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CIWEM Chartered Institution of
Water and Environmental
Management

ANNUAL REPORT AND FINANCIAL STATEMENTS

For the Year Ended 31 December 2018

Charity No: 1043409 (England and Wales) | Charity No: SCo38212 (Scotland)

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All photographs in this report are courtesy of the
Environmental Photographer of the Year.

Cover image: Azure, Abu-Jaber, 2014

No mans land, Yousuf Tashar, Bangladesh, 2017

Reference and Administrative Details

Registered Office

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Telephone: 0207 831 3110

E-mail: admin@ciwem.org

Website: www.ciwem.org

Registered charity number

1043409 (England and Wales)
SCo38212 (Scotland)

Bankers

Barclays Bank Plc

Level 27, 1 Churchill Place
Canary Wharf
London E14 5HP

National Westminster Bank

PO Box No 159,
332 High Holborn
London WC1V 7PS

Auditors

Kingston Smith LLP

Devonshire House
60 Goswell Road
London EC1M 7AD

Solicitors

Bircham Dyson Bell LLP

50 Broadway, Westminster
London SW1H 0BL

Message from the Chief Executive and Chair of the Trustee Board

Our strategic plan, launched in 2017, continues to set direction by which we are steering our institution. The core principles that it set for us to be ‘relevant’ and ‘accessible’ have proven invaluable guides when we have decisions to make and priority actions to set.

Our strategy implementation group comprises trustees and the executive team working together to identify our priorities for delivering our five-year strategy. These focused on:

- Improving communications within and amongst our branches.
- Promoting professional registration, especially our prestigious Chartered Water and Environmental Manager qualification.
- Growing our learning and development and accreditation portfolio.
- A review of our technical panels and networks.
- Building relationships with employers.
- Improving engagement of members in the content and delivery of our events’ programme.

The outcomes of this strategic focus can be seen in the summaries of each activity included in this annual report.

We are indebted to the vast community of our members who volunteer to undertake critical activities that enable us to meet our mission and work towards our vision. This includes those who serve on our branch committees, our special interest groups and panels and various governance committees and boards. We are grateful to the employers and organisations that allow their employees time to volunteer and who support us financially including sponsorship. We are grateful for your dedication to, and care of, our institution and we are ever mindful that CIWEM can only exist with your support.

This year we have welcomed new people into our executive team to enable us to deliver on our ambitions.

We have been joined by Karen Thomas as editor of The Environment magazine and she has delivered very high quality, cutting edge journalism mixed very effectively with information about our membership. We have also appointed Rachael Bliss into the new post of Head of Learning and Development. Rachael’s work in 2018 has confirmed our strategy and the market for growing this activity. Rachael is joined by Joseph Wilson who focusses on our accreditation of university courses and employer training schemes, our apprenticeship activities and new members group.

Our policy and communications work is a vital benefit for our members as well as being one of the key ways that we meet our charitable remit to serve the public benefit. In 2018 we welcomed Heather Gardner and Sarah Anderton into our policy team.

Our branches are centrally important to the delivery of benefits to our members and the growth of our institution and in 2018 we created a new post of Member Development and Branch Coordinator and welcomed Barbara Woods into this role. We also welcomed Lujane Al-Shaibani and Lucy Norris into the membership team to improve our services and manage an increasing number of professional registrations.

It is vitally important that we look to our executive and for CIWEM to be an exemplar employer. We have embarked on an Investors in People initiative and we are aiming to achieve accreditation in 2019.

In 2018 we welcomed four new trustees to our main board: Joanna Cochrane, Claudia David, Shaun Nicholson and Steve Thompson. Each bring a wealth of industry experience and connections with significant stakeholders for CIWEM as well as sound advice and oversight on the governance of our institution.

We have made very clear our ambitions to grow CIWEM’s international presence and impact. It is very pleasing to see growth in our existing communities in New Zealand, India and Canada where we have plans developing for major events over the next 2-3 years. We introduced low income country fees across our membership grades as part of our drive to increase accessibility of CIWEM. In 2018 we took a significant step in our international growth by signing a dual membership agreement with The International Water Association (IWA). This was launched at The IWA Congress in Tokyo. This provides our mutual members with access to the full range of benefits of both organisations. A key benefit for IWA members is access to our professional registrations. Our organisations operate a very similar range of activities which through collaboration will very much enhance the delivery of benefits to our members and public benefit.

We undertake many activities that directly address our remit as a charity to deliver public benefit. Our Environmental Photographer of the Year competition highlights impacts on our environment and the solutions to these. The competition has been running for 11 years and attracts up to 10,000 entries from around 100 countries. We were delighted in 2018 to confirm sponsorship and partnership with The United Nations, Olympus and Arup. This is providing us with the ability to use the images to directly influence world leaders on vitally important issues.

Our science, technology, engineering and mathematics (STEM) work with schools is an important part of our working for the public benefit as well as a source of rewarding activity for our members who participate in this. We run the UK finals of the Stockholm Junior Water Prize which judges innovations in the management of water. This work was funded in 2018 through generous contributions from our members and sponsorship by The Environment Agency and Jacobs. In 2018 we formed a partnership with Engineering UK’s Big Bang which engages with 80,000 teachers and pupils during the main fayre and allows us to reach broadly across the education system.

CIWEM is a charity and our ultimate aim is to support our members and to serve the interests of the public. We receive a great deal of support ‘in kind’ from individuals and organisations who generously give their time and resources and our gratitude to them is highlighted in the reports below. We also rely upon financial resources from our commercial activities and sponsorship.

For 2019, we will continue with the very broad range of activities that we undertake but we have established three outcomes that we will focus these on:

1. Growth of our membership
2. Expansion of our learning and development services
3. Increasing 3rd party funding

We see these as being vital to our growth and the sustainability of our institution and we look forward to working with our members and partners to achieve these outcomes.

Paul Seeley
Chair, Trustee Board

Terry Fuller
Chief Executive

“We are indebted to the vast community of our Members who volunteer to undertake critical activities that enable us to meet our mission and work towards our vision.”

CIWEM Staff Structure

Team Organisation and Operation (Line Management)



Report of the Trustee Board

The trustee board have pleasure in presenting their annual report and accounts for the year ended 31 December 2018. The report and accounts consolidate the activities of the institution and its wholly owned subsidiaries CIWEM Services Limited and 106-109 Saffron Hill Management Limited (together referred to as “the Group”).

In presenting their report the members of the trustee board confirm that they have governed this Institution with regard to the charity commission's guidance on public benefit.

Organisation and governance arrangements

CIWEM is a registered charity and is constituted and governed by its Royal Charter and Bye- Laws, which were granted in 1995 and amended in 2009. The trustee board is responsible for setting out the ongoing strategic direction of the institution and defining its business priorities. It also approves the terms of reference and monitors the work of committees, boards, task groups and panels, to which certain operational matters are delegated. Details of the composition of committees, boards, task groups and panels are shown at the end of this report. The trustee board normally meets five times a year to carry out its decision making and strategic responsibilities.

CIWEM also has a network of branches, special interest groups, common interest networks and technical panels that are run by volunteers. They work alongside the executive staff helping to deliver the institution's charitable objectives, principally through the provision of technical meetings and events for members, nationally and internationally. The trustee board monitors the work of the branches and groups at trustee board meetings.

Statement of trustees’ responsibilities

The trustees are responsible for preparing the trustees’ report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice.)

The law applicable to charities in England and Wales and Scotland requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of the affairs of the charity and the Group and of the income and expenditure of the Group for that period. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently.
- Observe the methods and principles in the charity's SORP.

- Make judgements and estimates that are reasonable and prudent.
- State whether applicable accounting standards have been followed, 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 charity will continue in business.

The trustee board are responsible for ensuring that proper accounting records are kept which disclose with reasonable accuracy, at any time, the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and the provisions of the royal charter.

They are also responsible for safeguarding the assets of the charity and the Group and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and for the financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.



The trustees who served on the trustee board during the financial year are shown (in the positions they held at the year-end) and are as follows:

- Paul Seeley (Chair)
- Bruce Keith (Deputy Chair) (Appointed 12 July 2018)
- Chris Boshier
- Aaron Burton
- Stephanie Campbell
- Joanna Cochrane (Appointed 27 September 2018)
- Claudia David (Appointed 27 September 2018)
- Roger Falconer
- Angela Gray (Retired 27 September 2018)
- Richard Laikin (Retired 12 June 2018)
- Jim Lamb (Retired 27 September 2018)
- David McHugh (President Elect)
- Janice McKenna
- Tom Moore
- Shaun Nicholson
- Jim Oatridge (Retired 27 September 2018)
- Niki Roach
- John Rowley (Retired 27 September 2018)
- Steve Thompsett (Appointed 27 September 2018)
- David Wickens (President)

Co-opted board members:

Angela Gray (Co-opted from 27 September 2018)

Independent chair of CIWEM's remuneration committee:

David Wilkes

Independent member of CIWEM's finance audit and resources committee:

Jim Oatridge

Company secretary:

Frank Liddell

CIWEM governance

The trustee board is the body responsible for overseeing the institution's management and administration and for setting policy. The board consists of up to 15 trustees, including the chair, deputy chair, honorary treasurer, the presidential team, trustees and co-opted board members who are not trustees.

All trustees are non-executive members of the board appointed on merit from an independently facilitated selection process. Further details of trustee appointment periods, the trustee appointment process and terms of office can be found in the Institution's bye-laws.

Trustees are recruited by advertisements in the institution's magazine, on the website, alongside with external adverts in the national press. Honorary officers are appointed from amongst the trustee board.

All new trustees receive an induction pack containing detailed information about CIWEM and its work, and go through an induction process with regular opportunities to update skills.

Management

The institution's chief executive is responsible for the day to day management of the Institution's affairs and for implementing policies agreed by the trustee board. The chief executive and company secretary are supported by directors and heads of departments who make up the executive senior management team.

The executive senior management team at the end of 2018 comprised:

- Terry Fuller, Chief Executive
- Tim Simms, Director of Membership and Professional Standards
- Alastair Chisholm, Director of Policy and Communications
- Sophie Dunajko, Head of Events (Maternity Cover)
- Rachael Bliss, Head of Learning and Development
- Cheryl Fraser, Head of Sales and Marketing

The remuneration of the executive senior management team is considered by the remuneration committee by reference to market rates and other appropriate factors. Recommendations are made to the board of trustees for approval.

Risk management and internal controls

During 2018, the trustee board maintained a risk register, and regularly reviewed the major risks to which CIWEM is exposed, especially business, operational and financial risks; taking into account the changing environment. Policies and procedures

are put in place and reviewed regularly in order to manage and reduce the identified risks, which were assessed in detail and updated to ensure their adequacy and effectiveness.

The principal risks, uncertainties and steps taken to mitigate the likelihood of their occurrence and impact are as follows:

Member subscriptions: Income from membership subscriptions currently represents over 60% of the Institution's income. The institution's membership executive track and analyse membership numbers and trends using CIWEM's Client Relationship Management System (CRM) and report this to the trustee board for agreement of development actions and initiatives.

In 2018 we took the following direct action to retain and grow membership:

- Appointment of an executive post dedicated to supporting and growing our branches.
- Introduction of low-income country membership fees to grow international presence.
- A formal dual membership arrangement with The International Water Association.
- Strengthened resourcing of our membership team and assessors and reviewers.

We undertook a thorough review of our membership subscriptions, and this led us to increase annual membership subscriptions by £3 for our fellow grades and £1 for our chartered grades. Other grades remain at 2018 fee levels and complimentary for our student members. We also introduced fee grades for members resident in low-income countries (LICs) at 50% of the high income country fees.

Saffron Hill development: This is a significant investment for CIWEM. We have now reached contractual settlement and made the full and final payment for the construction of our Saffron Hill property.

CIWEM bank finance facilities: The bank loans for the financing of the construction of Saffron Hill are due to expire in July 2019. Discussions are progressing well with financial institutions to test the market and agree new arrangements.

The trustee board recognises that there are inherent limitations in any system of risk management and accordingly even the most effective system can only provide reasonable and not absolute assurance that the key risks have been managed adequately. However, the trustee board is satisfied that, through the risk management process, the major risks have been mitigated to an acceptable level.

CIWEM also maintains a range of policies and procedures including: health and safety; equality and diversity; environmental; and IT systems protection. These policies are updated in order to ensure compliance with legal requirements and employment best practice.

Formal certification to the latest 2015 international standards was awarded to CIWEM in spring 2016. A re-certification visit was successfully completed by Lloyd's Register of Quality Assurance (LRQA) in 2018.

In 2018 we brought in
+683 
 new members.

Membership and developments

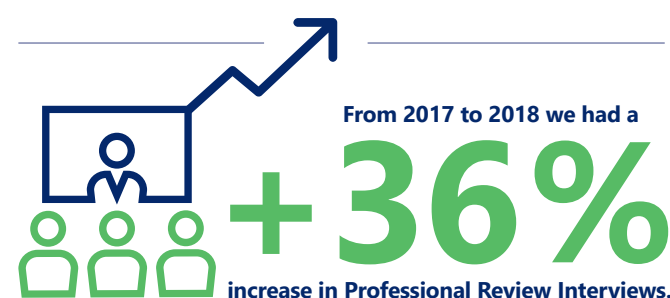
2018 was the start of our membership development programme “Engaging with Members”

The membership team objectives for 2018 and beyond were and are as follows:

- Provide a first-class membership service to all current and future members.
- Support all member volunteers, and support the branches and group networks where required.
- Engage with universities and apprenticeship schemes to reach out to the next generation of CIWEM members.
- Reinforce our position as the “Institution of Choice” for all people working within the water and environmental sectors.

Great strides were made in 2018 against our membership objectives. The team carried on attending many CIWEM branch committee meetings and supported them with “Routes to Membership” events. “Lunch & Learn” sessions on the “Benefits of Membership and Professional Registration with CIWEM” were carried out at numerous clients’ sites. We visited universities to talk to their students about joining a professional body and what the water and the environmental sectors can offer them. Members of the team also attended industry exhibitions to showcase the benefits of CIWEM membership. All of the above have helped increase the awareness of CIWEM to individuals and companies within the water and environment sector and have continued to position CIWEM as the “Institution of Choice” for water and environmental professionals.

The total number of members joining CIWEM in 2018 at all levels of membership grades compared with 2017 was a gross increase of 6.9% and a net growth of 4.3% (accounting for leavers, deaths & suspension of Membership). During 2018 we welcomed 170 additional Chartered and Water and Environmental Managers (C.WEM) into membership, an increase of 36% compared with 2017.



The membership services team would like to thank all the volunteers that we have engaged with – accreditation panel members, professional standards committee members, all our assessors and reviewers; not forgetting all the branch, panel committees and board members, without whose help and support we would not have been able to recruit and service our membership.

Branches

In 2018 our branch network continued to provide a wealth of opportunities for our members to network, learn and engage through meetings, conferences, site visits, socials and dinners from across the UK to the Republic of Ireland, Hong Kong, Canada and New Zealand. Together they ran over 120 events during the year contributing to a rich and varied events programme supporting our members’ interests across a range of subjects.

From fellows to new members, our branches develop activities of specific relevance and interest whatever stage of your career and celebrate the achievement of our members through awards and competitions, feeding into our international-level awards.

We welcomed a dedicated branch liaison to the team during 2018, enabling us to support our branches in their vital work and develop and diversify our engagement with members and those on their journey towards membership. In 2019 we will be continuing to develop support for our branches and provide new opportunities and platforms to share knowledge and information with members.

2018 also saw the further development of country networks in Canada, New Zealand and India providing regional hubs for members across the globe. We look forward to supporting their growth and recruiting and engaging new members in these areas and beyond, a key focus for our activities in 2019.

Branch and group chairs and secretaries

Central Southern: Darren Lumbroso, Katharine Dolman

East Anglian: Ghislain Juvanon, Tom Andrewartha

East Midlands: Ruth Morgan, Amy Jones

Metropolitan: Dr Ioannis Alexou, Robert Forsyth

Northern Ireland: Conor McKeown, Daniel Hogan

North West and North Wales: Ed Loffill, Jack Dudman

Republic of Ireland: Vacant, Pat Murphy

Rivers and Coastal Group: Fay Bull, Claire Barrett-Mold

Scottish: Pippa van Kuijk, Alison White

South Eastern: Neil Gunn, Kirsty Thomas

South Western: Alan Whipps, Vacant

Tyne and Humber: Mike Watson, Andy Nichols

Urban Drainage Group: Elliot Gill, Ian Lang

Welsh: Gwion Kennard, Hayley Fisk

West Midlands: Hannah Cooghan, Noor Kanber

Hong Kong: Ir Dr Clement Lau, Bernice Cheng

Policy and technical

Our policy, advocacy and technical work is informed by the member expertise in our specialist panels and groups. With around a dozen of these we can engage decision makers with credibility and authority across the environment spectrum. We couldn’t do so without the commitment and generous dedication of panel and group members and we are deeply grateful for this. Please do get involved with these excellent forums in 2019.

“We’ve engaged extensively with government on its 25 year environment plan and Brexit legislation. We’ve given evidence in parliament on a number of occasions.”

2018 has seen the environment rise up the political agenda. Weather and climate records continue to be broken and we are seeing increasing extremes of weather. Wildfires seemed to feature prominently across the globe, and the UK wasn’t immune. Serious flooding impacted elsewhere.

Brexit informs much UK thinking, often seemingly to the detriment of all else. But the environment has necessarily featured strongly in this discussion with so much environmental legislation originating in Europe and CIWEM has engaged throughout. We’ve regularly briefed members on developments and how they are likely to impact on the environment. We’ve engaged actively with government and parliamentary committees to push for maintenance of environmental standards and protections and we’ve championed the need for a strong, independent new environmental regulator post-Brexit.

Beyond this we’ve engaged on issues including microplastics, wider resources and waste issues, new thinking around environmental net gain, flood and coastal erosion risk management strategy, water resources planning and abstraction reform, integrated catchment delivery, air quality and the sustainable development goals. We continue to be the professional institution which best exemplifies the fact that in the environment, nexus issues abound, and multidisciplinary solutions typically offer the most effective solutions.

We are keen to broaden horizons geographically in 2019. We hope to develop new international collaborations on flood risk management with the International Water Association and with the International Federation of Surveyors on water governance in Africa. Moving into 2019, with ever-growing environmental challenges facing us, rarely has collaboration and cooperation been so vital. We’re pleased to be a small (but growing) part of that.

Events

2018 was another busy year for the CIWEM events programme. We provided over 150 events delivered across the UK and beyond. Our conference programme showed CIWEM continues to demonstrate its role at the forefront of debate and thought leadership, addressing contemporary environmental issues. Our portfolio included 14 conferences and technical seminars across

the UK, with our branches providing a hub for knowledge sharing across their regions, with evening seminars, networking events and activities designed to guide individuals through their CIWEM journey. We welcomed over 2,000 attendees to our regional events across the year.

Highlights of the year included our annual surface water management conference with Sir James Bevan providing our keynote on ‘Surface water: The biggest flood risk of them all’ and environmental net gain: Measurement, delivery and application. At this event we set out priorities from across the industry for the future mainstreaming and development of environmental net gain. Our water resources conference brought together practitioners from a range of sectors from power to navigation sharing their views on whether we are fit for 2050.

2018 also saw our urban drainage and rivers and coastal groups deliver their industry-leading annual suite of events, taking them from Blackpool to Florida to share best practice and innovation.

We are deeply grateful for the voluntary support our networks, panels, branches and groups provide and the invaluable role they play in the CIWEM membership through our events programmes. In 2019 we look forward to further supporting our branches and groups to enable us to be a key voice of the sector through regional event programmes.

Our events programme will continue to address vital and emerging environmental issues and provide peer-to-peer networking and learning with professionals of the highest calibre. We will champion the latest work of the CIWEM networks, panels and groups building on our current programme and reaching new members internationally.

Learning and development

2018 was a year of investment and development for the CIWEM learning and development business. Our online training courses continued to bring in a steady stream of income and enabled developments to be undertaken to the mentor training course, which was relaunched in July 2018 and had 23 delegates go through the course. Highlights of the year included the launch of the “Fast Track to Chartership” workshop. The first workshop sold out in three days and 42 delegates went through the workshop in 2018, resulting in a 70% application submission rate and a 90% pass rate. Feedback has been extremely positive and the workshop continues to be a success in early 2019. We supported the development of The Environment Agency’s Water and Environment Worker apprenticeship which launched in 2018. New training partnerships were formed with Brunel University London and the University of Exeter to develop, relevant and technically excellent training courses in areas that are of interest to our members in flood risk management and circular economy.

During 2018, meetings took place with the learning and development teams at major water companies and consultancies to discover ways in which we can work more closely together and to establish a detailed and informed plan for the future development of CIWEM training that will meet our members’ needs at every stage of their career.

Professional standards and accreditation

The professional standards committee (PSC) was formed in 2015 as a standing committee reporting to the trustee board. Its key role is to make sure that best practice is followed in CIWEM's membership policy as set out in its Royal Charter. It is assisted by an engineering sub-committee, a business and science sub-committee, an accreditation board and a qualifications panel, which all report to the PSC.

Another important aspect of the work of the PSC is to recruit and train Chartered Members for the roles of assessors of applications and professional review interviewers. In 2018 we revised our approach to the advertising for and recruitment of committee members to ensure that we meet our corporate aims of being accessible and relevant. We were delighted to welcome Alexandra Purcell, James Hale, Mark Bentley, Craig Holiday and Adam Sinclair onto our PSC Committee.

Roger Falconer - Chair of PSC

John Manners

Ken Shapland

Parneet Paul

Ian Watt

Angela Gray

Gordon Findlay

Katja Leyendecker

Jeremy Jones

Alastair Moseley

John Douglas

Chris McArthur

Steve Archibald

Andrew McConkey

Oliver Grievson

Norman Lowe

Paul Houlis



Struggle, Raju Gosh, India, 2017

Qualifications panel

The qualifications panel was established to fulfil CIWEM's obligation under the Engineering Council's Registration Code to maintain a panel of competent registrants to assess applicants for registration who do not possess the council's exemplifying qualifications. The panel reports to the PSC. Typically, the applicants considered by the panel hold an overseas degree or a degree in a subject other than engineering. During 2018, the panel considered approximately 50 applicants.

We reignited our professional development scheme accreditation which resulted in a **75% increase** of CIWEM professional development schemes.



Accreditation board report 2018

The composition of the board was unchanged with nine members, including the chairman and deputy chairman. All board members participated in accreditation visits during the year.

The number of universities that currently have courses accredited by CIWEM stands at 22 of which 17 are in the UK, one in the Republic of Ireland, and one each in Saudi Arabia, Hong Kong, China and Malaysia. In 2018 re-accreditation visits were successfully carried out at Liverpool John Moores University, Cranfield University, and Sheffield Hallam University in the UK. New accreditation visits were conducted at the University of Exeter WISE CDT which included the Universities of Bath, Bristol and Cardiff as part of the collaboration and the University of Kuala Lumpur.

Visits planned for 2019 include new visits to the University of West London, Leeds Beckett University, University of Chester, University of Derby, University of Bolton and the University of Bristol.

2018 saw the accreditation of Professional Development Schemes at Cole Easdon Consultants, Arup and Sweco. Aqua Enviro, Brunel University, Jacobs, Silsoe Odours and Terra Firma Academy also saw their activities accredited for CPD.

The team will continue to grow the business, particularly focusing on CPD Accreditation, reinvigorating Professional Development Schemes and launching a new scheme surrounding Apprenticeships in 2019.

Publications

CIWEM's magazine, The Environment, gained a new full-time editor at the start of 2018. Since joining CIWEM Karen Thomas has worked alongside the publications team to rejuvenate and relaunch the magazine, including a full re-design, improved plastic free packaging and more engaging and relevant content which reflects the breadth of our members' interests. Highlights include

content resulting from trips to Northern Ireland and COP23 as well as exclusive interviews with Chris Packham, Erik Solheim and Baroness Brown of Cambridge. The magazine has also been distributed at key industry events including FloodExpo and Water, Waste Water and Environmental Monitoring Conference.

CIWEM's two peer reviewed journals have continued to receive an increased number of submissions under the editorship of Paul Samuels (HR Wallingford) and Ewan McAdam (Cranfield University). Journal of Flood Risk Management has published two supplementary issues, in addition to the usual four, to keep up with an increase acceptance rate reflecting improved quality of submissions. We have also taken part in the first journal strategy day with our publishers Wiley and a forward plan will be finalised in spring 2019.

The team have been working to fully assess the options for member access to digital publications and have consulted with our financial advisers regarding regulations around digital publication and VAT. While the cost of VAT on our membership income currently makes provision of digital access prohibitive for EU based members, we now feel better prepared to respond to changes in legislation expected from UK government in the future.

Commercial operations

CIWEM's commercial activities are undertaken through CIWEM Services Ltd. (CSL) which is a wholly owned subsidiary of CIWEM. CIWEM is a not for profit organisation and all surplus generated by CSL is gifted to CIWEM to further our public benefit activities including the support of our Members' professional development.

Our principal commercial revenue streams are:



Events



Training



Publications



Advertising, jobs and sponsorship



Venue hire

Financial picture

- CIWEM's income for the year totaled £2.55m (£2.43m for 2017). Expenditure totaled £2.57m (£2.37m for 2017).
- As usual, a majority of our income was from membership subscriptions. This was approximately £1.63 million in 2018, representing a 5% increase on 2017.
- Income from education and training courses almost doubled compared to 2017, with income totaling 142k in the 2018 year.
- Income arising on other activities remained broadly in line with 2017.

Financial picture continued

 **£120,000**

- CIWEMs income grew by £120,000.



- There has been continued investment in both our IT infrastructure and our executive team, who have been employed to develop member services and grow commercial revenue.

“There has been continued investment in both our IT infrastructure and our executive team, who have been employed to develop member services and grow commercial revenue.”

Reserves and investments

The trustee board continues to keep a watching brief on the investments and reserves policy, in anticipation of rebuilding these funds in future years as the return on investment starts to allow. The board continue to believe that the future, renegotiated banking facilities secured on the freehold of the building, and on the fabric of the building itself, provide for appropriate reserves in the short-term.

As at the year end, the total funds held within the Group were £3.05m (2017: £3.06m), of which £2.96m were unrestricted (2017: £2.97m)

The report of the trustees, including the message from the chair and the chief executive and the reference and administrative details set out on the pages above, was approved by the trustees on 16 May 2019 and is signed on their behalf as below.

Report of the trustees signed by:

Paul Seeley
Chair

Aaron Burton
Chief Executive

Date: 16th May, 2019

INDEPENDENT AUDITORS' REPORT

For the Year Ended 31 December 2018

Independent Auditors' Report to the Members of The Chartered Institution of Water and Environmental Management

Opinion

We have audited the financial statements of The Chartered Institution of Water and Environmental Management for the year ended 31 December 2018 which comprise the Group Statement of Financial Activities, the Group and Parent Balance Sheet, the Group 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, including FRS 102 'The Financial Reporting Standard Applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the group and parent charity's affairs as at 31 December 2018, and of the group's incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance the Charities and Trustee Investment (Scotland) Act 2005 (as amended), regulations 6 and 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended) and with the requirements of the Charities Act 2011.

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 Auditor's Responsibilities for the audit of the financial statements section of our report. We are independent of the charity 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 charity'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 other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. 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

"We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs(UK)) and applicable law. statements section of our report."

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.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the trustees' annual report is inconsistent in any material respect with the financial statements; or
- the parent charity has not kept adequate accounting records; or
- the parent charity's financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement, the trustees 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 charity'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 Group or parent charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under Section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and section 144 of the Charities Act 2011 and report in accordance with regulations made under those Acts.

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 an auditor's report 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 aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with ISAs (UK) we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purposes of expressing an opinion on the effectiveness of the charity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.
- Conclude on the appropriateness of the trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Group or parent charity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

- Obtain sufficient appropriate audit evidence regarding the financial statements of the entities or business activities within the Group to express an opinion on the Group financial statements. We are responsible for the direction, supervision and performance of the Group audit. We remain solely responsible for our audit report.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with Section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005, and in respect of the consolidated financial statements, in accordance with Chapter 3 of Part 8 of the Charities Act 2011. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to any party other than the charity and charity's trustees as a body, for our audit work, for this report, or for the opinion we have formed.

Andrew Stickland (Senior Statutory Auditor)

For and on behalf of Kingston Smith LLP,
Statutory Auditor

Devonshire House
60 Goswell Road
London
EC1M 7AD

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

Consolidated Statement of Financial Activities

For the Year Ended 31 December 2018

	Note	Unrestricted funds £	Restricted funds £	Total 2018 £	Total 2017 £
INCOME					
INCOME FROM CHARITABLE ACTIVITIES:					
Membership subscription and fees		1,628,096	-	1,628,096	1,549,289
Conferences and events		277,402	60,546	337,948	328,595
Education and training courses		141,600	-	141,600	74,808
OTHER TRADING ACTIVITIES					
Investment income	3	428	-	428	313
Books and publications		138,000	-	138,000	155,088
Lettings		289,973	-	289,973	301,006
OTHER INCOME		18,337	-	18,337	21,262
TOTAL INCOME		2,493,836	60,546	2,554,382	2,430,361
EXPENDITURE					
EXPENDITURE ON RAISING FUNDS:					
Lettings		267,793	-	267,793	282,328
EXPENDITURE ON CHARITABLE ACTIVITIES:					
Membership services		1,120,425	-	1,120,425	1,000,637
Conferences and events		508,619	57,890	566,509	565,695
Education and training		118,365	-	118,365	29,140
Policy and partnerships		430,740	-	430,740	444,533
Donations, prizes and awards		61,710	-	61,710	46,488
TOTAL EXPENDITURE	4	2,507,652	57,890	2,565,542	2,368,821
NET INCOME/ (EXPENDITURE) & MOVEMENT IN FUNDS		(13,816)	2,656	(11,160)	61,540
TOTAL FUNDS BROUGHT FORWARD	13	2,970,728	92,552	3,063,280	3,001,740
TOTAL FUNDS CARRIED FORWARD	13	2,956,912	95,208	3,052,120	3,063,280

Note 16 - shows the Charity Statement of Financial Activities
The Notes on the following pages form part of these Financial Statements

Consolidated and Charity Balance Sheets

For the Year Ended 31 December 2018

	Note	Group 2018 £	Group 2017 £	Charity 2018 £	Charity 2017 £
Fixed assets					
Tangible assets	8	5,969,631	5,960,612	5,969,631	5,960,612
Investments	9	-	-	100	100
Total fixed assets		5,969,631	5,960,612	5,969,731	5,960,712
Current assets					
Debtors	10	430,742	214,791	429,329	233,686
Cash at bank and in hand		377,135	594,168	126,361	221,707
Total current assets		807,877	808,959	555,690	455,393
Creditors					
Amounts falling due within one year	11	3,725,388	1,306,463	3,480,072	1,102,337
Net current (liabilities)		(2,917,511)	(497,504)	(2,924,382)	(646,944)
Amounts falling due after more than one year	11	-	2,399,828	-	2,399,828
Net assets		3,052,120	3,063,280	3,045,349	2,913,940
Funds					
	13				
Restricted funds		95,208	92,552	95,208	92,552
Unrestricted funds: general		2,956,912	2,970,728	2,950,141	2,821,388
Total funds		3,052,120	3,063,280	3,045,349	2,913,940

These accounts were approved and authorised for issue by trustee board on 16 May 2019 and signed on its behalf by:

Paul Seeley
Chair

Aaron Burton
Honorary Treasurer

Date: 16 May, 2019

The Notes on the following pages form part of these Financial Statements

Consolidated and Charity Statement of Cash Flows

For the Year Ended 31 December 2018

	Group 2018 £	Group 2017 £	Charity 2018 £	Charity 2017 £
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Cash flows from operating activities:

Net income for the year	(11,160)	61,540	131,409	(78,296)
Adjustments for:				
Depreciation charges	181,610	166,608	181,610	166,608
Interest	(428)	(313)	(428)	(313)
(Increase)/decrease in debtors	(215,951)	118,221	(195,643)	(27,187)
Increase/(decrease) in creditors	2,418,925	(88,096)	2,377,735	93
Net cash provided by (used in) operating activities	2,372,996	257,960	2,494,683	60,905

Cash flows from investing activities:

Interest	428	313	428	313
Purchase of tangible fixed assets	(190,629)	(14,658)	(190,629)	(14,658)
Net cash provided by (used in) investing activities	(190,201)	(14,345)	(190,201)	(14,345)

Cash flows from financing activities:

Repayments of borrowing	(2,399,828)	(6,422)	(2,399,828)	(6,422)
Net cash provided by (used in) financing activities	(2,399,828)	(6,422)	(2,399,828)	(6,422)

Change in cash and cash equivalents in the year	(217,033)	237,193	(95,346)	40,138
Cash and cash equivalents at the beginning of the year	594,168	356,975	221,707	181,569
Cash and cash equivalents at the end of the year	377,135	594,168	126,361	221,707

The Notes on the following pages form part of these Financial Statements

Notes to the Financial Statements

For the Year Ended 31 December 2018

1. Accounting policies

Basis of accounting: These financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). The charity and its subsidiary are a public benefit group for the purposes of FRS 102 and therefore have also prepared the financial statements in accordance with the 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 (The FRS 102 Charities SORP) and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The trustees have assessed whether the use of the going concern basis is appropriate and have considered possible events or conditions that might cast significant doubt on the ability of the charity and Group to continue as a going concern. The trustees have made this assessment for a period of at least one year from the date of approval of the financial statements. In particular the trustees have considered the charity and Group's forecasts and projections. After making enquiries the Trustees have concluded that there is a reasonable expectation that the charity and Group has adequate resources to continue in operational existence for the foreseeable future. The charity and Group therefore continues to adopt the going concern basis in preparing its financial statements.

The presentational currency used is British pound sterling, and balances are rounded to the nearest £1.

Consolidated financial statements: The Group financial statements consolidate the financial statements of the Charity and its wholly-owned subsidiary undertakings, CIWEM Services Limited and 106-109 Saffron Hill Management Limited.

Change in accounting policy and restatement of prior year comparatives: Following the update to FRS 102 issued in December 2017, a restatement of comparative items was required. FRS 102 now requires the gift aid payments from the Subsidiary undertaking (see Note 2) to the parent charity to be accounted for as a distribution to the parent charity. As a distribution, the previously accrued gift aid payments from the subsidiary

undertaking have been removed as under the definition of FRS 102, no legal obligation existed at the year end. The Group financial statements are not affected by this restatement.

Branches and groups: The financial transactions of all UK branches and groups and the two non sterling branches of Hong Kong and the Republic of Ireland have been included within the main CIWEM accounts.

Income: Subscription income represents total subscriptions received from members for the year. Subscription receipts relating to the following year are treated as deferred income. No accrual is made for subscriptions in arrears.

Conference and event income is recognised within the year held. Any conference and event receipts relating to the following year are treated as deferred income. Attendance and sponsorship is the main source of income, which is either invoiced in advance or payable as an entrance fee.

All other income is included in the Statement of Financial Activities when the Charity is entitled to the income, the amount is probable, and the amount can be quantified with reasonable accuracy.

Expenditure: Expenditure is charged to the Statement of Financial Activities on an accruals basis, net of recoverable VAT. All costs have been charged where possible directly to the relevant activity. Where costs cannot be directly attributed to particular activities, they have been allocated between expense headings on the basis of time spent.

Fixed assets and depreciation: Tangible assets are included in the balance sheet at original cost less accumulated depreciation. Cost includes capitalised interest and other finance costs where appropriate. Depreciation is provided on a straight line basis calculated to write down the cost of all tangible assets to their estimated residual values over the number of years of expected use. Leased assets are written off over the period of the lease. Assets are depreciated at the following rates:

Freehold Land	Not depreciated
Freehold buildings	60 years
Fitting out costs	20 years
Furniture and fittings	5 years
Office equipment	5 years
Computer equipment and software	3 years
Management Information Systems	5 years

All single purchases of less than £1,000 (excl. VAT) are written off in the year of purchase unless forming part of a more comprehensive scheme or capital project.

Taxation: Under the provisions of Section 466-497 of the 2010 Corporation Taxes Act and section 256 (1) of the Taxation of Capital Gains Act 1992, the institution qualifies for exemption from liability to taxation on charitable income and gains.

Pensions: Contributions are made to individual personal pension plans which are defined contribution schemes.

The pension costs charged to the Statement of Financial Activities in the year are those actually paid or due to be paid into the pension plans.

Translation of overseas currencies to sterling: The financial statements are presented in pounds sterling as this is the functional currency of the organisation. The accounts of non-sterling branches are translated into sterling. Income and expenditure items are translated at appropriate average rates and monetary assets and liabilities at the rates at the balance sheet date. The currency gains and losses are taken to the unrestricted funds.

Operating leases: Rentals payable under operating leases are charged against income on a straight line basis over the lease term.

Unrestricted and restricted funds: Unrestricted funds are expendable at the discretion of trustee board and in furtherance of the Institution's charitable objectives.

The restricted funds held by the Group relate to the income and expenditure of CIWEM branches.

Financial instruments: The company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments. Financial instruments are recognised in the company's balance sheet when the company becomes party to the contractual provisions of the instrument. Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

With the exceptions of prepayments and deferred income all other debtor and creditor balances are considered to be basic financial instruments under FRS 102. See notes 10 and 11 for the debtor and creditor notes.

The year-end carrying value of financial assets and financial liabilities, measured at amortised cost, was as follows:

	Financial assets	Financial liabilities
Group 2018 £	328,496	486,172
Group 2017 £	130,768	431,429
Charity 2018 £	360,688	307,501
Charity 2017 £	173,502	290,986

The year-end carrying value of financial assets that are equity instruments, measured at cost less impairment and relating to the charity only were £100 (2017: £100). This balance relates to the investment in the subsidiary company, CSL Services Limited.

Accounting Judgements and Estimates: The key judgements and estimates used in the preparation of these financial statements are as follows:

- The depreciation rate of fixed assets (as detailed above)
- Support costs are apportioned to direct activities based on the direct staff costs allocated to those activities (see Note 4)

There are no other key assumptions concerning the future and other key sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

2. Subsidiary undertakings

CIWEM has a wholly-owned trading subsidiary undertaking, CIWEM Services Limited, a company incorporated and registered in England and Wales (registered no 03166701). The principal activities of this company are conferences, events and publications. All its profits are paid to the charity by gift aid. The charity owns the entire issued share capital of 100 ordinary shares of £1 each.

CIWEM controls a second trading subsidiary undertaking, 106-109 Saffron Hill Management Limited (SHML), a Company limited by guarantee and incorporated and registered in England and Wales (registered no 08822614). SHML own the leasehold rights of the four privately owned residential flats on the top two floors of 106-109 Saffron Hill. The charity has charged 106-109 Saffron Hill Management Limited for the running and maintenance costs of the flats and these costs have been recharged to the flat owners.

A summary of the results of the subsidiaries is shown below

CIWEM Services Limited

	2018 £	2017 £
Profit and loss account		
Turnover	1,097,142	1,056,943
Cost of sales	763,213	682,994
Gross profit	333,929	373,949
Administration expenses	327,162	224,609
Profit on ordinary activities	6,767	149,340

Changes in equity:

Total equity brought forward	149,440	9,604
Total comprehensive income for the year	6,767	149,340
Gift aid distribution to parent Charity	(149,340)	(9,504)
Total equity carried forward	6,867	149,440

Balance sheet

Current assets	376,303	434,699
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Creditors: amounts falling due within one year

Amounts owed to Group undertakings	130,585	81,774
Other creditors	238,851	203,485
Total assets less current liabilities	6,867	149,440
Called up share capital	100	100
Retained profit and loss account	6,767	149,340
Shareholders' funds	6,867	149,440

106-109 Saffron Hill Management

	2018 £	2017 £
Profit and loss account		
Turnover	22,196	21,724
Cost of sales	22,196	21,724
Gross profit	-	-
Interest	-	-
Retained profit and loss account	-	-

Balance sheet

Current assets	35,321	21,507
Cash at bank and in hand	8,230	43,433

Creditors: amounts falling due within one year

Amounts owed to group undertakings	37,086	64,298
Other creditors	6,465	641
Total assets less current liabilities	-	-

3. Investment income

	Total 2018 £	Total 2017 £
Bank and money market interest receivable	428	313
Total investment income	428	313

4. Expenditure

	Key management / staff costs £	Activities undertaken directly £	Support costs £	Total 2018 £
Current year				
Lettings	50,403	61,735	155,655	267,793
Membership services	295,226	353,457	471,742	1,120,425
Conferences and events	80,810	236,140	249,559	566,509
Education and training	46,541	71,824	-	118,365
Policy and partnerships	158,493	18,990	253,257	430,740
Prizes, awards, & scholarships	56,379	5,331	-	61,710
Support costs	275,128	855,085	(1,130,213)	-
	962,980	1,602,562	-	2,565,542

	Key management / staff costs £	Activities undertaken directly £	Support costs £	Total 2018 £
Prior year				
Lettings	47,188	69,736	165,404	282,328
Membership services	213,107	353,690	433,840	1,000,637
Conferences and events	69,453	252,795	243,447	565,695
Education and training	-	29,140	-	29,140
Policy and partnerships	137,264	27,829	279,440	444,533
Prizes, awards, & scholarships	-	46,488	-	46,488
Support costs	359,619	762,512	(1,122,131)	-
	826,631	1,542,190	-	2,368,821

	Total 2018 £	Total 2017 £
Expenditure includes		
Operating lease payments (excluding VAT)	6,451	45,787
Depreciation	181,610	166,608
Gain/(Loss) on foreign exchange	3,987	(8,166)

5. Direct support costs

	Total 2018 £	Total 2017 £
Governance costs		
Auditors' remuneration:		
For Audit: Current year	18,075	13,575
For audit: In respect of the previous year	1,177	7,166
Non-audit fees	1,900	2,290
Trustee board costs	53,002	55,628
AGM/EGM costs	917	764
Company secretary	22,455	10,792
Legal and professional fees	5,600	35,985
	103,126	126,200
Other support costs:		
Management costs (including outsourced accounting)	102,600	85,136
Human resources	54,254	31,974
Legal, professional & bank / finance costs	164,663	173,530
Premises	284,340	242,698
Office services	35,112	30,833
ICT	110,990	72,141
	855,085	762,512

6. Employees and key management personnel

The key management personnel of the charity comprise the trustees, the chief executive officer and senior management team. The total amounts paid for salaries, fees and expenses in respect of the key management personnel of the charity, inclusive of employer pensions and employer National Insurance contributions, were £490,037 (2017 - £419,124).

The average monthly number of employees during the period was 22 (2017 - 18). Staff costs during the period consisted of:

	Total 2018 £	Total 2017 £
Salaries	785,451	644,959
Temporary agency staff	34,471	59,323
Social security costs	81,861	63,678
Pension and life assurance costs	58,093	52,052
Compensation for loss of office	1,925	2,350
Recruitment costs	1,179	4,269
	962,980	826,631

The number of employees earning £60,000 per annum or more (exclusive of employer pensions and employer National Insurance contributions) was:

	Total 2018 number	Total 2017 number
£100,000-£110,000	1	1

The pension payments for the above member of staff amounted to £17,730 (2017 - £17,255). These contributions were paid into defined contribution schemes.

7. Trustees

The members of the trustee board received no remuneration in relation to fulfilling their role as trustees (2017: £nil). Expenses for travel and subsistence reimbursed to 12 trustees amounted to £17,037 (2017 - 13 trustees £26,141).

8. Tangible fixed assets - group and charity
Current year

	Furniture and fittings £	Office equipment £	Freehold property £	Computer systems £	Total fixed assets £
Cost					
At 1 January 2018	10,228	7,798	6,219,589	335,251	6,572,866
Additions	-	44,300	73,697	72,632	190,629
Disposals	-	-	-	-	-
At 31 December 2018	10,228	52,098	6,293,286	407,883	6,763,495
Depreciation					
At 1 January 2018	7,682	5,831	362,883	235,858	612,254
Charge in year	2,046	8,924	105,619	65,021	181,610
Disposals	-	-	-	-	-
At 31 December 2018	9,728	14,755	468,502	300,879	793,864
Net book value					
At 31 December 2018	500	37,343	5,824,784	107,004	5,969,631
At 31 December 2017	2,546	1,967	5,856,706	99,393	5,960,612

9. Fixed asset investments

	Group 2018 £	Group 2017 £	Charity 2018 £	Charity 2017 £
Investments held in subsidiary CIWEM Services Limited (Note 2)	-	-	100	100
Total investments	-	-	100	100

10. Debtors

	Group 2018 £	Group 2017 £	Charity 2018 £	Charity 2017 £
Trade debtors	147,369	107,763	25,356	13,547
Other debtors	181,127	23,005	167,661	13,883
Prepayments	74,348	61,942	40,743	38,103
Amounts owed from				
subsidiary undertaking	-	-	167,671	146,072
VAT recoverable	27,898	22,081	27,898	22,081
	430,742	214,791	429,329	233,686

Trade debtors above are net of provisions made against specific bad debts within the subsidiaries totalling £43,919 (2017: £55,065).

11. Creditors: Amounts falling due within one year

	Group 2018 £	Group 2017 £	Charity 2018 £	Charity 2017 £
Trade creditors	121,197	159,275	59,881	75,371
Taxation and social security	60,446	48,927	31,059	26,720
Other creditors	13,444	9,628	6,979	8,987
Accruals	351,531	262,526	240,641	206,628
Deferred income	778,942	796,107	741,684	754,631
Bank loan	2,399,828	30,000	2,399,828	30,000
	3,725,388	1,306,463	3,480,072	1,102,337

At the year end, no amount was payable to the pension fund (2017: £4,574 included in other creditors).

The bank loan is represented by a long term loan of £686,250 and revolving credit facility of up to £1,750,000 secured on the Saffron Hill property. The interest rate charged on the uncleared balance is LIBOR plus 3% fixed for two years seven months from August 2017.

The carrying net book value of the property on which the loan is secured is £5,824,784 (2017: £5,856,706).

11. Creditors: Amounts falling due within one year (continued)

	Group 2018 £	Group 2017 £	Charity 2018 £	Charity 2017 £
Deferred income:				
Balance brought forward	796,107	760,070	754,631	711,223
Amount released to income	(796,107)	(760,070)	(754,631)	(711,223)
Amount deferred in the year:				
Membership receipts	741,684	754,631	741,684	754,631
Invoices relating to events	18,583	24,240	-	-
Invoices relating to room rentals	18,675	17,236	-	-
Balance carried forward	778,942	796,107	741,684	754,631

Creditors: Amounts falling due after one year

	Group 2018 £	Group 2017 £	Charity 2018 £	Charity 2017 £
Bank loan	-	2,399,828	-	2,399,828

Repayments are as follows:

One to two years	-	30,000	-	30,000
Two to five years	-	2,369,828	-	2,369,828

12. Operating lease commitments

At the reporting end date the Company had the following future minimum lease payments under non-cancellable operating leases (all for equipment) which fall due as follows:

	2018 £	2017 £
Less than one year	1,588	6,352

13. Movement on Funds

Group Current Year

	Balance at 31/12/2017 £	Income £	Expenditure £	Balance at 31/12/2018 £
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Restricted funds

Branch funds	92,552	60,546	(57,890)	95,208
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Unrestricted funds

General charitable funds	2,970,728	2,493,836	(2,507,652)	2,956,912
Total funds	3,063,280	2,554,382	(2,565,542)	3,052,120

The restricted branch funds relate to the income and expenditure of CIWEM branches.

Group prior year

	Balance at 31/12/2016 £	Income £	Expenditure £	Balance at 31/12/2017 £
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Restricted funds

Branch funds	107,319	33,992	(48,759)	92,552
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Unrestricted funds

General charitable funds	2,894,421	2,396,369	(2,320,062)	2,970,728
Total funds	3,001,740	2,430,361	(2,368,821)	3,063,280

Group restricted income in the prior year consisted of branch conference and event income of £33,992 (part of Charitable activities). Restricted expenditure consisted of branch conference and event expenditure of £46,430 and donations, prizes and awards of £2,329 (both included within charitable activities).

13. Movement on funds (continued)

Charity current year

	Balance at 31/12/2017 £	Income £	Expenditure £	Balance at 31/12/2018 £
Restricted funds				
Branch funds	92,552	60,546	(57,890)	95,208
Unrestricted funds				
General charitable funds	2,821,388	1,855,109	(1,726,356)	2,950,141
Total funds	2,913,940	1,915,655	(1,784,246)	3,045,349

Charity prior year

	Balance at 31/12/2016 £	Income £	Expenditure £	Balance at 31/12/2017 £
Restricted funds				
Branch funds	107,319	33,992	(48,759)	92,552
Unrestricted funds				
General charitable funds	2,884,917	1,609,566	(1,673,095)	2,821,388
Total funds	2,992,236	1,643,558	(1,721,854)	2,913,940

Charity restricted income in the prior year consisted of branch conference and event income of £33,992 (part of Charitable activities). Restricted expenditure consisted of branch conference and event expenditure of £46,430 and Donations, prizes and awards of £2,329 (both included within charitable activities).

14. Analysis of Net Assets between Funds

Current year

	Fixed assets £	Net current assets / (liabilities) £	Creditors due after more than 1 year	Total £
Restricted funds	-	95,208	-	95,208
Unrestricted funds	5,969,631	(3,012,719)	-	2,956,912
Total funds	5,969,631	(2,917,511)	-	3,052,120

14. Analysis of net assets between funds (continued)

Prior year

	Fixed assets £	Net current assets / (liabilities) £	Creditors due after more than 1 year	Total £
Restricted funds	-	92,552	-	92,552
Unrestricted funds	5,960,612	(590,056)	(2,399,828)	2,970,728
Total funds	5,960,612	(497,504)	(2,399,828)	3,063,280

15. Related party transactions

Most of the trustees are also members of or employed by other organisations which may undertake transactions with CIWEM and CSL in the normal course of business and all such transactions are on an arm's length basis.





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