

Company No. 00648041
Charity No. 257303

THE INSTITUTION OF AGRICULTURAL ENGINEERS

(LIMITED BY GUARANTEE)

REPORT AND FINANCIAL STATEMENTS

31ST DECEMBER 2017

Landers Accountants Ltd
Church View Chambers
38 Market Square
Toddington
Dunstable
Bedfordshire
LU5 6BS

THE INSTITUTION OF AGRICULTURAL ENGINEERS

(LIMITED BY GUARANTEE)

YEAR ENDED 31ST DECEMBER 2017

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THE INSTITUTION OF AGRICULTURAL ENGINEERS

(LIMITED BY GUARANTEE)

COMPANY INFORMATION

TRUSTEES	Dr R J Merrall Mr A C Newbold Prof M G Kibblewhite Mr P N Leech Mr S C Constable Prof R J Rickson Dr M Moore Dr E D Chesmore Mr M StJ Carr-West Mr I Sumpter
PRESIDENT	Dr R J Merrall
SECRETARY	Mr A J Taylor
COMPANY NUMBER	648041 (England and Wales)
REGISTERED CHARITY	257303
REGISTERED OFFICE	The Bullock Building (BLDG 53) University Way Cranfield Bedfordshire MK43 0GH
INDEPENDENT EXAMINER	Landers Accountants Ltd Church View Chambers 38 Market Square Toddington Bedfordshire LU5 6BS
BANKERS	HSBC 12 Allhallows Bedford Bedfordshire MK40 1LJ
INVESTMENT MANAGERS	Investec 30 Gresham Street London EC2 7QP

Aims and Objectives

In 2017, the remit of the Institution of Agricultural Engineers (IAgrE) was reviewed and the associated Memorandum and Articles of Association updated. Established in 1938 (as the Institution of British Agricultural Engineers), the overall aims of IAgrE was then, as it is now, to:

- Promote agricultural engineering as a profession.
- Direct and apply the sources of energy in Nature for the sustainable use and convenience of man in the adaptation and application of materials and mechanical methods for the best development of land use for agriculture, forestry and other purposes and
- Promote good practice in all applications of technology across the land based sector.

Prime objectives are all for the public benefit and, as ever, to continue with the drive to increase and broaden the membership base and raise the profile of IAgrE. Further information on the aims of the Institution are detailed in the Memorandum and Articles of Association which are published at www.iagre.org

Structure, Governance and Management

Structure

IAgrE is overseen by an Executive Committee whose members act as Trustees. These are also directors of the charity for the purposes of the Companies Act, and through this report, submit their annual report and the financial statements for the year ended 31 December 2017. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in 2005 in preparing the annual report and financial statements of the charity.

IAgrE is a charitable company (charity number 257303) limited by guarantee (company number 00648041) and is governed by a Memorandum and Articles of Association. The principal address and registered office of the charity is The Bullock Building, University Way, Cranfield, Bedford MK43 0GH.

IAgrE is regulated by both the Charities Commission and by Company Law. An Advisory Council assist in setting the overall direction and policy of the Institution. Council is elected by the corporate (voting) members of IAgrE. Operationally, IAgrE is run by its Chief Executive supported by the Executive Committee which is appointed annually at the Annual General Meeting (AGM) and is responsible for executive action on all including Finance and General Purposes.

Advisory Council

Advisory Council meetings take place three times a year and are used to discuss matters of strategic importance to IAgrE. These meetings are usually associated with a visit to key organisations within IAgrE's wider community. During 2017 these included a visit to Lincoln University and John Deere. Matters for discussion included the definition of Agricultural Engineering, growing IAgrE membership and future hot topics. Advisory Council meetings are used to record the ongoing activities of IAgrE branches.

Health and Safety

IAgrE provides a Health and Safety Policy document. This is updated regularly. All staff are routinely reminded of its existence.

Staff

Alastair Taylor is employed three days per week in the role of CEO and Secretary.

Alison Chapman, continues as Membership Secretary and is closely involved in supporting the Membership Committee.

Sarah McLeod provides Events and Conference/Branch/Group support, and manages the CPD audit as well as supporting Council & Executive.

Marion King, IAgrE's Communications Officer, continues to raise the profile of IAgrE through social networking on Facebook and Twitter, press releases and member-related copy for Landwards.

Sabrina Sumpter started in June 2017 to look after book keeping, the database and other projects and initiatives such as compliance with the General Data Protection Regulations (GDPR)

Elizabeth Stephens left IAgrE in July 2017 but continues to assist with the administration of the Douglas Bomford Trust (DBT), and the AgriFood Charities Partnership (AFCP).

Sally Wood left IAgrE in April 2017.

Risk Management

The Trustees are responsible for the management of risks faced by the Institution and seek early identification, evaluation and effective management and mitigation of key risks. Potential risks, impact and mitigation are identified by the IAgrE Secretary and are considered by Trustees at all Executive Committee meetings. The principal risks identified are:

- Business interruption as a consequence of loss of key staff, office and records, and/or premises lease amendment.
- Loss of membership and/or loss of income from substantial decrease in membership renewals.
- Information and Communication Technology (ICT) related issues such as a website crash and/or database failure.
- Loss of income streams such as Biosystems Engineering

Statement of disclosure to Independent Examiner

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. In so far as the trustees are aware:

- there is no relevant information of which the charitable company's independent examiner is unaware; and
- The trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the examiner is aware of that information.

The trustees also confirm that they have taken due regard to Charity Commission guidance on public benefit.

Trustees

The Trustees of IAgrE on the date of approval of the financial statements were:

Dr R J Merrall, President	Mr P N Leech, Hon Treasurer
Professor M G Kibblewhite	Mr A C Newbold
Mr S C Constable	Professor R J Rickson
Dr M Moore	Dr E D Chesmore
Mr M StJ Carr-West	Mr I Sumpter

Review of Activities

Overview

IAgrE continues to place emphasis on the five-year development plan and has made good progress in delivering the business objectives which, whilst maintaining the need to operate within Charities rules and best practice have been set against the following business development themes:

- Promoting the value and benefits of IAgrE membership.
- Ensuring that the Engineering Council and Society for the Environment licences are maintained.
- Continuing to develop new business activities and income streams.
- Increasing the IAgrE profile with other institutions and stakeholders so that IAgrE is viewed as being influential, with good quality intelligence and intellectual capital.

Strategic Developments

Throughout 2017, the IAgrE website was enhanced and improved in a move to create more accessible and more visual information. A new membership records system was introduced and allows better integration with website functions and links to industry standard security measures for on-line payments.

Going forwards, IAgrE will be introducing access to more technical information and is seeking to create more active specialist groups and branches which draw on the enthusiasm and expertise of members, including those from new branches of the Agricultural Engineering discipline.

The IAgrE Memorandum and Articles of Association, and related regulations and committee structures have been subject to a thorough review and were approved at an Extraordinary General Meeting in April 2017. The aim of this activity is to improve accessibility and language and to ensure that all current rules and legislation is met.

The IAgrE objectives as set out in the original Memorandum of Association remain largely unchanged with only minor updates to language and content to meet the twenty first century language and rules associated with Professional Engineering Institutions. Work has been undertaken to ensure that the multi-disciplinary aspects of Agricultural Engineering are properly represented.

The Articles of Association have been simplified and meet the requirements of Companies House rules and regulations. These now allow for alternative forms of communication, attendance at meetings and the issue of proxy votes where necessary. They also clarify the specific roles of the IAgrE Executive Committee as trustees and the IAgrE Advisory Council. Some aspects previously listed as Articles of Association have become IAgrE regulations thus allowing for more frequent review. This review also considered institution grades of membership and introduced a new grade for Technicians and a new Affiliate grade for those people with an interest in the discipline.

In 2017 the sampling of IAgrE members Continuing Professional Development (CPD) records was introduced. This has necessitated a wide range of developments to promote CPD, establish recording systems, introduce sampling arrangements, and to agree feedback protocols. Successful use has been made of the Engineering Council "MyCareerPath" platform for recording and sampling members CPD. Those members chosen for the CPD sampling exercise have benefited from good quality feedback.

Considerable thought has been given to new institution members with a range of emerging strategic partners being engaged as a potential source. IAgrE continues to promote membership to students and those immediately out of university and college. A number of universities, colleges and machinery manufacturers have presented themselves for course accreditation during 2017 which has led to a busy schedule for the IAgrE Accreditation committee. All of this has given IAgrE an opportunity to promote membership and professional registration to a broader audience.

The Membership Committee continued to work effectively with good feedback from the Engineering Council liaison officer. An interim review of the IAgrE Membership and Assessment arrangements took place in Autumn 2017 with high levels of quality observed. Some minor changes have been made to various communications with new members to improve the clarity and consistency of information.

Data protection arrangements have been reviewed in line with the General Data Protection Regulations which are enforced from May 2018. Through this review, IAgrE has identified that it has a legitimate interest in recording data and communicating with members but has introduced and improved a range of procedures covering privacy, data breaches, and passwords. All changes have been communicated with members. The IAgrE Website has been improved accordingly.

The annual conference took place in November 2017 and focused on the challenge of de-carbonising agriculture. This conference was held at the Rothamsted Research Institute with speakers from a range of organisations including a tractor manufacturer and an insight into vertical farming in cities. Attendance was strong with much good feedback following the event.

In early 2017, IAgrE was commissioned by the Department of Business, Energy and Industrial Strategy (BEIS) to prepare a report on the question "What is the UK's capacity to capitalise upon engineering and manufacturing supply chain opportunities which will arise as Agri-Tech Systems develop?" This was well received and demonstrates how IAgrE has continued to build on relevant opportunities to raise the profile of Agricultural Engineering with the wider engineering and scientific community.

A new initiative led by the smaller institutions focuses on the twenty first century Professional Engineering institution (21st Century PEI). IAgrE have engaged with this initiative and attended meeting and events which focus on what needs to be done to make the engineering profession and professional registration more appealing to young people.

IAgrE continues to develop a productive working relationship with the Royal Academy of Engineering and is actively involved with a number of Academy initiatives. One of these is work with sub Saharan countries where Agricultural Engineering is acknowledged as an important discipline. As part of this, IAgrE is working with partners in sub Saharan Africa to help establish a new association to represent the discipline across a number of countries. This has involved travel to Ethiopia, Kenya and South Africa and helps to promote IAgrE to a wider audience.

Partnership working continues to be an important part of the IAgrE remit and in 2017, the Institution engaged with new universities and companies covering topics as diverse as Intellectual Property rights, developments at the Science Museum and work with the The Science and Technology Facilities Council (STFC) Food Network (SFN)

Services to Engineers

IAgrE continues to promote professionalism through the marketing of professional qualifications at all levels Engineering Technicians through to Chartered status. We continue to place strong emphasis on supporting Engineering UK and the Engineering Council (EngC). IAgrE sits on the Operational Group of the Engineering 4 Education (E4E) panel which is hosted by the Royal Academy of Engineering and works to inform education policy and practice by:

- initiating and contributing to policy debates
- providing decision-makers with high quality information and analysis
- ensuring that all learners are enabled to make connections across areas of learning that support an education for engineering
- highlighting the needs of future engineers and routes into engineering that are open to all

IAgrE receives many requests for contributions to a range of consultations led by the Royal Academy of Engineering and other national bodies. Where possible and relevant, IAgrE will commit resources to support these initiatives on behalf of the wider membership.

The Institution's interests continue to be represented via the "Group C" representative who reports back on matters relating to Engineering Council policy and standards. This is IAgrE's communications channel to and from Registrants. IAgrE is well represented on Engineering Council committees. Malcolm Carr-West is IAgrE's nominated EngC volunteer and sits on the Quality Assurance Committee and also acts as alternate to the IAgrE Chief Executive on the important EngTech Working Group.

Landbased Engineering Training and Education Committee

IAgrE continues to work closely with AEA and BAGMA through the Landbased Engineering Training and Education Committee (LE-TEC) to support apprenticeship development, careers promotion and the Landbased Technician Accreditation (LTA) scheme. In 2017, LE-TEC was established as a limited company with IAgrE as an equal partner on the board along with AEA and BAGMA.

A further review of the LTA scheme took place in 2017 with a new emphasis on training. The compulsory requirement for IAgrE membership and Engineering Technician registration was removed which frees up IAgrE to establish a more direct relationship with employers. After ten years as administrator of the LTA scheme, IAgrE decided not to continue with this with this being handed over to BAGMA in 2018. IAgrE continues to support and encourage LTA.

The Parloursafe scheme for milking equipment is now well established and is comparable to the LTA scheme with the only qualification in the sector being provided by Reaseheath College and Hartpury College which, in conjunction with Milking Equipment Association members, has developed a modular course covering the three Categories within the scheme.

The IAgrE Membership Committee oversees arrangements to ensure rigour and transparency of process of technician registration and Parloursafe matters relating to IAgrE membership, Engineering Council, and Society for the Environment registration.

Education

IAgrE continues to establish relationships with colleges and universities and provides talks and seminars as required. IAgrE membership (funded through the Douglas Bomford Trust) is afforded to students and pre-professionals following UK recognised qualifications in agricultural engineering and associated subjects.

Working with industry, IAgrE has supported the development of new apprenticeship programmes in Land-based Service Engineering at foundation and advanced levels now expanded to meet the requirements of the construction and plant sector. The launch of these apprenticeships remain a complex subject and it has taken all of 2017 for the details to be confirmed.

Society for the Environment

IAgrE continues to maintain a productive working relationship with SocEnv. The total number of Chartered Environmentalists nationally is in excess of 7000. IAgrE continues to recruit new Chartered Environmentalists. The IAgrE CEO and Professor Mark Kibblewhite represent IAgrE on the SocEnv Board of Directors. The IAgrE CEO sits on the Registration Authority of SocEnv.

Publications

The Publications Management Committee meets regularly to facilitate and monitor the development of all IAgrE publication activities.

Biosystems Engineering – IAgrE's scientific journal – continues to thrive with a further increase in electronic downloads. The Editorial team works hard to maintain the high quality of published papers. The number of papers submitted to Biosystems Engineering has grown significantly again during 2017 and now exceeds 1000 necessitating the need to review editorial resources.

The Biosystems Engineering editorial team comprises:

- Prof Bill Day (Editor-in-Chief)
- Dr Steve Parkin (Managing Editor)
- Dr Dvorlai Wulfsohn (Associate Editor)
- Dr John Gowing (Associate Editor)
- Dr Stavros Vougioukas (Associate Editor)

Biosystems Engineering forms an important component of IAgrE's portfolio. Income from the publishing contract with Elsevier was again in excess of the guaranteed sum. A substantially reduced on-line subscription to Biosystems Engineering is available to IAgrE members – a significant benefit to members. Limited free downloads are also available to members. During 2017 a number of special editions were produced. Income remains stable.

Chris Biddle continues to edit and produce the IAgrE member journal Landwards which is consistently well received. Regular pre-production meetings are held at the IAgrE Office with the Secretariat team in attendance. Feedback suggests that Landwards is meeting the needs of IAgrE members but this is always subject to review and improvement.

IAgrE is looking at its archive of materials, including those gifted when Silsoe Research Institute closed. Investigations are taking place to find a way of digitising these resources and making them more available to IAgrE members and wider partners with an interest in the Agricultural Engineering discipline.

Branches

Regional branches are active around the country although some of these do have difficulties maintaining a viable programme. These branches offer a useful range of events and meetings which are well received by members. A few areas continue to run without an effective Branch but every effort is made to accommodate members in these areas, by both including such members in adjacent groupings of by “special” events at or close to their geographical location.

Volunteers

Volunteers form the backbone of the IAgrE and are closely involved with the Executive Committee, Council, Branches, Specialist Groups, Membership, Training and Education, Publications Management and Awards Committees. These work well with Secretariat staff who work hard to secure more involvement from a wider group of membership volunteers.

Awards

The 2017 IAgrE Awards Ceremony was held during the Spring AGM at John Deere, Langar, Nottinghamshire

IAgrE Award of Merit

Duncan Russell, MIAgrE

IAgrE Award for Contribution to Landbased Industries

David White, CEng MIAgrE

Caroline Drummond LEAF

Michael Dwyer Memorial Prize

Robin Carter, CEng MIAgrE - JCB

Jonathan Henry, AIAgrE – John Deere

Branch Meritorious Service Award

David Clare (Wrekin)

Nick Handy (Western)

Mike Sheldon (West Midlands)

David Wilks (East Midlands)

Johnson New Holland Award

Daniel Robertson, HAU “Experimental Studies into the benefits and drawbacks of vibrating a conventional winged subsoiler tine”

IAgrE Student Project Award

Philip Matthey - “Roto-8” (Coleg Sir Gar)

IAgrE Student Project Safety Award

Michael Mathias – “Trailer Brake adjustment alarm” (Coleg Sirgar)

Douglas Bomford Paper Award

Linus Opara, CEng MIAgrE

Malcolm Carr-West, CEng FIAgrE

Ivel Award

Witham Oil & Paint Ltd

The IAgrE British Guild of Agricultural Journalist Award, awarded for the best article/broadcast on the application of engineering within the landbased sector from a member of the Guild. The 2017 winner was Andrew Blake, writing for Tillage.

Technical Groups

It is clear that the most successful events are those that are issue driven. The success of Technical Groups tends to ebb and flow as the technical problems facing our sector also change. What is also clear is that with the combined threats of an ever rising population and climate change, issues affecting our sector will be increasingly in the public eye. The Forestry Engineering Group (FEG) was not able to recruit sufficient people for the annual autumn Symposium. A new group with an interest in the Internet of Things has been formed with further plans to establish a specialist group for Engineering for Food and Drink (EFD).

Events

IAgrE consistently puts on relevant events to a high standard. The Institution would not exist without these events and thanks are due to the largely volunteer organisers and planners. This year we started to attend several national events and plan more in 2018. IAgrE activities of note during the year included:

- LAMMA – Peterborough – January 2017
- Young Engineers Competition – April 2017
- AGM & Awards Event – John Deere – April 2017
- Cereals – June 2017
- IAgrE Landwards Conference – Decarbonising Agriculture – Rothamsted – November 2017

Membership and Registration Numbers

IAgrE exists as an organisation in order to offer professional qualifications, not only because it has licences from the EngC and SocEnv to do so, but also as a professional organisation in its own right offering professional status via a suite of membership grades. To maintain this status, IAgrE has to be seen to have fair, rigorous and transparent procedures. These procedures are used by the IAgrE Membership Committee and audited by the IAgrE Internal Audit Panel. The efficient operation of these two groups is essential to the smooth running of IAgrE

The Internal Audit Panel reporting procedures ensure that Council and Executive are informed of outcomes. This Panel’s assistance in preparing for the regular re-licensing visits from the EngC and SocEnv is invaluable.

Membership numbers in 2017 remained generally constant compared to 2016 but with a slight decline identified. At the year-end, the breakdown of membership was as follows:

	2017	2016	Change
Hon Fellow*	16	16	0
Fellow*	134	141	-7
Member*	613	649	-36
Associate Member*	399	440	-41
Technician	2	N/A	+2
Affiliate	182	215	-33
Pre-professional	784	630	+154
Student (DBT)	<u>686</u>	<u>817</u>	<u>-131</u>
Totals	<u>2816</u>	<u>2908</u>	<u>-92</u>

* Corporate Members.

There are a significant percentage of Corporate Members (Member, Fellow, Hon Fellow) registered through the EC. The breakdown of registrants is shown below:

	2017	2016	Change
Chartered Engineer	228	228	0
Incorporated Engineer	157	171	-14
Engineering Technician	<u>310</u>	<u>323</u>	<u>-13</u>
Totals	<u>695</u>	<u>722</u>	<u>-27</u>

IAgrE faces the challenge of persuading its existing qualifying members to submit applications although there was an upturn in applications towards the end of 2016. Current CEnv registrations through IAgrE are:

	2017	2016	Change
Chartered Environmentalist	130	139	-9

Financial Review

Results

The Statement of Financial Activities (SOFA) for the year is set out on page 9 of the financial statements. The surplus for the year, including gains on investments is £86,022 which represents a substantial increase when compared to the 2016 figure of £64,009. Charitable income has increased from £364,540 in 2016 to £372,841 in 2017 mainly due to an increase in project income. All other sources of income are largely unchanged.

The resources expended in 2017 were £333,891, a decrease of £11,244 compared with 2016. This decrease is mainly due to a significant amount of expenditure last year in relation to website and database development.

The results for the year to December 2017 show an operating surplus of £38,951 compared with a surplus of £19,405 in 2016. This increase is largely due to the decreased expenditure in the year, mainly in relation to website and database development as mentioned previously.

On 31 December 2017, total investments stood at £739,655. Realised gains on investment assets in 2017 are £16,544. Unrealised gains are £30,527 in 2017.

Reserves and Investments Policy

The Trustees continues to monitor and review IAgrE's need for reserves, and associated investments, in line with the guidance issued by the Charity Commission.

The financial reserves have been set aside over the years to provide financial stability, business continuity, and the means for the development of IAgrE's principal activities as defined in the Memorandum and Articles of Association. Total reserves (£1,011,556) have historically been maintained at a level that is at least equivalent to one year's budgeted expenditure.

Part of the total reserve is held as Designated Funds. A Building Fund for the replacement of the Secretariat building stands at £380,000. The IAgrE lease with Cranfield University runs to 2056 and, whilst there is no plan to move from Cranfield in the foreseeable future, it is considered prudent to continue to allocate reserves, whilst circumstances allow, against possible future building purchases.

Annual IAgrE budgets are set to break even, with exceptional expenditure authorised from reserves from time to time. Reserves are utilised for the benefit of the whole membership at Council's discretion.

Summarised Financial Statements

Summarised financial statements are shown on pages 7 and 8 of the IAgrE Annual Report and Summary Accounts. These are extracted from pages 9 and 10 of the full statutory Trustees Report and Financial Statements of the Institution of Agricultural Engineers which were approved by the Executive Trustees on 24 May 2018. The full financial statements, on which Landers Accountants Ltd gave an unqualified independent examiners report on 29 May 2018 will be submitted to the Charity Commission and Companies House.

The reporting accountants have confirmed to the Trustees that, in their opinion, the financial statements are consistent with the financial records held by the IAgrE secretariat for the year ended 31 December 2017.

Further Information

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

These summarised financial statements may not contain sufficient information to gain a complete understanding of the financial affairs of the charity. The full statutory Trustees Report and Financial Statements and reporting accountants report may be obtained from the IAgrE Secretariat:

*Institution of Agricultural Engineers
The Bullock Building, University Way, Cranfield, Bedford
MK43 0GH*

Looking Forward

In 2018, the Institution of Agricultural Engineers intends to meet its keys aims by:

- Allocate financial reserves for membership support and growth with a view to, at first, maintaining membership numbers, and in the future increasing this number.
- Review and improve communications arrangements with members and stakeholders in order that they receive more timely and relevant information.
- Review secretariat roles and responsibilities with a view securing a more reliable office and support mechanism for members.
- Implement revised terms of reference for the Advisory Council and new Professional Development Committee.
- Continue to offer a diverse range of training and development opportunities for members including physical meetings and on-line access
- Continue to sample members CPD and provide feedback on its quality and impact linked to the ongoing promotion of mentoring and registration opportunities.
- Introduce a new information source for members allowing them to access establishes and new sources of technical information.
- Investigate the digitisation of the IAgrE archive in order that members and stakeholder can access this valuable resource.
- Establish a mechanism for obtain better representation, engagement and contribution from younger and more diverse members through ongoing participation in the 21st Century PEI initiative.
- Develop and renew relationships with new and existing university and education partners and continue to promote Academic and Commercial membership.
- Continuing to work with industry partners and stakeholders to promote careers in the agricultural engineering industry.
- Develop new relationships with machinery dealerships in order that a greater number of technicians benefit from being professionally recognised.
- Continue to establish relationships with the Agritech industry to act as a conduit for learning and knowledge as they relate to research and innovation.

R J Merrall, President

P N Leech, Hon Treasurer




**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
THE INSTITUTION OF AGRICULTURAL ENGINEERS
(LIMITED BY GUARANTEE)**

We report on the accounts of the company for the year ended 31 December 2017 which are set out on pages 9-21.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The 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 we are qualified to undertake the examination by being a qualified member of The Institute of Chartered Accountants in England and Wales.

Having satisfied ourselves that the charity is not subject to an audit under company law and is eligible for independent examination, it is our responsibility to:

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

Basis of independent examiner's statement

My examination was carried out in accordance with 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 REPORT TO THE TRUSTEES
OF THE INSTITUTION OF AGRICULTURAL ENGINEERS**

(LIMITED BY GUARANTEE)
(Continued)

Independent examiner's statement

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

1 which gives us reasonable cause to believe that, in any material respect, the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Martin Matthews
LANDERS ACCOUNTANTS LTD
Chartered Accountants
Registered Auditors
Church View Chambers
38 Market Square
Toddington
Bedfordshire
LU5 6BS

THE INSTITUTION OF AGRICULTURAL ENGINEERS
(LIMITED BY GUARANTEE)
(Company registration number 00648041)
STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME & EXPENDITURE ACCOUNT)
YEAR ENDED 31ST DECEMBER 2017

	Notes	Unrestricted Funds 2017 £	Restricted Funds 2017 £	Total Funds 2017 £	Total Funds 2016 £
Incoming resources					
Incoming resources from generated funds:					
Voluntary income:					
Donations	3	609	-	609	120
Activities for generating funds:					
Other income	4	3,542	-	3,542	3,798
Investment income	6	24,839	-	24,839	24,063
Incoming resources from charitable activities:					
	5				
Members' subscriptions and fees		136,861	-	136,861	137,770
Affiliated organisations		4,675	-	4,675	3,920
Income from publications		187,079	-	187,079	184,568
Income from projects		9,100	-	9,100	
Landbased Technician Accreditation scheme		4,971	-	4,971	5,729
Net conference income		1,165	-	1,165	4,572
Total incoming resources		372,841	-	372,841	364,540
Resources expended					
Costs of generating funds:					
Investment management costs	7	5,663	-	5,663	4,391
Costs of charitable activities	7	305,216	-	305,216	324,085
Governance costs	7	23,012	-	23,012	16,659
Total resources expended		333,891	-	333,891	345,135
Net incoming resources before other recognised gains		38,951	-	38,951	19,405
Other recognised gains					
Realised gains / (losses) on investment assets		16,544	-	16,544	1,304
Net income for the year		55,495	-	55,495	20,709
Unrealised gains / (losses) on investment assets		30,527	-	30,527	43,300
Net movement in funds		86,022	-	86,022	64,009
Reconciliation of funds					
Total funds brought forward		925,534	-	925,534	861,525
Total funds carried forward		1,011,556	-	1,011,556	925,534

The notes on pages 12 to 21 form part of these financial statements.

THE INSTITUTION OF AGRICULTURAL ENGINEERS
(LIMITED BY GUARANTEE)
(Company registration number 00648041)
BALANCE SHEET
31ST DECEMBER 2017

		2017		2016	
	Notes	£	£	£	£
Fixed assets					
Tangible assets	11	2,753		2,312	
Investments	12	<u>739,655</u>		<u>676,335</u>	
			742,408		678,647
Current assets					
Inventories	15	2,589		2,410	
Debtors	13	99,242		101,139	
Investments	18	203,816		200,989	
Cash at bank and in hand		<u>31,486</u>		<u>8,288</u>	
		337,133		312,826	
Creditors : Amounts falling due within one year	14	<u>(67,984)</u>		<u>(65,939)</u>	
Net current assets			<u>269,148</u>		<u>246,887</u>
Total assets less current liabilities			1,011,556		925,534
Net assets			<u><u>1,011,556</u></u>		<u><u>925,534</u></u>
Charity funds	21				
Unrestricted funds			779,211		734,498
Revaluation funds			232,345		191,036
Total charity funds			<u><u>1,011,556</u></u>		<u><u>925,534</u></u>

The notes on pages 12 to 21 form part of these financial statements.

THE INSTITUTION OF AGRICULTURAL ENGINEERS
(LIMITED BY GUARANTEE)
(Company registration number 00648041)
BALANCE SHEET (Continued)
31ST DECEMBER 2017

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2017.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2017 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Section 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the Board on 24 May 2018 and signed on its behalf.

.....
R J Merrall
President

.....
P N Leech
Honorary Treasurer

The notes on pages 12 to 21 form part of these financial statements.

THE INSTITUTION OF AGRICULTURAL ENGINEERS
(LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2017

1. Statutory information

The charity is a private company limited by guarantee, registered in England and Wales. The members of the company are the trustees named on page 1. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. Its registered office is The Bullock Building (BLDG 53), University Way, Cranfield, Bedfordshire, MK45 0GH.

2. Accounting policies

(i) Basis of accounting

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) 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, the Companies Act 2006 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.

(ii) Fund accounting

Unrestricted funds are available for use at the discretion of the directors in furtherance of the general objectives of the charity. Unrestricted funds include a revaluation reserve representing the restatement of investment assets at market values.

Designated funds are unrestricted funds earmarked by the directors for particular purposes.

(iii) Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of donations and is included in full in the Statement of Financial Activities when receivable.

Investment income is included when receivable.

Members' subscriptions and fees received in advance are deferred to the period to which they relate.

THE INSTITUTION OF AGRICULTURAL ENGINEERS
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NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2017

2. Accounting policies (cont.)

(iv) Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, which is reported separately in the total resources expended note.

Costs of generating funds comprise the costs incurred in managing the charity's fixed asset investments.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the independent review fees and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on a staff time basis.

(v) Fixed assets

Fixed assets (excluding investments) are stated at cost less accumulated depreciation. The costs of minor additions or those below £100 are not capitalised. Depreciation is provided using the straight line method at rates calculated to write off the cost of each asset over its expected useful life at the following rates:-

Furniture and Fittings	25%
Computer and Equipment	25%

(vi) Investments

Investments are recognised initially at fair value which is normally the transaction price excluding transaction costs. Subsequently, they are measured at fair value with changes recognised in 'net gains/(losses) on investments' in the SoFA if the shares are publicly traded or their fair value can otherwise be measured reliably.

Current asset investments are short term liquid investments and are held at fair value. These include cash on deposit and cash equivalents with a maturity of less than one year.

(vii) Debtors and creditors receivable/payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

(viii) Inventories

Inventories (also described as stock) is stated at the lower of cost and net realisable value.

Cost is the cost incurred in bringing each product to its present location and condition. Net realisable value is based on estimated selling price less further costs to be incurred to completion and disposal.

THE INSTITUTION OF AGRICULTURAL ENGINEERS
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NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2017

2. Accounting policies (cont.)

(ix) Foreign currencies

Assets and liabilities in foreign currencies are translated into sterling at the rates of exchange ruling at the balance sheet date. Transactions in foreign currencies are translated into sterling at the rate of exchange ruling at the date of the transaction. Exchange differences are taken into account in arriving at the net income for the year.

(x) Financial instruments

The trust only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

(xi) Going Concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

3. Income from donations and legacies

	Unrestricted	Restricted	2017	2016
	£	£	Total	Total
			£	£
Donations	609	-	609	120
	609	-	609	120

4. Other income

	Unrestricted	Restricted	2017	2016
	£	£	Total	Total
			£	£
EurAgEng secretariat	1,500	-	1,500	1,500
Process fees	973	-	973	620
Sundry sales	1,069	-	1,069	1,678
	3,542	-	3,542	3,798

THE INSTITUTION OF AGRICULTURAL ENGINEERS
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NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2017

5. Incoming resources from activities to further the charity's objectives

	Unrestricted	Restricted	2017 Total	2016 Total
	£	£	£	£
Members' subscriptions and fees	165,288	-	165,288	165,409
Less: Engineering Council fees	(16,035)	-	(16,035)	(15,769)
Society for the Environment fees	(6,276)	-	(6,276)	(6,290)
EurAgEng fees	(6,116)	-	(6,116)	(5,580)
	<u>136,861</u>		<u>136,861</u>	<u>137,770</u>
Affiliated organisations	4,675	-	4,675	3,920
Income from publications	187,079	-	187,079	184,568
Income from projects	9,100	-	9,100	-
Landbased Technician Accreditation scheme	4,971	-	4,971	5,729
Net conference income	1,165	-	1,165	4,572
	<u>343,851</u>	<u>-</u>	<u>343,851</u>	<u>336,559</u>

Income from publications includes guaranteed accrued income of £96,000, receivable in Spring 2018, arising from Biosystems Engineering.

6. Income from investments

	Unrestricted	Restricted	2017 Total	2016 Total
	£	£	£	£
Income from managed funds	24,839		24,839	24,063
	<u>24,839</u>	<u>-</u>	<u>24,839</u>	<u>24,063</u>

THE INSTITUTION OF AGRICULTURAL ENGINEERS
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NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2017

7. Total resources expended

	Investment income £	Members' subscriptions and fees £	Income from publications £	Governance £	2017 Total £	2016 Total £
Costs directly allocated to activities						
Staff costs		105,600		10,674	116,274	120,693
Accommodation and premises costs		5,911		311	6,222	6,708
Office/stationery costs		6,976		1,231	8,208	8,687
Computer costs and support		3,013			3,013	2,860
Bank charges		3,205			3,205	3,110
Independent reviewer's fees		-		2,300	2,300	2,300
Legal and professional costs		-		4,283	4,283	48
Depreciation		1,068			1,068	1,846
Costs associated with publications		24,745	78,665		103,410	107,416
LTA Project		3,547			3,547	5,357
Meetings and travel costs		6,666		2,883	9,549	9,203
Website and database development		-			0	22,632
Public relations and recruitment		21,532			21,532	18,119
Subscriptions to other organisations		8,688			8,688	2,353
Services to members		4,943			4,943	2,131
Merchandise		735			735	-
Prizes and awards		3,136			3,136	2,938
Irrecoverable VAT		1,569			1,569	3,351
Trustee Indemnity Insurance				473	473	463
Investment management costs	5,663				5,663	4,391
Bad debts written off		6,763			6,763	-
Gifts				858	858	
	5,663	208,099	78,665	23,012	315,439	324,606
Support costs allocated to activities						
Staff costs		13,824			13,824	15,547
Overheads		4,628			4,628	4,982
	-	18,452	-	-	18,452	20,529
	5,663	226,550	78,665	23,012	333,891	345,135

8. Independent examiner's remuneration

The independent examiner's remuneration amounts to an independent examination fee of £2,300 (2016 - £2,300) and other professional services of £4,090 (2016 - £nil).

THE INSTITUTION OF AGRICULTURAL ENGINEERS
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NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2017

9. Staff costs and numbers

Staff costs were as follows:

	2017	2016
	£	£
Wages and salaries	116,612	122,557
Social security costs	7,391	8,431
Employer's contribution to defined contribution pension schemes	4,661	5,252
Recruitment and training	1,434	
	<u>130,098</u>	<u>136,240</u>

No employee earned £60,000 per annum or more.

The average monthly head count was 4 (2016: 5) and the average monthly number of full-time equivalent employees (including casual and part-time) during the year were as follows:

	2017	2016
Membership services	2	2
Management and administration of the charity	2	2
	<u>4</u>	<u>4</u>

The company operates a defined contribution pension scheme. The cost during the year was £4,661 (2016: £5,252). The amount owed at the year end was £nil.

The defined contribution expense is allocated to unrestricted funds and to the charitable activities of the trust; members' subscriptions and fees, and governance.

10. Operating lease commitments

The total future minimum lease payments under non-cancellable operating leases are as follows:

	2017	2016
	£	£
The following operating lease payments are committed		
Later than one and not later than five years	520	937
Later than five years	3,864	3,743
	<u>4,384</u>	<u>4,680</u>

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NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2017

11. Tangible fixed assets

	Furniture & fittings	Computer & equipment	Software	Total
	£	£	£	£
Cost:				
At 1st January 2017	3,110	23,605	-	26,715
Additions	-	1,776		1,776
Disposals	-			-
At 31st December 2017	<u>3,110</u>	<u>25,381</u>	-	<u>28,491</u>
Depreciation:				
At 1st January 2017	3,108	21,295	-	24,403
Charge for Year	2	1,333		1,335
On disposal				-
At 31st December 2017	<u>3,110</u>	<u>22,628</u>	-	<u>25,738</u>
Net Book Value:				
At 31st December 2017	<u>-</u>	<u>2,753</u>	-	<u>2,753</u>
At 31st December 2016	<u>2</u>	<u>2,310</u>	-	<u>2,312</u>

12. Fixed asset investments

	2017	2016
	£	£
Quoted investments		
Market value 1st January 2017	676,335	615,699
Additions to investments at cost	171,593	73,855
Disposals at carrying value	(149,582)	(52,689)
Realised Gain on revaluation	16,544	1,304
Unrealised Gain on revaluation	30,527	43,300
Portfolio charges paid via investment funds	(5,762)	(5,134)
Market value 31st December 2017	<u>739,655</u>	<u>676,335</u>
Historic cost as at 31st December 2017	<u>558,281</u>	<u>525,421</u>

Investments are held in the following categories at the year end:

	Inside UK	Outside UK	2017	2016
	£	£	£	£
Properties	234,205		234,205	212,429
Unit Trusts	236,370	167,424	403,794	356,835
Fixed interest securities	38,923	6,976	45,899	51,007
Cash	28,293		28,293	39,607
Other investments	27,464		27,464	16,457
	<u>565,255</u>	<u>174,400</u>	<u>739,655</u>	<u>676,335</u>

The value of listed investments is determined by reference to the quoted price for identical assets in an active market at the balance sheet date.

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NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2016

13. Debtors

	2017	2016
	£	£
Membership and journal debtors	-	1,971
Other debtors	97,237	97,207
Prepayments	2,005	1,961
	<u>99,242</u>	<u>101,139</u>

14. Creditors: amounts falling due within one year

	2017	2016
	£	£
Creditors	7,405	26,984
Deferred income	27,567	27,888
Tax and social security	3,679	1,477
Accruals	29,334	9,590
	<u>67,984</u>	<u>65,939</u>

15. Inventories

	2017	2016
	£	£
Postage	208	85
Stationery	715	715
Ties	106	50
Printing	1,560	1,560
	<u>2,589</u>	<u>2,410</u>

16. Analysis of net assets between funds

	General funds	Designated funds	Revaluation funds	Restricted funds	Total funds
	£	£		£	£
Tangible fixed assets	2,753				2,753
Investments	122,812	384,498	232,345		739,655
Current assets	337,133				337,133
Current liabilities	(67,984)				(67,984)
Net assets at 31st December 2016	<u>394,714</u>	<u>384,498</u>	<u>232,345</u>	<u>-</u>	<u>1,011,557</u>

17. Trustees' and key management personnel remuneration and expenses

The trustees neither received nor waived any remuneration during the year (2016: £Nil).

The total amount of remuneration received by key management personnel was £50,299 (2016 - £62,877).

The Trust considers its key management personnel comprise of Alastair Taylor and Elizabeth Stephens up until 30th June 2017

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NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2016

18. Current asset investments

	2017	2016
	£	£
Short term deposits	203,816	200,989
	<u>203,816</u>	<u>200,989</u>

Short term deposits consist of one bond of £50,000, which has an original maturity of one year, and an interest rate of 1.5%. The remainder of the balance is in savings accounts at the year end.

19. Financial instruments

The carrying amounts of the charity's financial instruments are as follows:

	2017	2016
	£	£
Financial assets		
Measured at fair value through net income/expenditure:		
- Fixed asset listed investments (note 12)	739,655	676,335
Debt instruments measured at amortised cost:		
- Short term deposits (note 18)	203,816	200,989
	<u>943,471</u>	<u>877,324</u>

The income, expenses, net gains, and net losses attributable to the charity's financial instruments are summarised as follows:

	2017	2016
	£	£
Income and expense		
Financial assets measured at fair value through net income/expenditure	16,313	16,776
Financial assets measured at amortised cost	1,255	2,896
Net gains and losses (including changes in fair value)		
Financial assets measured at fair value through net income/expenditure	47,071	44,604

20. Deferred income

	2017	2016
	£	£
Subscriptions paid in advance	27,567	27,888
	<u>27,567</u>	<u>27,888</u>

Income has been deferred to recognise subscription receipts in line with the period to which they relate.

THE INSTITUTION OF AGRICULTURAL ENGINEERS
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NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2017

21. Movements in funds

	At 1 Jan 2017	Incoming resources (inc. gains)	Outgoing resources (inc. losses)	Transfers	At 31 Dec 2017
Unrestricted funds:					
Designated building fund	360,000			20,000	380,000
Designated memorial fund	4,498		-		4,498
Revaluation fund	191,036	47,071	(5,762)		232,345
General funds	370,000	372,841	(328,129)	(20,000)	394,713
Total unrestricted funds	<u>925,534</u>	<u>419,912</u>	<u>(333,891)</u>	-	<u>1,011,556</u>
Total funds	<u>925,534</u>	<u>419,912</u>	<u>(333,891)</u>	-	<u>1,011,556</u>

Purposes of designated funds

Building fund: The directors have set aside funds towards the replacement of the Secretariat Building. An additional £20,000 has been transferred to the fund this year to bring the total to £380,000.

Memorial fund: This money has been set aside to fund an annual memorial award in memory of the late Dr M Dwyer, Institution of Agricultural Engineers President at the time of his death in 1997.

Revaluation reserve fund: The revaluation reserve fund is required by the Companies Act 2006 and represents the amount by which investments exceed their historical cost.

22. Directors' remuneration and related party transactions

Dr C S Parkin, Chairman of the Membership Committee until April 2016, and thus member of IAgRE Executive, is contracted as managing editor of Biosystems Engineering, the scientific journal owned and published by The Institution of Agricultural Engineers. Dr Parkin was appointed following an invitation to tender, and The Institution of Agricultural Engineer's Council is confident that this contract was in the best interests of The Institution of Agricultural Engineers. Dr Parkin did not participate in any council discussions relating to the management of Biosystems Engineering.

The total income from Biosystems Engineering for the year ended 31 December 2016 was £181,571 and the total expenditure relating to Biosystems Engineering in the same period was £76,763. Included within this expenditure was £32,319 paid to Dr C S Parkin (including £1,471 of expenses reimbursed on Biosystems Engineering business).

No other director received any remuneration during the year. Travel costs amounting to £2,864 (2016: £1,020) were reimbursed to four directors.

23. Controlling Party

The company is controlled by the board of Trustees.