

**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 2010

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

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**LEGAL AND ADMINISTRATIVE INFORMATION
AS AT 31 DECEMBER 2010**

Members of the Management Committee	G Davies	Past President of the Institution of Gas Engineers and Managers
	D Morgan	Vice President and Honorary Secretary of the Institution of Gas Engineers and Managers
	P Brown	Vice President of the Institution of Gas Engineers and Managers
Section Representatives	S Course	Eastern
	G Ng	Far East
	D Wasson	Irish
	L Ecob	Industrial Affiliates
	D Cummings	London & Southern
	S Mistry	North West
	M Tonryl	Midlands
	G Judge	North East & Yorkshire
	R Armstrong	Scottish
	E Muriithi	South West
	N Dalley	Wales
	D Anderson	Young Persons Network
Ordinary members	C Taylor	
	E Swindells	
	G Davies	
	R Murray	
Secretary	A Wagg	
Company Number	719504	
Charity Number	214010	
Registered Office	IGEM House High Street Kegworth Derby DE74 2DA	
Auditors	PKF (UK) LLP Pannell House 159 Charles Street Leicester LE1 1LD	

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

(A company limited by guarantee)

Bankers

HSBC Bank plc
117 Great Portland Street
London
W1W 6QJ

Solicitors

Harvey Ingram LLP
20 New Walk
Leicester
LE1 6TX

Investment Managers

Sarasin and Partners
Juxon House
100 St Paul's Churchyard
London
EC4M 8BU

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**TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2010**

The trustees present their report and the financial statements for the year ended 31 December 2010.

Objects of the charity

The principle activity of the company is the provision of benevolent funds to present and past members and the dependants 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 these Articles, Members of the Management Committee are Members of the Charitable Company and 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 are directors for the purpose of company law and trustees for the purpose of charity law.

The Trustee board meets at least annually to review activities of the Fund. Trustees are the Past President, President Elect, Vice President, Secretaries of each Section (or their representatives) and up to four representatives of ordinary corporate members of the Institution of Gas Engineers and Managers. Trustee appointments are confirmed annually, drawn from the Institution of Gas Engineers and Managers Council, Sections and general membership.

Public Benefit Statement

Offering assistance to members and former members of the Institution of Gas Engineers and Managers, and also to their dependants, allows support of people in need, the relief of poverty and sustains a contribution within an industry and professional institution involved in advancing safe industry practices, career development and protection of society as a whole. The charitable activities focus on the provision of assistance to those in need, limited only by the resources available.

Future planning has been with reference to the guidance contained in the Charity Commission's general guidance of public benefit and considering the aims and objectives of the Fund. In particular, the Trustees have considered how planned activities will contribute to the aims and objectives set and as such seek to enhance the benefits provided to incorporate welfare care and support in addition to financial contributions and grants.

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

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**TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2010**

Trustees

The trustees who served during the year were:

R Murray
J Bending (resigned 6 May 2010)
L Chappell (resigned 6 May 2010)
E Swindells
C Taylor
G Davies
S Course
D Cummings
N Dalley
L Ecob
D Morgan (appointed 6 May 2010)
R Armstrong
G Ng
M Tonry
A Breen (resigned 6 May 2010)
P Brown
S Mistry (appointed 6 May 2010)
G Judge (appointed 6 May 2010)
E Muriithi (appointed 6 May 2010)
D Wasson (appointed 6 May 2010)
D Anderson (appointed 6 May 2010)

Achievements and performance

The Fund's investment holdings are held within Sarasin and Partners Alpha Charity Investment Fund for Endowments (Alpha CIF). The fund adopts a moderate appetite to risk and is managed on a total return basis. Performance is measured against a pre-agreed composite benchmark of market indices and the investment has outperformed the benchmark in 2010.

The Fund had one direct recipient this year for grants towards medical procedures and residential care.

Financial Review

The Benevolent Fund income is derived from donations. Unrealised valuation gain during the year goes part way toward recovering the previous valuation losses. 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 as surplus of £36,430.

Income totalled £11,472 (2009 £7,277), with investment income being £9,422 (2009 £5,528) and donations increasing to £2,050 (2009 £1,749). The total number of individual donors for 2010 was 175 (2009 145).

The restatement of investments to market value at the year end generated an unrealised gain of £31,176 (2009 £58,434).

Future Developments

Section representatives will continue to promote access to the fund and advise of any potential recipients.

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**TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2010**

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 grant assessment, consultation and award process is to be undertaken.

Reserves

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. The current fund balance of just over £301,000 represents sufficient reserves to sustain expenditure over the coming years. The majority of this is held within the investment portfolio to maintain value and growth to accommodate future requirements.

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 has commissioned a formal strategic review of the Institution's organisations and activities, which includes The Incorporated Benevolent Fund. In addition the existing risk register has been improved and extended 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

Each of the persons who are trustees at the time when this Trustees' report is approved has confirmed that:

- so far as that trustee is aware, there is no relevant audit information of which the company's auditors are unaware, and
- that trustee has taken all the steps that ought to have been taken as a trustee in order to be aware of any information needed by the company's auditors in connection with preparing their report and to establish that the company's auditors are aware of that information.

In preparing this report, the trustees have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

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

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**TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2010**

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

A handwritten signature in black ink, appearing to read 'R Murray', with a large, sweeping flourish underneath.

R Murray
Trustee

Date: 18 April 2011

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

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STATEMENT OF TRUSTEES' RESPONSIBILITIES

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

Charity law requires the trustees to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for the year. In preparing those financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- 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 charity will continue in business.

The trustees are responsible for keeping 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 Charities Act 1993, the Charities and Trustee Investment (Scotland) Act 2005 and regulations made thereunder. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

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INDEPENDENT AUDITOR'S 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 2010 which comprise the statement of financial activities, the balance sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity's members 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 members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

As explained more fully in the trustees' responsibilities statement, the trustees (who are also directors of the company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. Our responsibility is to audit the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the trustees annual report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 December 2010 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the trustees' annual report for the financial year for which the financial statements are prepared is consistent with the financial statements.

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

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

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

PKF (UK) LLP

Nishit Bathia (Senior statutory auditor)
for and on behalf of PKF (UK) LLP, Statutory auditor

Leicester
Date: 21 April 2011

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 2010

	Note	2010 £	2009 £
INCOMING RESOURCES			
Incoming resources from generated funds:			
Voluntary income:			
Donations		2,050	1,749
Investment income		9,422	5,528
		11,472	7,277
TOTAL INCOMING RESOURCES			
RESOURCES EXPENDED			
Cost of generating funds:			
Investment management fees		2,001	806
Direct Charitable Expenditure:			
Grants	3	2,781	6,491
Sundry expenses		86	155
Administration charges		-	2,357
Governance costs:			
Audit and accountancy fees		1,350	1,250
		6,218	11,059
TOTAL RESOURCES EXPENDED			
NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR		5,254	(3,782)
OTHER RECOGNISED GAINS/(LOSSES)			
Unrealised gains/(losses) on revaluation of investments		31,176	58,434
Realised losses on sale of investments		-	(13,238)
		31,176	45,196
NET MOVEMENT IN FUNDS		36,430	41,414
RECONCILIATION OF FUNDS			
Fund balances brought forward		265,164	223,750
		301,594	265,164
Fund balance carried forward		301,594	265,164

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

**(A company limited by guarantee)
REGISTERED NUMBER: 719504**

**BALANCE SHEET
AS AT 31 DECEMBER 2010**

	Note	£	2010 £	£	2009 £
FIXED ASSETS					
Investments			267,870		229,468
CURRENT ASSETS					
Debtors	5	32,171		22,479	
Investments		388		9,846	
Cash at bank		2,515		4,621	
			<u>35,074</u>		<u>36,946</u>
CREDITORS: amounts falling due within one year	6	(1,350)		(1,250)	
NET CURRENT ASSETS			<u>33,724</u>		35,696
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>301,594</u>		<u>265,164</u>
REPRESENTED BY					
Unrestricted fund			<u>301,594</u>		265,164
			<u>301,594</u>		<u>265,164</u>

The financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved and authorised for issue by the board and were signed on its behalf by:



R Murray
Trustee

Date: 18 April 2011

The notes on pages 10 to 12 form part of these financial statements.

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

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2010**

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 Financial Reporting Standard for Smaller Entities (effective April 2008).

In preparing the financial statements the Charity follows best practice as laid down in the Statement of Recommended Practice (SORP) - Accounting and Reporting by Charities (SORP 2005).

1.2 Taxation

The company is registered as a charity and as such exemption from taxation 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.

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

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2010**

2. NET INCOMING/(OUTGOING) RESOURCES

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

	2010	2009
	£	£
Auditors' remuneration	1,350	1,250
	<u><u> </u></u>	<u><u> </u></u>

During the year, no trustee received any emoluments (2009 - £NIL).

3. GRANTS PAYABLE

	2010	2009
	£	£
Individual recipients	2,225	6,000
Section nominated recipients	556	491
	<u><u> </u></u>	<u><u> </u></u>
	2,781	6,491
	<u><u> </u></u>	<u><u> </u></u>

4. INVESTMENTS

	2010	2009
	£	£
Market value at 1 January 2010	229,468	169,149
Additions	9,272	213,170
Disposals	(2,046)	(211,285)
Revaluation	31,176	58,434
	<u><u> </u></u>	<u><u> </u></u>
Market value at 31 December 2010	267,870	229,468
	<u><u> </u></u>	<u><u> </u></u>

	2010	2009
	£	£
Historical cost at 31 December 2010	192,190	182,918
	<u><u> </u></u>	<u><u> </u></u>

The investments are split as follows:

	2010	2009
	£	£
Alpha CIF (UK)	267,870	229,468
	<u><u> </u></u>	<u><u> </u></u>

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

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2010**

5. DEBTORS

	2010	2009
	£	£
Other debtors	32,171	22,479
	<u> </u>	<u> </u>

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

	2010	2009
	£	£
Accruals and deferred income	1,350	1,250
	<u> </u>	<u> </u>

7. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted £
Investments	192,190
Current assets	35,074
Current liabilities	(1,350)
Cost value at 31 December 2010	<u>225,914</u>
Unrealised gains	75,680
Market value at 31 December 2010	<u><u>301,594</u></u>

8. RELATED PARTY TRANSACTIONS

During the year a debtor of £32,171 (2009 - £22,479) arose from The Institution of Gas Engineers and Managers, a charity that shares the same trustees. The amount owed by The Institution of Gas Engineers and Managers at the year end was £32,171 (2009 - £22,479).

9. 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.