

# ANNUAL REPORT AND ACCOUNTS

of the Council of  
the Institution of Engineering Designers  
1 January 2020 to 31 December 2020

**THE INSTITUTION OF ENGINEERING DESIGNERS**  
**REPORT AND UNAUDITED ACCOUNTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

# THE INSTITUTION OF ENGINEERING DESIGNERS

## LEGAL AND ADMINISTRATIVE INFORMATION

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### Trustees at as 31 December 2020

**Eurling C Ledsome** BEng MEng CEng FBIS FIMechE FIED MCMi MDS  
(Chair) <sup>2,4</sup>  
**Dr T M B Humphries-Smith** BSc PGDip MPhil EdD CEng CTPD  
MIED(PCh) FHEA FRSA (Immediate Past Chair) <sup>2</sup>  
**P K R Bateman** EngTech MIED (Vice Chair)  
**D T H Castle** IEng RCADMan FIED MBCS CIP (Vice Chair) <sup>2,3</sup>  
**N Phelps** IEng MIED MIET (Vice Chair) <sup>2,3</sup>  
**S J Benfield** CEng CEnv CTPD FIED(PCh) MAPM <sup>2,3,4</sup>  
**T N Channell** MEng CEng MIED  
**D Farrell** BSc(Hons) MTech CEng CTPD FIED  
**M Lynch** BSc(Hons) MSc CEng MIED  
**Dr E Pei** BA(Hons) MSc PhD CTPD CEng MIED  
**A Penn** BSc(Hons) MSc CTPD MIED  
**J Roberts** MEng CEng MIED  
**Dr P J Sewell** BEng(Hons) PGCert PhD MIMechE FHEA CEng MIED <sup>1,2</sup>  
**Dr G A L Tizzard** BSc MPhil DIC PhD MIEEE CEng MIED FHEA <sup>1,2</sup>  
**I Treacy** BA MSc IEng MIED MIET  
**Eurling S P Vaitkevicius** BEng(Hons) MSc CEng FIED  
**Dr B Watson** MDes(Hons) PhD LCGI CEng CEnv CTPD FIED  
**R Yuen** MEng CEng MIED MICE

### Trustee & Honorary Treasurer

**A T A Keegan** CEng FIED(PCh) <sup>2,3</sup>

<sup>1</sup> Education and Training Committee

<sup>2</sup> Membership Accreditation Board

<sup>3</sup> Membership Committee

<sup>4</sup> Editorial Committee

### Secretary

**Mrs E K Meyrick** BSc(Hons) FRSA

### Charity number

1145678

### Principal address

Courtleigh  
Westbury Leigh  
Westbury  
Wiltshire  
BA13 3TA

### Independent Examiner

Martin Gurney FCA  
Haines Watts  
Old Station House, Station Approach  
Newport Street  
Swindon  
Wiltshire  
SN1 3DU

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# THE INSTITUTION OF ENGINEERING DESIGNERS

## LEGAL AND ADMINISTRATIVE INFORMATION

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### **Bankers**

Lloyds Bank  
37 Market Place  
Warminster  
Wiltshire  
BA12 9BD

### **Solicitors**

Thrings LLP  
6 Drakes Meadow  
Penny Lane  
Swindon  
Wiltshire  
SN3 3LL

### **Accountants**

Haines Watts  
Old Station House  
Station Approach  
Newport Street  
Swindon  
Wiltshire  
SN1 3DU

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# THE INSTITUTION OF ENGINEERING DESIGNERS

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# THE INSTITUTION OF ENGINEERING DESIGNERS

## REPORT

### FOR THE YEAR ENDED 31 DECEMBER 2020

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The trustees present their report and the financial statements for the year ended 31 December 2020.

The accounts comply with the Charities Act 2011, the charity's governing document and the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

#### Structure, governance and management

##### a. Constitution

The charity is controlled by its governing document, the Royal Charter, By-laws and Regulations.

The trustees who served during the year were:

**Eurling C Ledsome** BEng MEng CEng FBIS FIMechE FIED  
MCMi MDS (Chair)

**Dr T M B Humphries-Smith** BSc PGDip MPhil EdD CEng  
CTPD MIED(PCh) FHEA FRSA (Immediate Past Chair)

**P K R Bateman** EngTech MIED (Vice-Chair/Councillor)

**D T H Castle** IEng RCADMan FIED MBCS CITP (Vice  
Chair/Councillor)

**N Phelps** IEng MIED MIET (Vice Chair/Councillor)

**S J Benfield** CEng CEnv CTPD FIED(PCh) (Councillor)

**Eurling Dr L M Buck** BSc(Hons) MA PhD CEng CTPD (Resigned as Councillor 11 July 2020)  
FIED FHEA FRSA (Councillor)

**T N Channell** MEng CEng MIED (Councillor)

**D Farrell** BSc(Hons) MTech CEng CTPD FIED  
(Councillor)

**A T A Keegan** CEng FIED(PCh) (Honorary  
Treasurer/Councillor)

**M Lynch** BSc(Hons) MSc CEng MIED (Appointed as Councillor 11 July 2020)

**Dr E Pei** BA(Hons) MSc PhD CTPD CEng MIED (Appointed as Councillor 20 April 2020)

**A Penn** BSc(Hons) MSc CTPD MIED (Appointed as Councillor 11 July 2020)

**J Roberts** MEng CEng MIED (Appointed as Councillor 11 July 2020)

**Dr P J Sewell** BEng(Hons) PGCert PhD MIMechE FHEA  
CEng MIED (Councillor)

**Dr G A L Tizzard** BSc MPhil DIC PhD MIEEE CEng MIED  
FHEA (Councillor)

**I Treacy** BA MSc IEng MIED MIET (Councillor)

**Eurling S P Vaitkevicius** BEng(Hons) MSc CEng FIED  
(Councillor)

**Dr B Watson** MDes(Hons) PhD LCGI CEng CEnv CTPD  
FIED (Councillor)

**Dr K Winning** BEng(Hons) MEng MSc PhD CEng (Resigned as Councillor 11 July 2020)  
FIMechE CEnv FIED CGeog FRGS (Councillor)

**R Yuen** MEng CEng MIED MICE (Councillor)

# THE INSTITUTION OF ENGINEERING DESIGNERS

## REPORT (CONTINUED)

### **FOR THE YEAR ENDED 31 DECEMBER 2020**

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#### b. Method of appointment or election of Trustees

The Officers of Council - Chair and Vice Chairs - are elected annually by the Council. An election to Council is held annually in which up to one third of Council are obliged to stand down. They may be re-nominated by Council. Any three Corporate Members may also nominate a qualifying Corporate Member. A postal ballot of all Corporate Members is held where the total number of nominations exceeds the number of vacancies.

The appointment of officers and election of Council is governed by By-laws 40 to 46 of the Institution's governing document. The Honorary Treasurer shall be elected to the post annually by Council.

#### c. Policies adopted for the induction and training of Trustees

New members of Council are inducted with the appropriate NCVO guidelines.

#### d. Organisational structure and decision making

##### Organisation and Structure

To ensure the efficient use of the elected Councillors a Board and Committee structure is in place which involves the commitment of as many of the elected Councillors as possible in the ongoing affairs of the Institution. A small permanent staff headed by the Secretary is employed by Council to deal with the day-to-day administration of the membership, Engineering Council registration matters, the publication of the Institution's journal Engineering Designer, financial matters and the administration and organisation of its course and conference activities.

##### Events since the end of the period

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

##### Staff

As the financial year closed the Institution employed three full-time and three part-time members of staff, including the Secretary. Mr David Osborne - Accounts Officer, Mrs Linda Parry – Membership Officer, Mrs Nadine Pearce - PA to the Secretary, Mrs Jo Winslow - Education and Training Officer and Mrs Denise Watson - Administrative Assistant, continue to give the Institution invaluable service.

The Secretary's remuneration is set at annual review by the Trustees.

##### Wider network

At present the Institution does not consider itself to be part of a wider network.

##### Engineering Council/EngineeringUK

The Institution's relationships with the Engineering Council and EngineeringUK remain the most important of all its relationships with other charities and organisations. The Institution continues to work closely with both bodies, Mr Neil Phelps represents the Group B college on the Engineering Council Board and other members of Council represented the IED as Liaison Officers and on the Engineering Council's Quality Assurance Committee (QAC).

##### The Design Society

The Design Society is an international body dedicated to promoting the best in design practice and education. The Institution has co-operated with the Society in the past and the two bodies again came together to collaborate during 2020 as partners in the very successful Engineering and Product Design Education Conference, a virtual event hosted by VIA University College, Herning, Denmark.

##### The Royal Academy of Engineering

The IED continues to work to the Diversity Concordat, with a view to working towards encouraging membership from a wider range of backgrounds. The Secretary also sits on the 'Professional Engineering Committee' administered by the Academy. In addition, members of the IED contributed to reports drawn up by the Academy during the year.

# THE INSTITUTION OF ENGINEERING DESIGNERS

## REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2020

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#### The Society for the Environment

The Institution has a licence to award Chartered Environmentalist (CEnv) status to suitably qualified and experienced members and continued to develop and implement assessment procedures during 2020. The Secretary and a volunteer member continue to serve on the Council and Registration Authority of the Society.

#### e. Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. Key risks include: loss of licences from Engineering Council and Society for the Environment, loss of key members of staff, loss of tenants at Courtleigh, lack of income from sponsors, seminars or registrations, fire or flood. These and other risks are included on a risk register, with mitigation, actions, response and responsibilities allocated accordingly.

#### Objectives and activities

##### a. Policies and objectives

#### Mission Statement

We work to inspire, develop and promote professionals working in engineering and product design. Setting standards and competencies for our members who advance and progress society by providing technical products and solutions.

#### Objects

The main objects of the Institution are to:

- Advance education in Engineering and Technological Product Design and, more particularly, the species of knowledge and application which distinguishes Engineering Design, and the profession directly concerned with Engineering Design;
- Constitute a body of members qualified to a generally recognised high standard

We review our aims, objectives and activities each year. This review looks at what we achieved and the outcomes of our work in the previous 12 months. The review looks at the success of each key activity and the benefits they have brought to those groups of people we are set up to help. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities.

#### Notes:

1. The remaining supporting objects are printed in the Royal Charter of the Institution, a copy of which is available on request from the Institution's Headquarters tel: +44 (0) 1373 822801, email [ied@ied.org.uk](mailto:ied@ied.org.uk).

##### b. Strategies for achieving objectives

#### Strategy

The Institution's Strategy Document is updated on an annual basis following review by the Council. This document provides the basis from which the objectives in the Mission Statement are developed for the furtherance of the Institution.

#### Risk review

The Council has conducted its own review of the major risks to which the charity is exposed and systems have been established to mitigate those risks. Significant external risks to income have led to the development of a strategic plan.



# THE INSTITUTION OF ENGINEERING DESIGNERS

## REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2020

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#### c. Activities for achieving objectives Significant activities

Due to the global Covid-19 pandemic, many of the Institution's projects were delayed whilst working practices, communications and IT were all updated to allow staff and volunteers to carry out their roles in a Covid-secure manner.

However, the following progress has been made:

- Project Courtleigh, an initiative aimed at utilising the asset that is the IED HQ, has moved forward and will hopefully come to fruition in 2021.
- The new website has been designed and built and is due for launch at the start of Q2 2021.
- A consultation exercise relating PR and comms was carried out with external PR advisors – this will see a roll out of wider PR and communications during 2021.
- The Institution successfully completed a full licence review with the Society for the Environment and an interim licence review with the Engineering Council.

#### d. Volunteers

Other than trustees, assessors and committee members the Institution does not rely on volunteers.

#### Achievements and performance

##### a. Review of activities General Progress

##### Objectives

The main objective for 2020 was to promote the suite of registration grades available to professional designers, with a view to increasing membership applications. New promotional materials have been developed and all new members are encouraged to pursue the appropriate grade and type of registration after initial assessment by the Membership Committee.

##### Membership

The fluctuations in membership over the period covered by this report are as follows:

	Dec 2020	Dec 2019
Fellows	166	170
Members	1,403	1,489
Students (including OU)	4,904	4,112
Affiliates	21	30
<b>Total</b>	<b>6,494</b>	<b>5,801</b>

Membership numbers have increased during the year, mainly due to an increase in sign-up by students from accredited courses. Efforts are being made to attract more Member grade professionals to replace those coming to the end of their careers.

##### Continuing Professional Development

The 'MyCareerPath' CPD scheme run by the Engineering Council has been available to IED Members since 2013 with all new members encouraged to enrol. The competencies for MIED, CEnv, CTPD and RProdDes have been uploaded to the system. The Engineering Council have introduced mandatory CPD monitoring for all PEIs. The IED developed a monitoring and feedback process to meet this requirement which was further refined in 2020. 10% of registrants were randomly sampled and asked to provide up-to-date CPD records for the previous 12 months, of these 10% were reviewed by the Membership Committee and feedback given to responders.

# THE INSTITUTION OF ENGINEERING DESIGNERS

## REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2020

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#### Publications

A further six issues of *Engineering Designer* were published during the period covered by the report. Once again the policy has been to publish as many articles written by members as possible covering a wide range of subjects. In addition to automatic circulation to its members the journal remains available by subscription and is circulated free-of-charge to a number of educational establishments. The journal is available electronically to all members including those who live internationally and non-paying students.

#### Charitable activities

Due to the Covid-19 pandemic, many of the IED's activities have been put on hold for the year. However, the following still took place:

- Virtual accreditation visits were carried out at universities and colleges in the UK. The purpose of these visits is to assess the standards of design courses, in terms of content, delivery, staff development, student attainment, resources, support and industry satisfaction.

The IED works with a number of other bodies to further the promotion and development of Engineering and Design:

- Five IED members volunteer for various BSi Committees advising on the development of relevant standards.
- The Secretary represents the IED on the Professional Engineering Committee, a body which encompasses the Royal Academy of Engineering, Engineering Council, EngineeringUK and all UK PEIs, providing a port-of-call for government regarding engineering policy consultation as well as being an active body promoting engineering excellence and awareness to the general public.
- During the year the IED continued to contribute to '21st Century PEIs', the IED partakes in discussions and workshops to look at how we may evolve to suit the needs of members of the future.
- Volunteer members also sit on the QAC and RSC Committees at the Engineering Council, the EAB and Council and RSA of the Society for the Environment.

#### Other Activities

The Institution either ran or participated in the following events during the year:

- The Institution again joined forces with the Design Society in 2020 to run a joint Engineering and Product Design Conference, with the theme of 'The Value of Design & Engineering Education in a Knowledge Age'. The conference was a two-day virtual event hosted by VIA University College, Herning, Denmark, where a total of 80 papers were presented, all of which have been reproduced on a memory stick and a paperback publication. The event was a great success with 89 attendees.
- The IED continued working with IOM3, RCA, the Crafts Council and independent advisors on MaDE (Materials and Design Exchange), part of the materials knowledge transfer network. The group's aim is to increase and encourage communications between designers and materials scientists.
- The IED also worked with a number of colleges and universities during 2020 to accredit their educational programmes. Panels of volunteer assessors, accompanied by the IED Secretariat, carried out 2 accreditation visits during the year, with 9 courses accredited

#### Awards and Prizes

The Institution continued to run the IED Prize aimed at accredited Degree and HNC/D graduates. Eighteen Individual Prizes were awarded during the year. In each case the nominated student/graduate had to show that he or she had attained outstanding results on their chosen course, with particular reference to the design related subjects within the course. The awards take the form of an engraved glass coaster. Prizes were also awarded to three best students as judged by IED members of the Malta Branch, with the winning student writing an article for the IED journal.

# THE INSTITUTION OF ENGINEERING DESIGNERS

## REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2020

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The Institution's annual awards have been presented remotely, the winners being:

The Institution's most prestigious design award, the Gerald Frewer Memorial Trophy was awarded to Professor Tim Coole for his work in the promotion of science, engineering and design, via his role at Buckinghamshire New University.

The Hornsby Cup, given for the best article published in the Institution's journal during the previous year, was awarded to Colin Ledsome for his article 'Flights of Passage'.

The Chair's Award was presented to Mike Evatt in recognition of his services to ETC for over 20 years.

Three medals of appreciation were awarded:

- Dr Keith Winning for his time as a member of Council
- Eurling Dr Lyndon Buck for his time as a member of Council
- Graham Jeffery for ongoing contributions to the work of the IED.

The Promotion of Design Award is presented to an individual or team for their work in promoting engineering design to a wider audience. The Award for 2020 was presented to Professor Paul Shore for his work in promoting engineering and design to the wider public via the 'Watch it Made' educational programme.

The Geoff Kirk Young Members Award is aimed at recognising promising new members starting on a career in engineering design. The 2020 winner was Matt Knight of ITP Energised.

The Kathbert Trophy, awarded to the most promising new member, was awarded to Andrew Robinson.

The Alex Moulton Award is awarded to recognise outstanding innovation. The 2020 award was presented to Team UnLimbited for the work on their 3D printed arm device.

The Founders Award was presented to Tom Channell for outstanding contributions to the work of the IED.

A celebration of the awards is to be held in Autumn 2021, along with the recipients of the 2021 awards.

#### Branches

The Institution supports thirteen branches across the UK plus three overseas branches in Malta, Hong Kong and Malaysia.

#### Volunteers

The Institution continues to rely heavily on member volunteers to assist in its activities, particularly in the following areas:

- Membership Committee - in addition to the Council-appointed Chair and other Council members listed earlier in the report there are other member volunteers who give of their time to assess new membership applications and Technical Report Option Synopsis. Meetings are normally held on the third Wednesday in every month.
- Education and Training Committee - in addition to the Council appointed Chair and other Council members as listed there are member volunteers who gave their time to consider education and training issues effecting engineering and product design and to assess nominations for the Institution's Awards Schemes. The Committee meets six times per year.
- Course Accreditations - the Education and Training Officer keeps a database of trained and experienced members to assist with accreditation of academic courses in engineering and product design.

The volunteers have all adapted to remote working and continue to give excellence service.

The membership database contains details of those members who have agreed to undertake interviews of potential and existing members or who act as mentors in respect of the following requirements:

- Professional Review interviews which are a requirement for engineer's registration at CEng, IEng and some EngTech level
  - Technical Report and ELR interviews at all three levels
  - Chartered Environmentalist interviews
  - CTPD, RProdDes, RCP and RCADMan interviews
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# THE INSTITUTION OF ENGINEERING DESIGNERS

## REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2020

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There are thirteen volunteers on the Membership Committee and fifteen volunteers on the Education and Training Committee.

#### b. Investment policy and performance

The trustees are currently satisfied with the investment performance of the assets and at present do not have any plans to expand its portfolio or feel it necessary to dispose of those currently in use.

#### c. Factors relevant to achieve objectives

The trustees have made a full assessment of the internal and external factors that may affect these financial statements and do not deem any factors material enough to have an impact.

### Financial review

a. The statement of financial activities (page 13) shows that for this year there was a deficit of £21,028 (2019: deficit of £54,255).

Total resources expended amounted to £302,708 (2019: £357,020).

#### b. Reserves

Total reserves amounts to £322,271 (2019: £343,299). General reserves (excluding restricted and endowment funds) stand at £307,021 (2019: £326,392).

It is the IED's policy that unrestricted funds not presently committed or invested in tangible fixed assets should not be designated for specific future expenditure.

Restricted reserves stand at £15,250 (2019: £16,907).

Free reserves (unrestricted reserves not tied up in fixed assets) are currently in deficit. The Trustees have a three-tiered plan to address this situation, with management of expenditure to help minimise the immediate gap, intermediate plans to realise some of the assets that are within Courtleigh and longer-term plans to raise capital for the development of the Institution in the not too distant future.

The financial statements have been prepared on a going concern basis. The timing of receipts of subscription income means that working capital requirements can fluctuate significantly during the year. The Institution has access to both short term (overdraft) and medium-term funding (loans) to address this. It also has longer term (realisation of asset) plans in place.

#### c. Principal funding

The Institution's principal source of funding is its subscriptions from its members.

#### Plans for the future

##### Future developments

The new PR and comms strategy will see significant changes in communications with Members and the wider community during 2021, including a revision of the publication of *Engineering Designer*.

Project Courtleigh will see phase 1 of the project come to fruition and hopefully lifting of restrictions due to the pandemic will see some normal service regarding IED activities resume.

# THE INSTITUTION OF ENGINEERING DESIGNERS

## REPORT (CONTINUED)

### *FOR THE YEAR ENDED 31 DECEMBER 2020*

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#### Gift Aid

The Institution approached members asking them whether they would be prepared to sign a gift aid declaration so that income tax relief could be claimed on their subscriptions, Benevolent Fund contributions and Education Fund contributions

On behalf of the board of trustees

.....  
Mrs E K Meyrick BSc (Hons) FRSA  
Secretary

Dated: .....

# THE INSTITUTION OF ENGINEERING DESIGNERS

## STATEMENT OF RESPONSIBILITIES

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The trustees are responsible for preparing the Report and the accounts 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 requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that year.

In preparing these accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP (FRS 102);
- 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 accounts; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

# THE INSTITUTION OF ENGINEERING DESIGNERS

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF THE INSTITUTION OF ENGINEERING DESIGNERS

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I report on the accounts of the charity for the year ended 31 December 2020, which are set out on pages 10 to 24.

#### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination being a qualified member of the ICAEW.

It is my responsibility to:

- i. examine the accounts under section 145 of the 2011 Act;
- ii. (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- iii. (iii) to state whether particular matters have come to my attention.

#### **Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

#### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- a. which gives me reasonable cause to believe that in any material respect the requirements:
  - i. to keep accounting records in accordance with section 130 of the 2011 Act; and
  - ii. to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act;
  - iii. have not been met; or
- b. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....  
Martin Gurney FCA  
Haines Watts  
Old Station House  
Station Approach  
Newport Street  
Swindon  
Wiltshire  
SN1 3DU

Dated: .....

# THE INSTITUTION OF ENGINEERING DESIGNERS

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2020

		Unrestricted funds	Restricted funds	Total 2020	Total 2019
	Notes	£	£	£	£
<b><u>Incoming resources from generated funds</u></b>					
Donations and legacies	2	247,651	-	247,651	256,907
Activities for generating funds	3	26,735	-	26,735	27,968
Investment income	4	-	-	-	20
		<u>274,386</u>	<u>-</u>	<u>274,386</u>	<u>284,895</u>
Incoming resources from charitable activities	5	7,294	-	7,294	17,870
		<u>281,680</u>	<u>-</u>	<u>281,680</u>	<u>302,765</u>
<b><u>Total incoming resources</u></b>					
<b>Resources expended</b>					
<b>Costs of generating funds</b>					
Costs of generating donations and legacies	6	146,501	-	146,501	182,542
		<u>135,179</u>	<u>-</u>	<u>135,179</u>	<u>120,223</u>
<b>Net incoming resources available</b>					
<b>Charitable activities</b>					
Other costs		154,550	-	154,550	172,938
Benevolent Fund		-	1,657	1,657	1,540
		<u>154,550</u>	<u>1,657</u>	<u>156,207</u>	<u>174,478</u>
<b>Total charitable expenditure</b>					
<b>Total resources expended</b>					
		<u>301,051</u>	<u>1,657</u>	<u>302,708</u>	<u>357,020</u>
<b>Net income/(expenditure) for the year</b>					
		<u>(19,371)</u>	<u>(1,657)</u>	<u>(21,028)</u>	<u>(54,255)</u>
<b>Transfer of funds</b>					
	17	-	-	-	-
<b>Net movement in funds</b>					
		<u>(19,371)</u>	<u>(1,657)</u>	<u>(21,028)</u>	<u>(54,255)</u>
<b>Fund balances at 1 January</b>					
		<u>326,392</u>	<u>16,907</u>	<u>343,299</u>	<u>397,554</u>
<b>Fund balances at 31 December</b>					
		<u>307,021</u>	<u>15,250</u>	<u>322,271</u>	<u>343,299</u>



# THE INSTITUTION OF ENGINEERING DESIGNERS

## BALANCE SHEET

AS AT 31 DECEMBER 2020

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		2020		2019	
	Notes	£	£	£	£
<b>Fixed assets</b>					
Tangible assets	14		<b>481,887</b>		484,766
<b>Current assets</b>					
Stocks		5,486		5,486	
Debtors	15	5,219		16,254	
Cash at bank and in hand		<b>25,304</b>		<b>27,287</b>	
		<u>36,009</u>		<u>49,027</u>	
<b>Creditors: amounts falling due within one year</b>	16	<b>(195,625)</b>		<b>(190,494)</b>	
<b>Net current (liabilities)/assets</b>			<b>(159,616)</b>		<b>(141,467)</b>
<b>Total assets less current liabilities</b>			<b>322,271</b>		<b>343,299</b>
<b>Income funds</b>					
Restricted funds	17		<b>15,250</b>		16,907
Unrestricted funds			<b>307,021</b>		326,392
			<u><b>322,271</b></u>		<u>343,299</u>

The accounts were approved by the Trustees on .....

.....  
**Mrs E K Meyrick** BSc (Hons) FRSA  
Secretary

# THE INSTITUTION OF ENGINEERING DESIGNERS

## NOTES TO THE ACCOUNTS

### FOR THE YEAR ENDED 31 DECEMBER 2020

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#### 1 Accounting policies

##### 1.1 Basis of preparation

The Institution of Engineering Designers is a registered charity in England / Wales established under Royal Charter. The address of the registered office is given in the charity information at the start of these financial statements. The nature of the charity's operations and principal activities are set out in the Trustees Report.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102 1A) issued on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

The financial statements have been prepared on a going concern basis. The timing of receipts of subscription income means that working capital requirements can fluctuate significantly during the year. The Institute has access to both short term (overdraft) and medium term funding (loans) to address this. It also has longer term (realisation of asset) plans in place. Accordingly the financial statements have been prepared on the going concern basis.

##### 1.2 Incoming resources

Subscription income from members is accounted for in the period to which it relates. The institution also receives advertising income in respect of its journal and rental income in respect of its freehold property. These are accounted for on a receivable basis.

All incoming resources are included in the Statement of Financial Activities when the charity has entitlement to the funds, certainty of receipt and the amount can be measured with sufficient reliability.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

##### 1.3 Resources expended

Expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resource.

Grants payable are charged in the year when the offer is made except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled. Grants offered subject to conditions which have not been met at the year end are noted as a commitment, but not accrued as expenditure.

##### 1.4 Tangible fixed assets and depreciation

Tangible fixed assets other than freehold land are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Freehold land is not depreciated	
Freehold buildings	nil
Plant and machinery	at varying rates on cost

# THE INSTITUTION OF ENGINEERING DESIGNERS

## NOTES TO THE ACCOUNTS

### FOR THE YEAR ENDED 31 DECEMBER 2020

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#### **Tangible fixed assets and depreciation (continued)**

The accounting policy for the depreciation of land and buildings has been changed during the prior year. No depreciation is provided on land and buildings with an estimated useful life in excess of 50 years as the entity has a policy of maintaining the property in good condition therefore prolonging its useful life and any depreciation involved would not be material. Due to this policy, the building maintains a residual disposal value at least equal to its book value.

#### **1.5 Leasing and hire purchase commitments**

Assets obtained under hire purchase contracts and finance leases are capitalised as tangible assets and depreciated over the shorter of the lease term and their useful lives. Obligations under such agreements are included in creditors net of the finance charge allocated to future periods. The finance element of the rental payment is charged to the profit and loss account so as to produce a constant periodic rate of charge on the net obligation outstanding in each period.

#### **1.6 Stock**

Stock is valued at the lower of cost and selling price less net realisable value.

#### **1.7 Pensions**

The charity operates a defined contributions pension scheme. Contributions are charged in the accounts as they become payable in accordance with the rules of the scheme.

#### **1.8 Funds**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes.

#### **1.9 Debtors**

Trade and other debtors are recognised at the settlement amounts due. Prepayments are valued at the amounts prepaid.

#### **2.0 Creditors**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount.

# THE INSTITUTION OF ENGINEERING DESIGNERS

## NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

### 2 Donations and legacies

	Unrestricted funds £	Restricted funds £	Total 2020 £	Total 2019 £
Donations and gifts	20,723	-	20,723	20,246
Subscriptions and membership income (see below)	<u>226,928</u>	-	<u>226,928</u>	<u>236,661</u>
	<u>247,651</u>	-	<u>247,651</u>	<u>256,907</u>

#### Subscriptions and membership income receivable

Unrestricted funds:

	2020 £	2019 £
Subscription and fee income from members	215,075	206,575
Members joining fees	<u>8,513</u>	<u>13,530</u>
	223,588	220,105
Accreditation fees	<u>3,340</u>	<u>16,556</u>
	<u>226,928</u>	<u>236,661</u>

### 3 Activities for generating funds

	2020 £	2019 £
Activities for generating funds (rent, journal advertising etc)	<u>26,735</u>	<u>27,968</u>
<b>Net Activities for generating funds</b>	<u>26,735</u>	<u>27,968</u>

### 4 Investment income

	2020 £	2019 £
Bank interest	<u>-</u>	<u>20</u>

# THE INSTITUTION OF ENGINEERING DESIGNERS

## NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

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### 5 Incoming resources from charitable activities

	2020 £	2019 £
Seminar and course income	<u>7,294</u>	<u>17,870</u>

### 6 Total resources expended

	2020 £	2019 £
<b>Costs of generating funds</b>		
Costs of generating donations and legacies (note 7)	<u>146,501</u>	<u>182,542</u>

Included in costs of generating funds are Project Courtleigh costs which have increased and are as shown in note 11.

#### Charitable activities

	2020 £	2019 £
<b><u>Other costs</u></b>		
Activities undertaken directly (note 8)	69,457	71,439
Grant funding of activities	643	591
Support costs (note 11 – investment, governance, education & journal)	<u>84,450</u>	<u>100,908</u>
Total	<u>154,550</u>	<u>172,938</u>

#### **Benevolent Funds**

Costs	<u>1,657</u>	<u>1,540</u>
	<u>156,207</u>	<u>174,478</u>
	<u>302,708</u>	<u>357,020</u>

Included in support costs are payments to the Independent Examiner of £3,000 (2019: £3,000).

Also Included in support costs are Project Courtleigh costs which have increased and are as shown in note 11.

# THE INSTITUTION OF ENGINEERING DESIGNERS

## NOTES TO THE ACCOUNTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2020

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<b>7</b>	<b>Costs of generating donations and legacies (see note 6)</b>	<b>2020</b>	<b>2019</b>
		<b>£</b>	<b>£</b>
	Other costs comprise:		
	Councillor expenses	<b>726</b>	3,411
	Secretariat expenses	<b>1,172</b>	5,753
	New members expenses	<b>1,545</b>	3,140
	Branch expenses reimbursed	<b>68</b>	174
	Marketing & promotions	<b>5,000</b>	-
	Exhibitions costs	-	229
	AGM/EGM expenses	<b>200</b>	3,617
	(Increase)/decrease in stock	-	1,582
	Support costs (note 11 – including Project Courtleigh)	<b>137,790</b>	164,636
		<b>146,501</b>	<b>182,542</b>
	Project Courtleigh costs have increased and are as shown in note 11		
<b>8</b>	<b>Activities undertaken directly (see note 6)</b>	<b>2020</b>	<b>2019</b>
		<b>£</b>	<b>£</b>
	Other costs relating to IED comprise:		
	Journal publishing costs	<b>61,500</b>	60,517
	Postage re-allocated to journal publishing	<b>7,893</b>	6,248
	University accreditation costs	<b>64</b>	4,674
		<b>69,457</b>	<b>71,439</b>
<b>9</b>	<b>Grants payable</b>	<b>2020</b>	<b>2019</b>
		<b>£</b>	<b>£</b>
	IED	<b>643</b>	591

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# THE INSTITUTION OF ENGINEERING DESIGNERS

## NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

### 10 Support costs (see note 11 for detail)

	IED £	Benevolent Fund £	Total 2020 £	Total 2019 £
Administration (including Project Courtleigh)	89,378	-	89,378	131,811
Staff costs	129,983	-	129,983	129,868
Depreciation	2,879	-	2,879	3,865
	<u>222,240</u>	<u>-</u>	<u>222,240</u>	<u>265,544</u>

### 11 Support Costs – allocation

Description	Costs of Generating Voluntary Income Percentage	Investment Management Costs	Governance Costs	Educational Schemes	Journal
	62.00%	0.50%	1.50%	27.00%	9.00%
	£	£	£	£	£
Accountancy fees	3,333	27	81	1,452	483
Bank charges	5,425	44	131	2,363	787
Computer equipment depreciation	1,785	14	43	777	260
Computer expenses/IT support	4,618	37	112	2,011	670
Employer's National Insurance	3,886	31	94	1,692	565
Employer's pension contributions	1,994	16	48	868	290
Equipment hire	-	-	-	-	-
Equipment maintenance	520	4	13	226	75
Furlough grant	(1,719)	(14)	(42)	(749)	(249)
Fixtures & fitting depreciation	-	-	-	-	-
General expenses	267	2	7	117	38
Insurance	2,132	17	52	928	309
Interest payable	-	-	-	-	-
Irrecoverable VAT under Partial	4,999	40	121	2,177	726
Legal & professional fees	1,246	10	30	543	181
Light & heat	7,330	59	177	3,192	1,065
Office refreshments	112	1	3	49	15
Postage	7,123	57	172	3,102	1,035
Postage re-allocated to journal	(4,894)	(39)	(118)	(2,131)	(711)
Printing & stationery	1,308	10	32	570	190
Project Courtleigh	5,931	48	143	2,583	861
Property maintenance	12,288	99	297	5,351	1,784
Rates & water	1,058	9	26	460	153
Staff training	-	-	-	-	-
Subscriptions payable	1,830	15	44	797	266
Telephone	789	6	19	343	115
Wages & salaries	76,429	616	1,849	33,283	11,095
<b>Total</b>	<u>137,790</u>	<u>1,109</u>	<u>3,334</u>	<u>60,004</u>	<u>20,003</u>

Continued on next page

# THE INSTITUTION OF ENGINEERING DESIGNERS

## NOTES TO THE ACCOUNTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2020

#### 11 Support Costs – total

Description	Total	Total
	2020	2019
	£	£
Accountancy fees	5,376	3,774
Bank charges	8,750	8,080
Computer equipment depreciation	2,879	2,879
Computer expenses/IT support	7,448	7,637
Employer's National Insurance	6,268	6,906
Employer's pension contributions	3,216	1,920
Equipment hire	-	1,712
Equipment maintenance	838	2,876
Fixtures & fitting depreciation	-	986
Furlough grant	(2,773)	-
General expenses	431	64
Insurance	3,438	3,194
Interest payable	-	881
Irrecoverable VAT under Partial Exemption rules	8,063	11,028
Legal & professional fees	2,010	5,182
Light & heat	11,823	11,753
Office refreshments	180	242
Postage	11,489	8,302
Postage re-allocated to journal publishing	(7,893)	(6,248)
Printing & stationery	2,110	3,676
Project Courtleigh	9,566	44,328
Property maintenance	19,819	20,023
Rates & water	1,706	1,715
Staff training	-	64
Subscriptions payable	2,952	1,585
Telephone	1,272	1,943
Wages & salaries	123,272	121,042
<b>Total</b>	<b>222,240</b>	<b>265,544</b>

#### 12 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year, but were reimbursed a total of £672 for expenses (2019: £3,411). This included £nil (2019: £730) in relation to accreditation expenditure, £23 (2019: £406) for interview expenses and the remainder £649 (2019: £2,275) was for other expenditure.

Trustees loaned a total of £30,000 (2019: £65,000) to the charity during the year as short-term working capital. Loan interest at 2.95% per month was payable on the loans. The loans have been fully repaid during 2021. No other related party transactions took place during the year.



# THE INSTITUTION OF ENGINEERING DESIGNERS

## NOTES TO THE ACCOUNTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2020

#### 13 Employees

##### Staff Costs

	2020 £	2019 £
Wages and salaries	123,272	121,042
Furlough grant	(2,773)	-
Employer's National Insurance contributions	6,268	6,906
Pension costs	3,216	1,920
	<u>129,983</u>	<u>129,868</u>

There were no employees whose annual remuneration was £60,000 or more.

The average monthly number of employees during the year was 7 (2019: 7).

#### 14 Tangible fixed assets

	Land and buildings £	Computer Equipment £	Fixtures and Fittings £	Total £
<b>Cost</b>				
At 1 January 2020	518,498	17,699	6,655	542,852
Additions	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>At 31 December 2020</b>	<u>518,498</u>	<u>17,699</u>	<u>6,655</u>	<u>542,852</u>
<b>Depreciation</b>				
At 1 January 2020	37,742	13,689	6,655	58,086
Charge for the year	<u>-</u>	<u>2,879</u>	<u>-</u>	<u>2,879</u>
<b>At 31 December 2020</b>	<u>37,742</u>	<u>16,568</u>	<u>6,655</u>	<u>60,965</u>
<b>Net book value</b>				
<b>At 31 December 2020</b>	<u>480,756</u>	<u>1,131</u>	<u>-</u>	<u>481,887</u>
At 31 December 2019	<u>480,756</u>	<u>4,010</u>	<u>-</u>	<u>484,766</u>

Included in land and buildings is freehold land of £165,000 (2019: £165,000).

#### 15 Debtors

	2020 £	2019 £
Trade debtors	3,186	9,315
Other debtors	1,540	6,939
Prepayments	493	-
	<u>5,219</u>	<u>16,254</u>

# THE INSTITUTION OF ENGINEERING DESIGNERS

## NOTES TO THE ACCOUNTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2020

16	Creditors: amounts falling due within one year	2020	2019
		£	£
	Bank overdraft	32,276	64,882
	Trade creditors	13,877	3,707
	Other creditors	19,567	20,050
	Engineering Council	44,290	31,392
	Loans from Trustees	30,000	65,000
	Bounce-back loan (Coronavirus support)	50,000	-
	Other taxes and social security costs	2,615	2,463
	Accruals	3,000	3,000
	Deferred income	-	-
		<u>195,625</u>	<u>190,494</u>

The bank overdraft is secured by a fixed charge over the freehold property.

### 17 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds			Balance at 31 December 2020
	Balance at 1 January 2020	Net movement	Transfer	
	£	£	£	£
Benevolent Fund	16,907	(1,657)	-	15,250
	<u>16,907</u>	<u>(1,657)</u>	<u>-</u>	<u>15,250</u>

Benevolent Fund – funded by donations from members and used to pay direct grants or, where specifically approved by Council, annual subscriptions on behalf of applicant members who otherwise cannot afford to retain their membership.

### 18 Analysis of net assets between funds

	Unrestricted	Restricted	Total
	£	£	£
Fund balances at 31 December 2020 are represented by:			
Tangible fixed assets	481,887	-	481,887
Current assets	20,759	15,250	36,009
Creditors: amounts falling due within one year	(195,625)	-	(195,625)
	<u>307,021</u>	<u>15,250</u>	<u>322,271</u>

# THE INSTITUTION OF ENGINEERING DESIGNERS

## NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

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### Detailed Income and Expenditure account

	2020	2019
	£	£
<b>Income</b>		
<b>Incoming resources from generated funds</b>		
Donations and gifts	106	92
Gift Aid	20,617	20,154
Members joining fees	8,513	13,530
Sponsorship and commissions (accreditation)	3,340	16,556
Subscriptions & fee income from members	214,298	206,575
	<u>246,874</u>	<u>256,907</u>
<b>Activities for generating funds</b>		
Journal advertising and non-member subscriptions	6,340	4,132
Rental income, room hire charges & sundry income	20,395	23,836
	<u>26,735</u>	<u>27,968</u>
<b>Investment income</b>		
Bank and building society interest	-	20
<b>Incoming resources from charitable activities</b>		
Seminar and course income	7,294	17,870
	<u>280,903</u>	<u>302,765</u>
<b>Total Income</b>		
	<u>280,903</u>	<u>302,765</u>
<b>Expenditure</b>		
<b>Costs of generating funds</b>		
AGM/EGM expenses	200	3,617
Branch expenses reimbursed	68	174
Councillor expenses	726	3,411
Exhibitions costs	-	229
(Increase)/decrease in stock	-	1,582
Marketing & promotions	5,000	-
New members expenses	1,545	3,140
Secretariat expenses	1,172	5,753
	<u>8,083</u>	<u>17,906</u>

# THE INSTITUTION OF ENGINEERING DESIGNERS

## NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

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### Detailed Income and Expenditure account

#### Charitable activities

Journal publishing costs	61,500	66,765
University accreditation	64	4,674
	<hr/>	<hr/>
	61,564	71,439
Grants provided	643	591
	<hr/>	<hr/>
	62,207	72,030

#### Other resources expended (restricted)

Benevolent Fund	1,657	1,540
	<hr/>	<hr/>
	1,657	1,540

#### Support costs

Accountancy fees	5,376	3,774
Bank charges	8,750	8,080
Computer equipment depreciation	2,879	2,879
Computer expenses/IT support	7,448	7,637
Employer's National Insurance	6,268	6,906
Employer's pension contributions	3,216	1,920
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Fixtures & fitting depreciation	-	986
Furlough grant	(2,773)	-
General expenses	431	64
Insurance	3,438	3,194
Interest payable	-	881
Irrecoverable VAT under Partial Exemption rules	8,063	11,028
Legal & professional fees	2,010	5,182
Light & heat	11,823	11,753
Office refreshments	180	242
Postage	11,489	8,302
Postage re-allocated to journal publishing	(7,893)	(6,248)
Printing & stationery	2,110	3,676
Project Courtleigh	9,566	44,328
Property maintenance	19,819	20,023
Rates & water	1,706	1,715
Staff training	-	64
Subscriptions payable	2,952	1,585
Telephone	1,272	1,943
Wages & salaries	123,272	121,042
	<hr/>	<hr/>
	222,240	265,544

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# THE INSTITUTION OF ENGINEERING DESIGNERS

## NOTES TO THE ACCOUNTS (CONTINUED)

**FOR THE YEAR ENDED 31 DECEMBER 2020**

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Detailed Income and Expenditure account ( <i>continued</i> )		
Total expenditure	<u>301,931</u>	<u>357,020</u>
Total movement in Funds	<u>(21,028)</u>	<u>(54,255)</u>