

Registered number: 719504

**THE INCORPORATED BENEVOLENT FUND OF THE INSTITUTION OF
GAS ENGINEERS AND MANAGERS**

(A company limited by guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2007

THE INCORPORATED BENEVOLENT FUND OF THE INSTITUTION OF GAS ENGINEERS AND MANAGERS

(A company limited by guarantee)

**LEGAL AND ADMINISTRATIVE INFORMATION
AS AT 31 DECEMBER 2007**

Members of the Management Committee	R Haddon G Davies R Murraray S Featherstone	President of the Institution of Gas Engineers and Managers Vice President of the Institution of Gas Engineers and Managers Vice-President and Honorary Secretary of the Institution of Gas Engineers and Past President of the Institution of Gas Engineers and Managers
District Section Representatives	G Winckles G Ng G Elliott N Lloyd-Jones D Cummings B Maclean D Hawke A Breen S Myles J Kiely R Davies P Cowen	Eastern Far East Irish Industrial Affiliates London & Southern Manchester & District Midlands North East & Yorkshire Scottish South West Manchester & District Young Persons Section
Ordinary members	C Taylor E Swindells	
Secretary	J Williams	
Company Number	719504	
Charity Number	214010	
Registered Office	Charnwood Wing Holywell Park Ashby Road Loughborough Leicestershire LE11 3GH	
Auditors	PKF (UK) LLP Pannell House 159 Charles Street Leicester LE1 1LD	

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Bankers

HSBC Bank plc
19 Grosvenor Place
Hyde Park Corner
London
SW1X 7AF

Solicitors

Harvey Ingram LLP
20 New Walk
Leicester
LE1 6TX

Investment Managers

HSBC Investment Management
78 St James' Street
London
SW1A 1HL

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THE INCORPORATED BENEVOLENT FUND OF THE INSTITUTION OF GAS ENGINEERS AND MANAGERS

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**TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2007**

The trustees present their report and the financial statements for the year ended 31 December 2007.

Objects of the charity

The principal activity of the company during the year was the provision of benevolent funds for both current members, past members and the dependents of both current and past members of the Institution of Gas Engineers and Managers.

Governance

The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. Under those Articles, the members of the Management Committee are elected at the AGM to serve a period of 1 year, subject to ratification at each AGM.

Members of the charitable company guarantee to contribute an amount not exceeding £1 to the assets of the charitable company in the event of winding up.

Organisation

Members of the management committee, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on the Legal and Administrative Information page of these financial statements.

The Trustee Board meets at least annually to review activities of the Fund. Trustees are the President, Past President, Senior Vice-President and Secretaries for each Section (or their representatives) as well as 4 ordinary corporate members of The Institution of Gas Engineers and Managers.

A report on The Incorporated Benevolent Fund activities is presented to each AGM of The Institution of Gas Engineers and Managers.

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**TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2007**

Trustees

The trustees who served during the year were:

R Haddon
G Davies
R Murrar
S Featherstone
G Winckles
G Ng
G Elliott
N Lloyd-Jones
D Cummings
B Maclean
D Hawke
A Breen
S Myles
J Kiely
R Davies
P Cowen
C Taylor
E Swindells

Achievements and performance

The Statement of Financial Activities for the year ended 31 December 2007 is set out on page 8.

Due to the nature and size of the company, there are no notable achievements to be reported.

The Fund had two direct recipients this year for grants towards medical procedures and pensions.

Financial review

The Benevolent Fund Income is derived from a number of sources. The accounts show these in some detail. The major area of income is from the investments of the company. These investments are held in government securities, equities and other loan stock and are professionally managed to maximise the income. Donations are received from individual members, Sections, Gas Associations and occasionally, legacies and other exceptional gifts.

The Management Committee wish to record their grateful thanks to all those people and organisations who support this Fund so generously. The Statement of Financial Activities shows a deficit after net investment gains of £7,467.

Income totalled £11,070 (2006 £10,296), with investment income increasing to £9,796 (2006 £7,825) and donations decreasing to £1,274 (2006 £2,471).

The restatement of investments to market value at the year end generated a loss of £9,682.

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**TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2007**

Future developments

Recent applications are currently being reviewed and Section representatives will continue to promote access to the fund and advise of any potential recipients.

The Committee are considering other activities, such as a Welfare Helpline facility, to use the fund for the benefit of members.

A review of the governing documents is also being undertaken to ensure optimum efficiency and full compliance.

Membership of the company

At 31 December 2007, the total membership of the Incorporated Benevolent Fund of the Institution of Gas Engineers and Managers was 128 (2006 - 171). The Committee of Management are keen to see more members, and would be pleased to receive donations at any time.

(*Members are so-called in accordance with the Articles of Association, Rules 2, 3 & 4, as being a subscriber or contributor to the Fund)

Reserves

General Fund

This is held as a buffer to ensure that activities are not interrupted in the event of a sudden loss of income or unexpected expenditure. Based upon current levels, the fund represents sufficient reserves to sustain expenditure over the coming years.

Grants policy

Payments are made at the discretion of the trustees who ensure compliance with the Fund's aims and objectives, as amended from time to time by the Charity Commissioners.

Risk Management

The Council of The Institution of Gas Engineers and Managers commissioned a formal risk assessment of the Institution's organisations and activities, which includes The Incorporated Benevolent Fund, and a risks register has been established to mitigate the risks identified. The Council actively reviews the major risks which the Institution faces on a regular basis.

Provision of information to auditors

So far as each of the trustees is aware at the time the report is approved:

- there is no relevant audit information of which the company's auditors are unaware, and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

The report of the trustees has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

**THE INCORPORATED BENEVOLENT FUND OF THE INSTITUTION OF GAS ENGINEERS AND
MANAGERS**

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**TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2007**

This report was approved by the board on 16 April 2008 and signed on its behalf.

A handwritten signature in black ink, appearing to read 'J Williams', with a long horizontal stroke extending to the right.

J Williams
Secretary

THE INCORPORATED BENEVOLENT FUND OF THE INSTITUTION OF GAS ENGINEERS AND MANAGERS

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**STATEMENT OF TRUSTEES' RESPONSIBILITIES
FOR THE YEAR ENDED 31 DECEMBER 2007**

The trustees are responsible for preparing the Annual report and the financial statements in accordance with applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required to 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, including its income and expenditure for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

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

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INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE INCORPORATED BENEVOLENT FUND OF THE INSTITUTION OF GAS ENGINEERS AND MANAGERS

We have audited the financial statements of The Incorporated Benevolent Fund of The Institution of Gas Engineers and Managers for the year ended 31 December 2007 which comprise the statement of financial activities, the balance sheet and the related notes. The financial statements have been prepared under the accounting policies set out therein.

This report is made solely to the company's members, as a body, in accordance with section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditors' 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 company and the company's members, as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

The trustees' responsibilities for preparing the annual report and the financial statements in accordance with applicable law and United Kingdom accounting standards ('United Kingdom Generally Accepted Accounting Practice') are set out in the statement of trustees' responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and have been properly prepared in accordance with the Companies Act 1985. We also report to you whether in our opinion the information given in the trustees' report is consistent with the financial statements.

In addition we report to you if, in our opinion, the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and other transactions is not disclosed.

We read the trustees' report and consider the implications for our report if we become aware of any apparent misstatements within it.

Basis of audit opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgments made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

THE INCORPORATED BENEVOLENT FUND OF THE INSTITUTION OF GAS ENGINEERS AND MANAGERS

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INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE INCORPORATED BENEVOLENT FUND OF THE INSTITUTION OF GAS ENGINEERS AND MANAGERS

Opinion

In our opinion:

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of the company's affairs as at 31 December 2007 and of its incoming resources and application of resources, for the year then ended;
- the financial statements have been properly prepared in accordance with the Companies Act 1985; and
- the information given in the directors' report is consistent with the financial statements.

PKF (UK) LLP

Registered auditors

Leicester, UK

Date: 30 April 2008

THE INCORPORATED BENEVOLENT FUND OF THE INSTITUTION OF GAS ENGINEERS AND MANAGERS

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**STATEMENT OF FINANCIAL ACTIVITIES
(incorporating the Income and Expenditure Account)
FOR THE YEAR ENDED 31 DECEMBER 2007**

	Note	2007 £	2006 £
INCOMING RESOURCES			
Voluntary income:			
Donations		1,274	2,471
Investment income		9,796	7,825
TOTAL INCOMING RESOURCES		11,070	10,296
RESOURCES EXPENDED			
Cost of Generating Funds:			
Investment management fees		394	399
Direct Charitable Expenditure:			
Grants	3	11,902	780
Sundry expenses		79	126
Administration charges		900	420
Governance costs:			
Audit and accountancy fees		1,300	1,500
TOTAL RESOURCES EXPENDED		14,575	3,225
NET (OUTGOING)/INCOMING RESOURCES FOR THE YEAR		(3,505)	7,071
OTHER RECOGNISED GAINS/(LOSSES)			
Unrealised (losses)/gains on revaluation of investments		(9,682)	17,580
Realised gains on sale of investments		5,720	1,874
		(3,962)	19,454
NET MOVEMENT IN FUNDS		(7,467)	26,525
FUND BALANCES BROUGHT FORWARD AT 1 JANUARY 2007		296,134	269,609
FUND BALANCE CARRIED FORWARD AT 31 DECEMBER 2007		288,667	296,134

The statement of financial activities includes gains and losses recognised in the year. All incoming resources and resources expended derive from continuing activities.

The notes on pages 10 to 13 form part of these financial statements.

THE INCORPORATED BENEVOLENT FUND OF THE INSTITUTION OF GAS ENGINEERS AND MANAGERS

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**BALANCE SHEET
AS AT 31 DECEMBER 2007**

	Note	£	2007 £	£	2006 £
FIXED ASSETS					
Investments	5		235,992		249,625
CURRENT ASSETS					
Debtors	6	439		440	
Short term investments		34,700		16,191	
Cash at bank		<u>18,785</u>		<u>31,378</u>	
		53,924		48,009	
CREDITORS: amounts falling due within one year	7		<u>(1,249)</u>	<u>(1,500)</u>	
NET CURRENT ASSETS			<u>52,675</u>		<u>46,509</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>288,667</u>		<u>296,134</u>
REPRESENTED BY					
Unrestricted fund			<u>288,667</u>		<u>296,134</u>
			<u>288,667</u>		<u>296,134</u>

The financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007).

The financial statements were approved and authorised for issue by the board and were signed on its behalf on 16 April 2008.



R Haddon
President

The notes on pages 10 to 13 form part of these financial statements.

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2007**

1. ACCOUNTING POLICIES

1.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention, as modified by the inclusion of fixed asset investments at market value. The financial statements have been prepared in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities (SORP 2005) issued in March 2005 and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007).

1.2 Taxation

The company is registered as a charity and as such exemption from income tax applies to the income arising from and expended on its charitable activities.

1.3 Investment income

Investment income is accounted for in the period in which the charity is entitled to receipt.

1.4 Donations

Donations are accounted for on a receivable basis.

1.5 Resources expended

Expenditure is recognised where a liability is incurred.

Charitable activities include expenditure associated with the objects of the charity and include direct costs and support costs related to these activities.

Governance costs include those costs incurred in the running of the charity, which relate to the general running of the charity as opposed to the direct management costs inherent in generating funds. These costs include costs relating to the audit of the financial statements.

Support costs have been allocated between charitable activities according to the income generated from each area.

1.6 Funds

Unrestricted general fund - these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

1.7 Investments

Investments are stated at market value as at the balance sheet date. Any gain or loss on valuation is taken to the Statement of Financial Activities.

1.8 Grants

Grants payable are accounted for when they are paid.

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2007**

2. NET (OUTGOING)/INCOMING RESOURCES

The net (outgoing)/incoming resource is stated after charging:

	2007 £	2006 £
Auditors' remuneration	<u>1,300</u>	<u>1,500</u>

During the year, no trustee received any emoluments (2006 - £NIL).

3. GRANTS PAYABLE

	2007 £	2006 £
Individual recipients	11,548	530
Section nominated recipients	354	250
	<u>11,902</u>	<u>780</u>

4. TAXATION

The charitable company is exempt from corporation tax on its charitable activities.

5. INVESTMENTS

	2007 £	2006 £
Market value at 1 January 2007	249,625	234,816
Additions	2,279	18,073
Disposals	(6,230)	(20,844)
Revaluation	(9,682)	17,580
Market value at 31 December 2007	<u>235,992</u>	<u>249,625</u>

	2007 £	2006 £
Historical cost at 31 December 2007	<u>182,919</u>	<u>185,630</u>

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2007**

The investments are split as follows:

	2007 £	2006 £
Fixed Interest (Gilt Edged)	26,398	24,541
UK Equities	144,537	153,603
Overseas Equities	48,464	54,848
Alternative Investment Market	16,593	16,633
	235,992	249,625

Holdings in excess of 5% of the total market value:

M & G Securities Limited: Charifund Inc -	- 27.98%
Schroders Charity: Charity Equity Inc	- 19.25%
Charities Aid Foundation: CAF UK Equity	- 9.57%
M & G Securities Limited: Charibond Inc	- 8.82%
Chariguard CIF Overseas Equity Inc	- 7.59%

6. DEBTORS

	2007 £	2006 £
Other debtors	439	440

**7. CREDITORS:
Amounts falling due within one year**

	2007 £	2006 £
Accruals and deferred income	1,249	1,500

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8. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted £
Investments	182,919
Current assets	53,924
Current liabilities	(1,249)
Cost value at 31 December 2007	<u>235,594</u>
Unrealised gains	53,073
Market value at 31 December 2007	<u><u>288,667</u></u>

9. TRANSACTIONS WITH RELATED PARTIES

The trustees only receive reimbursement for expenses actually incurred in attending meetings. Reimbursement is received through The Institution of Gas Engineers and Managers.

10. LEGAL STATUS OF THE CHARITY

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1.