

**CIBSE BENEVOLENT FUND TRUST**  
**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2019**

**CIBSE BENEVOLENT FUND TRUST**

**CONTENTS OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2019**

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**CIBSE BENEVOLENT FUND TRUST**

**REFERENCE ADMINISTRATION INFORMATION  
FOR THE YEAR ENDED 31 DECEMBER 2019**

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<b>TRUSTEES</b>	Mr D Wood (Chairman) G Manly (passed away May 2019) C Sealy E Simpson J Stocker J Mclean A Catchpole K Beecroft R Jennings A McWilliam
<b>REGISTERED OFFICE</b>	c/o Chartered Institution of Building Services Engineers Delta House 222 Balham High Road London SW12 9BS
<b>CHARITY NUMBER</b>	1115871
<b>AUDITOR</b>	BDO LLP Statutory Auditor 55 Baker Street London W1U 7EU
<b>PRINCIPAL BANKERS</b>	National Westminster Bank Croydon & South London Commercial Business Centre 3rd Floor Link House 4 Addiscombe Road Croydon CR0 5TT

## **CIBSE BENEVOLENT FUND TRUST**

### **TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2019**

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The Trustees present their annual report and accounts of the CIBSE Benevolent Fund Trust (the "Trust") for the year ended 31 December 2019.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Trust is governed by the Trust Deed dated 16 August 2005. The charity number is 1115871 and the Trust was registered with the Charity Commission on 21 August 2005.

The objectives of the Trust are the relief of persons who are in conditions of need, hardship or distress and who are members or former members of the Institution of Heating and Ventilating Engineers or of the Illuminating Engineering Society of Great Britain or of the Chartered Institution of Building Services Engineers (CIBSE) and the immediate dependants of such persons. Except in exceptional circumstances, support is normally only offered to those who have paid not less than three years' subscriptions to one or more of those institutions and to the dependants of such persons.

Assistance and all financial aid shall be at the discretion of the Board of Trustees who may delegate this responsibility to a Management Committee.

The Board of Trustees consists of at least seven Trustees and includes:

- two Trustees nominated by the Almoners;
- two Trustees nominated by the governing body of the Chartered Institution of Building Services Engineers, and
- the Hon Treasurer for the time being of the Chartered Institution of Building Services Engineers.

#### **ACHIEVEMENTS AND PERFORMANCE AND FINANCIAL REVIEW**

The Fund's income for 2019 was just over £62K, an increase of £1K on the previous year. Grant expenditure has increased by 6K mostly caused by the increase in ad-hock grant requests; these totalled 2K in 2018 but were 7.5k in 2019.

#### **ACTIVITIES IN THE YEAR**

Activity during the year showed an increase in grant payments, due to the increase in requests for one-off support as described above, although the overall number of beneficiaries did not increase.

#### **FUTURE PLANS**

It has been the view of the Trustees for some years that reductions in the number of individuals seeking support was unlikely to represent a long term trend. The increasing number of retired CIBSE members and an ageing population in general, combined with the uncertainties faced by many in respect of pension provision, lead the Trustees to conclude that more demand will emerge over time, although this not yet been apparent. The Trustees continue to seek opportunities to promote the work of the Fund, to generate income and to draw the attention of potential beneficiaries to the available support.

**CIBSE BENEVOLENT FUND TRUST**

**TRUSTEES' REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2019**

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**RISK MANAGEMENT**

A full review of the Trust's main areas of risks has been undertaken. This includes all health and safety policies and procedures. The Trustees are happy with the processes that have been established to mitigate these risks.

**RESERVES POLICY**

It is the policy of the Board of Trustees to maintain sufficient free reserves to generate sufficient investment income in order to continue to fulfil the objects of the Trust and to provide for future demands. Investment performance in 2019 was very positive, and the Trustees believe that sufficient funds are available to meet the needs of the Trust and of this reserves policy.

**STATEMENT OF TRUSTEES' RESPONSIBILITIES**

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

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Trust and of the incoming resources and application of resources of the Trust for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Trust will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Trust's transactions and disclose with reasonable accuracy at any time the financial position of the Fund and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Report) Regulations 2008 and the provisions of the Trust's 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.

Approved by the Board of Trustees on ..... and signed on its behalf by:

D Wood  
Trustee

## **CIBSE BENEVOLENT FUND TRUST**

### **INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF THE CIBSE BENEVOLENT FUND TRUST**

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#### **OPINION**

We have audited the financial statements of CIBSE Benevolent Fund Trust (the "charity") for the year ended 31 December 2019 which comprise the Statement of Financial Activities, the Statement of Financial Position, statement of cashflows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 December 2019 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

#### **BASIS FOR OPINION**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### **CONCLUSIONS RELATING TO GOING CONCERN**

We have nothing to report in respect of the following matters in which the ISAs (UK) require us to report to you where:

- the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate, or
- the Trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

#### **OTHER INFORMATION**

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The Trustees are responsible for the other information.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

## **CIBSE BENEVOLENT FUND TRUST**

### **INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE TRUSTEES OF THE CIBSE BENEVOLENT FUND TRUST**

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#### **OTHER INFORMATION (continued)**

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

#### **MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION**

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the Trustees' Annual Report; or
- adequate accounting records have not been kept by the Charity; or
- the Charity financial statements are not in agreement with the accounting records and returns;
- we have not received all the information and explanations we require for our audit.

#### **RESPONSIBILITIES OF TRUSTEES**

As explained more fully in the Trustees' responsibilities Statement set out on page 3 the Trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the Charity or to cease operations, or have no realistic alternative but to do so.

#### **AUDITOR'S RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS**

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs(UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

**CIBSE BENEVOLENT FUND TRUST**

**INDEPENDENT AUDITOR'S REPORT (CONTINUED)  
TO THE TRUSTEES OF THE CIBSE BENEVOLENT FUND TRUST**

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**AUDITOR'S RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS (continued)**

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Councils website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

**USE OF OUR REPORT**

This report is made solely to the Charity's Trustees, as a body, in accordance with the Charities Act 2011. Our audit work has been undertaken so that we might state to the Charity's Trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for our audit work, for this report, or for the opinions we have formed.

**Richard Willis (Senior Statutory Auditor)**

For and on behalf of BDO LLP, Statutory Auditor  
55 Baker Street  
London  
W1U 7EU

.....

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127).



**CIBSE BENEVOLENT FUND TRUST**

**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 DECEMBER 2019**

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	Note	2019 £	2018 £
<b>Income from:</b>			
Donations and legacies		39,172	39,152
Investments	2	22,921	22,402
Other trading activities		73	19
<b>Total income</b>		<u>62,166</u>	<u>61,573</u>
 <b>Expenditure on:</b>			
<b>Charitable activities</b>			
Grants to individuals in furtherance of the Charity's objectives	3	49,173	43,715
<b>Total expenditure</b>		<u>49,173</u>	<u>43,715</u>
 <b>Net income before gains on investments</b>			
		12,993	17,858
Net unrealised gains/(losses) on investments	4	115,051	(18,289)
<b>Net movement in funds</b>		128,044	(431)
<b>Fund balance bought forward</b>		<u>698,426</u>	<u>698,857</u>
<b>Fund balance carried forward</b>		<u>826,470</u>	<u>698,426</u>

All of the above results are derived from continuing activities.  
The notes on page 10 to 14 form part of these financial statements.

**CIBSE BENEVOLENT FUND TRUST**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT 31 DECEMBER 2019**

	Note	2019 £	2018 £
<b>Fixed assets</b>			
Investments	4	758,459	643,408
<b>Total fixed assets</b>		<u>758,459</u>	<u>643,408</u>
<b>Current assets</b>			
Short term deposits		85,198	70,525
Cash at bank and in hand		1,000	1,000
<b>Total current assets</b>		<u>86,198</u>	<u>71,525</u>
<b>Liabilities</b>			
Creditors: Amounts falling due within one year	5	(18,187)	(16,507)
<b>Net current assets</b>		<u>68,011</u>	<u>55,018</u>
<b>Net assets</b>		<u>826,470</u>	<u>698,426</u>
<b>Funds</b>			
Unrestricted funds	6	826,470	698,426
<b>Total funds</b>		<u>826,470</u>	<u>698,426</u>

Approved by the Board of Trustees and authorised for issue on ..... and signed on its behalf by:

\_\_\_\_\_  
D Wood  
Trustee

The notes on page 10 to 14 form part of these financial statements.

**CIBSE BENEVOLENT FUND TRUST**

**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 31 DECEMBER 2019**

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	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
<b>Cash flows from operating activities</b>		
Net movement in funds	128,044	(431)
Gains on investments	(115,051)	18,289
Dividends and interest from investments	(22,921)	(22,402)
Decrease/(Increase) in debtors	-	-
Increase/(Decrease) in creditors	1,680	(9,011)
Net cash (used in)/provided by operating activities	<u>(8,248)</u>	<u>(13,555)</u>
<b>Cash flows from investment activities</b>		
Dividend and interest received	<u>22,921</u>	<u>22,402</u>
<b>Net increase in cash and cash equivalents</b>	<b>14,673</b>	<b>8,847</b>
Cash and cash equivalents at beginning of the year	<u>71,525</u>	<u>62,678</u>
Cash and cash equivalents at end of the year	<u><u>86,198</u></u>	<u><u>71,525</u></u>
<b>Comprising:</b>		
Shot-term deposits	85,198	70,525
Cash at bank and in hand	1,000	1,000
	<u><u>86,198</u></u>	<u><u>71,525</u></u>

## CIBSE BENEVOLENT FUND TRUST

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

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#### 1 ACCOUNTING POLICIES

##### 1.1 Basis of preparation and going concern

The financial statements have been prepared under the historical cost convention. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair view' and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014 rather than the previous Statement of Recommended Practice: Accounting and Reporting by Charities which was effective from 1 April 2005 but which has since been withdrawn.

The Trust constitutes a public benefit entity as defined by FRS 102.

The Trustees consider that there are no material uncertainties about the Trust's ability to continue as a going concern.

##### 1.2 Income recognition

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Donations, are recognised when the Trust has been notified in writing of both the amount and settlement date.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Trust; this is normally upon notification of the interest paid or payable by the bank.

Income from investments is included in the Statement of Financial Activities when it is earned. This is when the Charity becomes entitled to the resource.

All income is attributable to unrestricted funds.

##### 1.3 Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure.

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure involving more than one category has been apportioned by the Trustees on a reasonable, justifiable and consistent basis, involving estimating proportions of time spent.

Provision has been made in the Statement of Financial Activities for all grants authorised by the Trustees during the year. The expense for the year is reduced by the cancellation of grants authorised but not subsequently required.

All expenditure is made from unrestricted funds.

**CIBSE BENEVOLENT FUND TRUST**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2019**

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**1 ACCOUNTING POLICIES (continued)**

**1.4 Investments**

Investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing market price. The Statement of Financial Activities includes the net gains and losses arising on revaluation and disposals throughout the year.

The Trust does not acquire put options, derivatives or other complex financial instruments.

**1.5 Realised gains and losses**

All gains and losses are taken to the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and their opening carrying value or their purchase value if acquired subsequently to the first day of the financial year.

Unrealised gains and losses are calculated as the difference between the fair value at the year-end and their carrying value. Realised and unrealised investment gains and losses are combined in the Statement of Financial Activities.

**1.6 Funds**

Unrestricted funds are the general funds of the charity, which may be used at the Trustees' discretion in accordance with the charitable objects.

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

Comparative amounts presented within the Statement of Financial Activities are all attributable to unrestricted funds.

**1.7 Judgements and key sources of estimation uncertainty**

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectation of future events that are believed to be reasonable under the circumstances. There are no estimates and assumptions that are considered to have significant risk of causing a material adjustment to the carrying amounts of assets and liabilities.

**CIBSE BENEVOLENT FUND TRUST**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2019**

**2 INVESTMENT INCOME**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Listed investments including Government Securities	22,769	22,325
Cash deposits	152	77
	22,921	22,402
	22,921	22,402

**3 ANALYSIS OF TOTAL EXPENDITURE**

	<b>Direct Grants</b>	<b>Travel</b>	<b>Other</b>	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Direct charitable expenditure</b>					
Grants to individuals	43,925	-	-	43,925	37,774
Governance costs	-	253	4,995	5,248	5,941
	43,925	253	4,995	49,173	43,715
	43,925	253	4,995	49,173	43,715

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
<b>Governance costs</b>		
Administrative fees	2,188	2,349
Audit fees	1,800	1,890
Trustees expenses and meeting costs	1,260	1,702
	5,248	5,941
	5,248	5,941

Direct grants were made during the year to 38 (2018: 46) individuals to assist with their welfare and financial needs.

Trustees are reimbursed for travelling and other expenses whilst engaged on or incurred in respect of the activities of the fund. During the year 6 Trustees (2018: 6) were reimbursed expenses totalling £1,036 (2018: £1,126).

The Charity considers its key management personnel to comprise of the Trustees only. No Trustees received any remuneration during the year (2018: nil).

**CIBSE BENEVOLENT FUND TRUST**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2019**

**4 INVESTMENTS**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Market value at start of the year	643,408	661,697
Net gains/(losses) on investments	115,051	(18,289)
	758,459	643,408
	758,459	643,408
Historical cost at the year end	458,864	458,864
	458,864	458,864

**5 CREDITORS: AMOUNTS DUE WITHIN ONE YEAR**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Amounts payable to CIBSE	16,297	14,317
Accruals	1,890	2,190
	18,187	16,507
	18,187	16,507

**6 ANALYSIS OF CHARITABLE FUNDS**

**Current Year**

	<b>Funds brought forward</b>	<b>Income</b>	<b>Expenditure</b>	<b>Funds carried forward</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Unrestricted funds	698,426	177,217	(49,173)	826,470
	698,426	177,217	(49,173)	826,470
	698,426	177,217	(49,173)	826,470

**Prior Year**

	<b>Funds brought forward</b>	<b>Income</b>	<b>Expenditure</b>	<b>Funds carried forward</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Unrestricted funds	698,857	61,573	(62,004)	698,426
	698,857	61,573	(62,004)	698,426
	698,857	61,573	(62,004)	698,426

**CIBSE BENEVOLENT FUND TRUST**

**NOTES TO THE FINANCIAL STATEMENT  
FOR THE YEAR ENDED 31 DECEMBER 2019**

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**7 RELATED PARTY TRANSACTIONS**

CIBSE is considered to be a related party to the Trust. During the year the following transactions occurred:

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Transfer of benevolent fund receipts	28,149	25,135
Transfer of administration fees	(1,750)	(1,750)
Transfer of expenses	(3,496)	(3,802)
Transfer of grants	(39,200)	(33,900)

At the end of the year, the Trust owed CIBSE £16,297 (2018: £14,317)

**8 POST BALANCE SHEET EVENTS**

Since the year end, the development of the Coronavirus (COVID-19) outbreak has had an unforeseen impact on the fund, along with all other organisations. The Benevolent Fund is following official UK government advice and has instituted home working and online meetings to replace face to face gatherings for the foreseeable future.

The Benevolent fund has stress tested its income and even with 100% reduction in income, considers sufficient liquid funds are available to meet its requirements for the foreseeable future.

The Benevolent fund has also considered operational aspects, and considers it has sufficient cover in critical operational areas to manage its activities.

Whilst the full effects of these changes are largely unknown, the financial impacts are being closely monitored by management. The Benevolent Fund benefits from receiving substantial donations early in the year. Significant liquid investments are also in place, and no significant threat to the continued operation of the fund is anticipated.