standards, subject to any material departures disclosed and explained in the financial statements;
- . prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Company will continue in business.

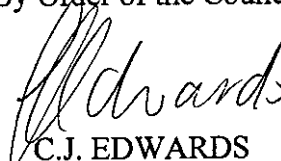
The Council Members are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding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

AUDITORS

The Auditors, Messrs. Streets & Co., are willing to continue in office and a resolution to re-appoint them as Auditors to the Institute will be proposed at the Annual General Meeting.

In preparing the above report, the Council Members have taken advantage of special exemptions applicable to small companies.

By Order of the Council


C.J. EDWARDS
Secretary

18th September 1996

Welton House,
Limekiln Way,
Lincoln.
LN2 4US

Tower House, Lucy Tower Street, Lincoln LN1 1XW Telephone: (01522) 513311, Fax: (01522) 53 1244

REPORT OF THE AUDITORS TO THE MEMBERS OF THE INSTITUTE OF ENVIRONMENTAL ASSESSMENT

We have audited the financial statements on pages 6 to 11 which have been prepared under the historical cost convention and the accounting policies set out on pages 8 and 9.

RESPECTIVE RESPONSIBILITIES OF COUNCIL MEMBERS AND AUDITORS

As described in the Report of the Council, the Council Members 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 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 Council Members 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 30th June 1996 and of its Surplus for the year then ended and have been properly prepared in accordance with the provisions of the Companies Act 1985 applicable to small companies.



STREETS & CO.
Registered Auditor
Chartered Accountants

18th September 1996



INVESTOR IN PEOPLE

THE INSTITUTE OF ENVIRONMENTAL ASSESSMENT

Profit and Loss Account for the year ended 30th June 1996

	Notes	1996 £	1995 £
Gross Revenue	2	445,939	383,245
Administrative Expenses		(414,094)	(379,099)
OPERATING SURPLUS	3	31,845	4,146
Interest Receivable		<u>992</u>	<u>590</u>
SURPLUS ON ORDINARY ACTIVITIES BEFORE TAXATION		32,837	4,736
Taxation	4	<u>(1,716)</u>	<u>500</u>
SURPLUS ON ORDINARY ACTIVITIES AFTER TAXATION		31,121	5,236
Retained Profit Brought Forward		<u>11,513</u>	<u>6,277</u>
RETAINED SURPLUS CARRIED FORWARD		<u>£42,634</u>	<u>£11,513</u>

CONTINUING OPERATIONS

None of the Company's activities were acquired or discontinued during the above two financial years.

TOTAL RECOGNISED GAINS AND LOSSES

The Company has no recognised gains other than the surplus for the above two financial years.


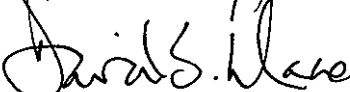

THE INSTITUTE OF ENVIRONMENTAL ASSESSMENT

Balance Sheet as at 30th June 1996

	Notes	1996 £	1995 £
FIXED ASSETS			
Tangible Assets	5	16,902	6,717
CURRENT ASSETS			
Stocks	6	4,296	9,933
Debtors	7	78,916	91,644
Cash at Bank and in Hand		<u>42,245</u>	<u>17,324</u>
		125,457	118,901
CREDITORS			
Amounts falling due within one year	8	<u>99,725</u>	<u>114,105</u>
NET CURRENT ASSETS		<u>25,732</u>	<u>4,796</u>
		£42,634	£11,513
CAPITAL AND RESERVES			
PROFIT AND LOSS ACCOUNT		<u>£42,634</u>	<u>£11,513</u>

Advantage has been taken, in the preparation of these financial statements of special exemptions applicable to small companies. In the Council Members' opinion the Company qualifies as a small company and is entitled to claim those exemptions.

The Accounts on pages 6 to 11 were approved by the Council on 18th September 1996 and signed on its behalf by:

 FRANK LAYFIELD)
 DAVID S. MACE) COUNCIL MEMBERS
 BARRY SADLER) CHIEF EXECUTIVE

THE INSTITUTE OF ENVIRONMENTAL ASSESSMENT

Notes forming part of the Accounts for the year ended 30th June 1996

1. ACCOUNTING POLICIES

a) Basis of Accounting

The Company qualifies as a small company and accordingly a Cash Flow Statement is not required.

The Financial Statements have been prepared under the historical cost accounting convention using the following accounting policies.

b) Turnover

i) Project Work

Project work represents fees for particularised services not covered by subscriptions at invoiced amount less Value Added Tax.

ii) Income and Expenditure

Income and Expenditure has been included in the Accounts on the accruals basis. Membership subscriptions have been brought into account only to the extent that the period of membership has elapsed or that consultancy services have been provided.

Subscriptions of Members are allocated throughout the period covered by the payment; 75% of subscriptions are taken into credit in the first two months of the period covered, when the greater part of the servicing cost is incurred, and 25% are allocated evenly throughout the subsequent eleven months.

c) Depreciation

Depreciation is calculated to write off the cost of tangible fixed assets over their estimated useful lives to the business. The annual depreciation rates and methods are as follows:

Electrical Equipment	- 5 years straight-line
Other Office Equipment	- 10 years straight line

d) Repairs and Renewals

Repairs and Renewals are charged in the profit and loss account when the liability is incurred.

e) Stock

Stock is valued at the lower of cost and net realisable value. Cost is determined on a first-in, first-out basis and, where applicable, includes all direct expenditure and an appropriate proportion of overheads. Net realisable value is based on estimated selling price, less any further costs of realisation.

THE INSTITUTE OF ENVIRONMENTAL ASSESSMENT

Notes forming part of the Accounts for the year ended 30th June 1996 (Continued)

1. ACCOUNTING POLICIES (CONTINUED)

f) Foreign Currencies

Transactions in foreign currencies are translated into sterling at the rates of exchange current at the dates of the transactions or at the contracted rate if the transaction is covered by a forward exchange contract.

Assets and liabilities denominated in a foreign currency are translated at the Balance Sheet date at the exchange rate ruling on that day or if appropriate at the forward contract rate. Resulting exchange gains and losses are taken to the profit and loss account.

2. GROSS REVENUE AND SURPLUS BEFORE TAXATION

Gross Revenue and Surplus before taxation are attributable to subscriptions from members and fees for the provision of services within the Institute's ordinary activities.

The percentage of turnover attributable to exports is 4.7% (1995 5.7%).

3. OPERATING SURPLUS

	1996	1995
This is stated after charging:	£	£
Depreciation of Owned Assets	5,639	2,828
Operating Lease Rentals - Plant and Machinery	4,120	4,750
Auditors' Remuneration	<u>4,750</u>	<u>4,750</u>

4. TAXATION

	1996	1995
Taxation based on the surplus for the year	£	£
Corporation Tax at 25%	1,716	-
Overprovisions in prior years	<u>-</u>	(500)
	<u>£1,716</u>	<u>£(500)</u>

THE INSTITUTE OF ENVIRONMENTAL ASSESSMENT

Notes forming part of the Accounts for the year ended 30th June 1996 (Continued)

5. TANGIBLE ASSETS	Leasehold	Office	Total
	Improvements £	Equipment £	£
COST			
At 30th June 1995	1,444	15,880	17,324
Additions	-	15,824	15,824
Disposals	(1,444)	(349)	(349)
AT 30TH JUNE 1996	<u>£-</u>	<u>31,355</u>	<u>32,799</u>
AMORTISATION			
At 30th June 1995	1,444	9,163	10,607
Charge for the year	-	5,570	5,570
On Disposals	(1,444)	(280)	(280)
AT 30TH JUNE 1996	<u>£-</u>	<u>14,453</u>	<u>15,897</u>
NET BOOK VALUE AT 30TH JUNE 1996	<u>=</u>	<u>16,902</u>	<u>16,902</u>
NET BOOK VALUE AT 30TH JUNE 1995	<u>=</u>	<u>6,717</u>	<u>6,717</u>
 6. STOCKS			
	1996 £	1995 £	
Publications	876	5,665	
Consumable Stores	<u>3,420</u>	<u>4,268</u>	
	<u>£4,296</u>	<u>£9,933</u>	
 7. DEBTORS			
	1996 £	1995 £	
Trade Debtors	33,504	30,937	
Others	<u>45,412</u>	<u>60,707</u>	
	<u>£78,916</u>	<u>£91,644</u>	
 8. CREDITORS FALLING DUE WITHIN ONE YEAR			
	1996 £	1995 £	
Corporation Tax	1,716	-	
Trade Creditors	5,101	28,616	
Accruals and Deferred Income	<u>92,908</u>	<u>85,489</u>	
	<u>£99,725</u>	<u>£114,105</u>	

THE INSTITUTE OF ENVIRONMENTAL ASSESSMENT

Notes forming part of the Accounts for the year ended 30th June 1996 (Continued)

9. RECONCILIATION OF MOVEMENTS IN MEMBERS' FUNDS

	1996 £	1995 £
Retained Surplus for the year	31,121	5,236
Opening Members' Funds	<u>11,513</u>	<u>6,277</u>
Closing Members' Funds	<u>£42,634</u>	<u>£11,513</u>

10. GUARANTEES AND OTHER FINANCIAL COMMITMENTS

The Company had annual commitments under operating leases as set out below:

	1996 £	1995 £
Leases which expire:		
Within one year	4,282	4,120
After one year	<u>5,656</u>	<u>9,938</u>
	<u>£9,938</u>	<u>£14,058</u>