

Registered number: 02629347
Charity number: 1004963

THE CHARTERED INSTITUTE OF LOGISTICS AND TRANSPORT IN THE UK
(A Company Limited by Guarantee)

DIRECTORS' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 SEPTEMBER 2022

THE CHARTERED INSTITUTE OF LOGISTICS AND TRANSPORT IN THE UK
(A Company Limited by Guarantee)

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THE CHARTERED INSTITUTE OF LOGISTICS AND TRANSPORT IN THE UK

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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS PATRON, PRESIDENT,
IMMEDIATE PAST PRESIDENT AND VICE PRESIDENTS AND ADVISERS
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

**Patron, President,
Immediate Past President
and Vice Presidents**

HRH The Princess Royal, Patron

L Daniels, OBE, FCILT, President from 1 January 2023
S Gooding, FCILT, President to 31 December 2022

D Alexander, FCILT, CBE, Vice President
B Bell, FCILT, CBE, Vice President
Lord T Berkeley, FCILT, Vice President
L Daniels, OBE, FCILT, Vice President to 31 December 2022
E Gilliard, FCILT, Vice President
L Harding, FCILT, Vice President
Rear Admiral A Kyte, CB, FCILT, Vice President to 2 February 2022
N Micklethwaite, FCILT, Vice President
Air Vice Marshall R Pratley, FCILT, Vice President
J Sahota, FCILT, Vice President
P Sainthouse, FCILT, President
Lord P Snape, FCILT, Vice President
W Whitehorn, FCILT, Vice President

Directors and Trustees

A B Jones, FCILT, Chairman
S Bennett, FCILT, Director
D Bermingham, FCILT, Director (appointed 2 August 2022)
A Botham, FCILT, Director
D Clamp, FCILT, Director
M L Gilbert, FCILT, Director
A-J Hunter, FCILT, Director
P W Le Blond, FCILT, Director
A L Moran (resigned 21 July 2022)
D J Pugh, FCILT, Director
P Roe, FCILT, Director
E M Ross, CMILT, Director
Dr S L Shaw, FCILT, Director
V K Singla, FCILT, Director

Company registered number 02629347

Charity registered number 1004963

Registered office 3 - 4 Earlstrees Court
Earlstrees Road
Corby
Northamptonshire
NN17 4AX

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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS PATRON, PRESIDENT,
IMMEDIATE PAST PRESIDENT AND VICE PRESIDENTS AND ADVISERS (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

Company secretary	A J Weatherill, FCA, FCILT
Chief Executive	S Kindleysides, FCILT
Independent auditor	Mazars LLP Chartered Accountants 90 Victoria Street Bristol BS1 6DP
Bankers	Barclays plc 497 Silbury Boulevard Milton Keynes MK9 2LD
Solicitors	Stone King LLP Boundary House 91 Charterhouse Street London EC1M 6HRS
Investment managers	Investec Wealth and Investment Management Ltd 30 Gresham Street London EC2V 7QN

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CHAIRMAN'S STATEMENT FOR THE YEAR ENDED 30 SEPTEMBER 2022

The Chairman presents his statement for the year.

Despite challenging times, the Institute had a successful business year and I am happy with the financial outcomes. Some items of expenditure that were foreseen for this year, including the refresh of the website and a market research activity, have been moved into the next year and this has been reflected in the increased amount of surplus generated.

There have been a number of changes in key staff during the year including the retirement of Kevin Richardson who has been replaced by Sharon Kindleysides and a complete change in the team within Marketing. Whilst high, the staff turn-over levels are in line with charity sector norms and the "Great Resignation" and are not felt to be a cause for concern.

The biggest activity of the year has been the Institute's collaboration on the Generation Logistics Programme. This programme has been funded jointly by the DfT and industry partners and is being run by the Institute and Logistics UK jointly. This is reflected in Note 21 of the accounts where a new restricted fund is shown. Generation Logistics is an awareness campaign based around extensive social media posts leading to a web portal and backed up with extensive research. The target for the year is 6 million opportunities to view resulting in 600,000 visits to the website and a raising of awareness of the professions by 40%.

Membership has had a good year, individual paying membership numbers have slightly increased and is heading towards 13,000 which is an excellent performance against a background of the current cost of living crisis. Numbers have been boosted by CPC learners being given an e-membership automatically and these learners will be targeted as they come to the end of their course to encourage them to convert to becoming full paying members.

Corporate Membership has continued to deliver growth and peaked at 170 members during the course of the year. Corporate Members' Day was well attended and an interactive approach around 3 key themes of Excellence, Collaboration, Influence was taken.

As Covid restrictions have lifted there has been a return to being able to hold in person events and a mixed approach incorporating in-person, hybrid and fully online events has emerged. The TPM conference was the most successful TPM to date with 275 attendees and 130 speakers. Other national events including the Annual Awards for Excellence, Conference, Logistics Research Network and the Women in Logistics Conference, resumed to in person events, although some travel disruptions meant that occasional speakers delivered their sessions by video link. The highlight of these events was the attendance of HRH the Princess Royal at the Women in Logistic Conference held at Volvo Trucks.

The Educational and Professional Standards department has continued to develop and grow influence and income. A Head of Awarding Organisation was appointed during the year to recognise the potential of this area. From October 2021 to October 2022, CILT(UK) Learners have taken 6,372 assessments on the TMCP (PT & RH) alone. CILT(UK) are now market leaders of CPC qualifications with 46% of the market share (Q1-Q3 2022) and we have over 100 Learning Partners (including 11 new Learning Partners in 2022). We have recently endorsed our first set of external learning resources for those Partners who can demonstrate that their learning materials meet our stringent criteria.

PTRC is thriving and in addition to the TPM it is continuing to expand activities overseas with courses delivered in Hong Kong, Singapore and Dubai and the Fireside Chats continue to be successful.

The Institute is successfully building its position as the 'trusted voice for UK logistics, transport and mobility'. Over 200 meetings have been held with ministers and government officials, providing an essential balanced perspective to inform government policy making. Over 30 consultation responses have been made across government. 5 stand alone, influential reports have been launched: Decarbonising Logistics and Transport Route to Net Zero; Air Freight in the UK; Airport expansion in the UK; Decarbonisation in the Bus sector; Rail electrification.

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CHAIRMAN'S STATEMENT
FOR THE YEAR ENDED 30 SEPTEMBER 2022

Following the restructuring of the Communications team, there has been a visible improvement in the service to members and colleagues and a positive improvement in our Social Media presence: LinkedIn followers – 27,500 a 25% increase, Twitter followers – 12,300 a 10% increase, Facebook followers 9,286 a 7% increase and the launch of the new Instagram account.

The Focus magazine is both physical and online, it has a monthly circulation of over 12,000. The e-newsletter has a circulation of over 10,000 and the website has over 80,000 page views a month. The Knowledge Centre continues to be a valuable resource and 3,561 members on average access the resources on a quarterly basis. An increase of 22% from last year.

During 2022 a number of digital improvements have been completed including the going live of the Business Central Finance System and the upgrade and transition of the CRM system to the Cloud. A full digital review of the Institute has been commissioned and this will feed into a full redesign of the website in 2023.

An external Governance review has been initiated to ensure the Board and Bye-Laws meet the needs of the Institute and the findings are expected in early 2023.

I would like to recognise and offer my thanks to all the hard work done by our volunteer members within the Nations, Regions and Forums during what has been another challenging year, the Board for their continued support for our actions and strategy and to our President and the Vice Presidents for their advice and guidance and especially to the Institute's Staff who continue to support our members and learners with professionalism, kindness and patience.

A B Jones

A B Jones, Chairman

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DIRECTORS' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2022

The Directors (who are also trustees of the Charity for the purposes of the Companies Act) present their annual report together with the audited financial statements of The Chartered Institute of Logistics and Transport in the UK (the Company and the Group) for the year ended 30 September 2022. The Directors confirm that the Annual Report and financial statements of the Company and the Group comply with the current statutory requirements, the requirements of the Company and the Group's governing document and the provisions of the Statement of Recommended Practice (SORP), applicable in the UK and Republic of Ireland (FRS 102) (Effective 1 January 2015). The financial statements have been prepared in accordance with the accounting policies set out in note 2 to the financial statements. The Directors have also had regard to the Charity Commission's guidance on Public Benefit and believe this can be clearly demonstrated.

Objectives and activities

a. Policies and objectives

The Institute's aim is to promote, encourage and coordinate the study of the science and art of transport and logistics in all its branches; to initiate, foster and maintain investigation and research into the best means and methods of and appliances for transport and logistics and the problems that are involved and their most satisfactory solution; to extend, increase and disseminate knowledge and exchange information and ideas in regard to all questions connected therewith and to assist and further, in all practicable ways, the development and improvement of transport and logistics in the best interest of the community. These charitable aims will be achieved by pursuing the strategic objectives of the Institute.

Membership is the principal source of funding for the Institute through members' subscriptions. Activity includes the provision of a members' magazine, Focus, delivery of local events through the National and regional structure and a number of bespoke benefits. Learning and development includes provision of qualifications, training and development programmes, as well as access to the CILT Knowledge Centre, which provides one of the largest specialist and most comprehensive sources of logistics, supply chain and transport information in the world. A broad spread of national and regional events including the presentation of Annual Awards, the Logistics Research Network Conference, the Transport Practitioners Meeting, the Women in Logistics Conference and professional interest seminars delivered through the Institute's network of professional forums, provide opportunity for the debate of current issues and policies.

b. Public Benefit

Logistics and Transport (including supply chains) touches all areas of life. By pursuing its primary aims and objectives, the Institute helps ensure that the existence of an environment which enables encouragement and support for:

- individuals to study the theory of supply chain operations, logistics and transport and related matters at all levels; and
- practitioners, organisations and Government to explore and develop best practice in the operation and delivery of services for the good of the community.

c. COVID-19 Impact

As Covid related restrictions have lifted a return to holding some in person events has occurred however the majority have remained on line or in a hybrid format.

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DIRECTORS' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2022

Strategic report

Achievements and performance

a. Key performance indicators

Group Charitable Funds increased by £440k (2021: £712k) from £3,622k to £4,062k. Income generated from charitable activities increased by 24.0% (2021: decreased by 1.6%) to £4,160k (£3,355k). Expenditure on charitable activities increased by 30.3% (2021: reduced by 10.3%) to £4,404k (£3,381k).

b. Business review

The awareness of the logistics, transport and supply chain professions has continued to have a high profile in light of national and political events including severe traffic backlogs at Dover Port over the Summer and ongoing discussions about the Northern Ireland Protocol. Challenges relating to staffing levels have continued due to the perceived "Great Resignation" and high employment levels and the Institute is working closely across Government Departments to increase awareness of where we can provide advice and insights and our participation in the Generation Logistics Programme is a key element of these activities.

The planned improvements to the CRM and Finance systems have been completed and attention is being turned to the website. A technology review of the Institutes systems and procedures has been commissioned and will report before the end of 2022.

The focus of the organisation during the year has been to gain deeper insights as to where it can add value and be relevant to younger professionals. Ongoing work has continued to prepare for the wide-scale roll out of work done to deliver professional certification/designation backed by the Competency Framework. Alongside this, a review of the Nations, Regions and Forums operating model is being undertaken and an NRF Chairs Committee has been established to share best practice across the groups and encourage close working between them. A procurement exercise was run to identify an agency to carry out a substantial piece of marketing work for use and this will commence before the end of 2022.

In addition, we continue to support access to qualifications and training for those seeking to enter the profession, through our restricted funds, Novus Trust, and Aspire Careers Foundation, which continues to make positive progress supporting individuals through directly funded and gifted courses awarded worldwide.

c. Investment policy and performance

The Institute's investment powers are not restricted by its Memorandum or Articles of Association. The Board chooses to engage a firm of investment managers. Investec Wealth and Investment have been engaged since September 2011. The Board has granted discretionary investment powers to its investment managers with the agreed investment strategy being to provide an appropriate level of income whilst maintaining the capital value of the portfolio. Changes in the value of the investment portfolio are set out in Note 17 to the accounts.

Financial review

a. Going concern

After making appropriate enquiries, the Directors have a reasonable expectation that the Company has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

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b. Reserves policy

At 30 September 2022 the Group held Group Free Reserves of £2,199k (2021: £2,240k), being unrestricted funds of £2,490k (2021: £2,494k) less tangible and intangible assets of £291k (2021: £214k). The current policy is that free reserves as expressed as number of months of general fund costs (the "solvency ratio") should be within the range of six to nine months. This target solvency ratio range was increased from the prior year target range of three to six months to provide greater resilience in uncertain times. The Charity includes invested funds in calculating free reserves as they are readily realisable.

The year-end solvency ratio of free reserves equates to 6.5 months (2021 – 8.4) gross unrestricted fund expenditure and the Directors consider this to be an adequate level for the continuing operations of the Charity.

c. Principal risks and uncertainties

Reviews of the Institute's current and planned activities is undertaken on an ongoing basis. This includes identifying, assessing and managing the significant risks to which it might be exposed. Risk management is reviewed and monitored by the Audit, Finance and Risk Committee and in addition the Board considers reports from the Audit, Finance and Risk Committee and reviews the appropriateness of the risk management, strategy and processes. The Directors recognise the importance of risk management and the need to regularly review risk management strategy and processes.

The principal areas of risk to the Institute have been identified as those relating to access to financial resources to fund investment in education and systems, educational governance, safeguarding its reputation, the delivery of value to members through its products and services and ensuring cyber and data security is resilient and well managed.

Structure, governance and management

a. Constitution

The Chartered Institute of Logistics and Transport in the UK (The Institute) is a Company limited by guarantee and a registered Charity governed by its Memorandum, Articles of Association and Bye-laws. The Institute has two wholly owned subsidiaries PTRC Education and Research Services Ltd (PTRC), which was acquired on 18 December 2008 and CILT (UK) Services Ltd, which has never traded and remains dormant.

There have been no changes in the Institute's aims and charitable objectives since the last annual report. The Institute's constitution does not permit the distribution of surpluses.

b. Methods of appointment or election of Directors

The management of the Group and the Company is the responsibility of the Directors who are either elected, ex-officio or co-opted under the terms of the Memorandum, Articles of Association and Bye-laws.

c. Organisational structure and decision-making policies

The present governance structure was revised during 2020 and implemented during 2021 in line with Charity Commission best practice. The structure enhanced the Institute's capability for its Directors to focus on strategy, the management of risk and delivery of charitable objects while providing for robust governance. Minor changes in the bye-laws were made at the May 2022 Board meeting and a working group was set up to commissions an independent governance review.

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FOR THE YEAR ENDED 30 SEPTEMBER 2022

The Governance Structure is headed by a Board of Trustees & Directors directly supported by a Membership Representative Group (MRG) as well as bespoke Board Committees which include the Audit, Finance and Risk Committee and the Remuneration & Awards Committee. The Board comprises elected members, the Audit, Finance and Risk Committee Chairman, the MRG Chairman, and up to eight additional members co-opted by the Board to cover any skills gaps and to ensure the provision of a balanced and well-resourced Board.

The CILT (UK) Board has implemented new governance arrangements which have resulted in changes to the Institute's main committees. This will ensure that governance is robust, inclusive and appropriate for the future, with an emphasis on diversity of all kinds. We want more members to be involved and particularly welcome individuals who can bring fresh ideas and participate actively. It is clear that the number of Board Committees, some of which were not operating, was too large to be effective and that there was overlap between the responsibilities of some of the previous committees. Whilst these changes have caused concern amongst some members, it is important to emphasise that this is not change for change's sake and the Board has been keen to introduce new approaches where needed to align with the future needs of the Institute, serve both UK and global members and accord with UK Charity Commission guidance.

One change implemented allows committee Chairs to be elected for two years, renewable for a further two years i.e., a maximum of four years; this will promote succession planning and regular refreshment. Also, all committees will elect Vice-Chairs. The Nominations Committee will oversee applications to ensure diversity in all its forms and to ensure representation that reflects the Institute.

A number of committees are directly accountable to the CILT (UK) Board. These include:

- The Membership Representative Group (MRG) which provides the direct interface between all members and the Board, and which includes volunteers and practitioners from our constituent communities;
- The Public Policies Committee is the external voice of the Institute and brings together all the Policy Groups supported by the wealth of knowledge and experience of the current committee members;
- The Audit, Finance and Risk Committee provides scrutiny over financial, risk management and related activities;
- The Professional Policy and Standards Committee (which is being formed and appointed) will take a new approach to all qualifications and standards including membership grading criteria. It will also consider and advise on the Institute's designations, professional development products and on standards and will promote Continuing Professional Development;
- The Nominations Committee oversees nomination to the Board and all key committees within the Institute; and
- The Remuneration and Awards Committee and the Professional Conduct Committee which cover other aspects of the Institute's processes to recognise members' achievements and manage particular business and charitable requirements.

Operational Committees include:

- The Nations, Regions and Forums Committee, which draws together representatives from the nations, regions and forums to share best practice and inform the activities of the Membership Representatives Group; and

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- The Awards for Excellence Committee which is representative of all the membership culminating in the annual Awards for Excellence.

The Board met six times during 2022. Members of the Board serve without remuneration and are Trustees as well as Directors: they hold no shares in the Institute and no financial liability in respect of these appointments should it cease trading.

Directors and Officers of the Institute are appointed for a period which is determined by the Bye Laws: this is generally for a term of up to four years after which they may seek re-election and each may usually serve no more than two consecutive terms in the same office.

Day to day management of the Institute is undertaken by the executive staff under the direction of the Chief Executive.

Institute Board Committees meet regularly as required and have a direct reporting line to the Board.

d. Policies adopted for the induction and training of Directors

The Institute's Bye-laws set out the process for the appointment of directors as well as their terms of office. Board appointments of elected members are for four years, and Directors can serve up to 2 terms. The terms are on a rotating basis. Every two years the Institute invites applications from its Members for the available places which are assessed through the Nominations Committee as part of a qualified election process. Specified information provided by applicants is presented to the Institute's voting Members to allow assessment and selection of preferred candidates to provide a broad representation of skills and experience required to direct the business of the Institute. In addition, the Board may co-opt up to a further 8 members for a renewable period of up to 12 months for their skill and knowledge.

Members seeking election to the Board are provided with information outlining the responsibilities and duties of directors. Newly appointed directors attend a formal induction outlining the duties and responsibilities of a director and trustee. This is supplemented by copies of appropriate Charities Commission and advisory publications and copies of the Institute's governing documents.

e. Financial risk management

The Directors have assessed the major risks to which the Group and the Company are exposed, in particular those related to the operations and finances of the Group and the Company and are satisfied that systems and procedures are in place to mitigate exposure to the major risks.

Plans for future periods

Future developments

The Institute's website will be revised during the year to ensure it is capable of supporting digital ways for our members to engage with us, including online approaches for managing their CPD and career progression integral to the accredited membership approach.

The market research activity will feed into both the website redesign and Nations, Regions and Forums review to ensure that we understand the needs of our members and potential members.

The Institute is intent on continuing to raise awareness of the full potential and value of sustainable logistics, transport and supply chain operations transport and to further the raising of professional standards, delivery of relevant qualifications and training, the development and sharing of best practice, the enabling of professional

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networks and associated services to facilitate the broadest development of knowledge and expertise in its field.

Our objectives are to deliver essential continuing professional development and value to all members by supporting and enabling:

- Career progression
- The creation and enabling of professional networks
- The setting and delivery of professional standards
- Professional recognition through membership grading and certification/designation
- Providing input to Government and associated bodies on issues to support informed decisions.

The Directors are conscious of the need to ensure that the Institute continues to deliver tangible public benefit. Given the current profile of the profession within Government, organisations and society the Directors recognise that there is a clear opportunity to support the growth and influence of the Institute, its members and their activities. Raising the profile, voice and standards of the profession will enable future skills to be developed and recognised as well as attracting, developing and retaining the talent necessary to meet the challenges of the future.

A formal salary review is being carried out in late 2022 / early 2023 to ensure the salary structure across the organisation is fair and comparable across all departments.

Accounts

The Company's constitution does not permit the distribution of profit. The annual accounts show an increase for the year in Total Funds of £440k (2021: £712k).

Statement of Directors' responsibilities

The Directors (who are also the Trustees of the Company for the purposes of Company law) are responsible for preparing the Directors' Report including the Strategic Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Directors to prepare financial statements for each financial year. Under Company law the Directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Group and the Company and of their incoming resources and application of resources, including their income and expenditure, for that period. In preparing these financial statements, the Directors are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Group will continue in business.

The Directors are responsible for keeping adequate accounting records that are sufficient to show and explain the Group and the Company's transactions and disclose, with reasonable accuracy at any time, the financial position of the Group and the 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 Group and the Company

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and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Disclosure of information to auditor

Each of the persons who are Directors at the time when this Directors' Report is approved has confirmed that:

- so far as that Director is aware, there is no relevant audit information of which the charitable Group's auditor is unaware, and
- that Director has taken all the steps that ought to have been taken as a Director in order to be aware of any relevant audit information and to establish that the charitable Group's auditor is aware of that information.

Auditor

The auditor, Mazars LLP, has indicated its willingness to continue in office. The designated Directors will propose a motion reappointing the auditor at a meeting of the Directors.

The directors are responsible for the maintenance and integrity of the corporate and financial information included on the charitable Company's website.

Approved by order of the members of the board of Directors on 18 January 2023 and signed on their behalf by:

A B Jones

A B Jones
Director

D J Pugh

D J Pugh
Director

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INDEPENDENT AUDITOR'S REPORT TO THE CHARTERED INSTITUTE OF LOGISTICS AND TRANSPORT IN THE UK

Opinion

We have audited the financial statements of The Chartered Institute of Logistics and Transport in the UK (The Charity) for the year ended 30 September 2022 which comprise the Consolidated Statement of Financial Activities, the Consolidated and Company Balance Sheets, the Consolidated Cash Flow Statement 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 30 September 2022 and of 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.

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 trust 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 other 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 opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

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INDEPENDENT AUDITOR'S REPORT TO THE CHARTERED INSTITUTE OF LOGISTICS AND TRANSPORT IN THE UK

Other information

The other information comprises the information included in the Strategic Report and the Directors' Report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. 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.

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 course of 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 this gives rise to a material misstatement in the financial statements themselves. 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.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Strategic Report and the Directors' Report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Strategic Report and the Directors' Report have been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In light of the knowledge and understanding of the trust and its environment obtained in the course of the audit, we have not identified material misstatements in the Strategic Report and the Directors' Report.

We have nothing to report in respect of the following matters in relation to which 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

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INDEPENDENT AUDITOR'S REPORT TO THE CHARTERED INSTITUTE OF LOGISTICS AND TRANSPORT IN THE UK

- 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 10, the trustees (who are also the directors of the charitable 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, 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 trusts '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 trust or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

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 the financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud.

Based on our understanding of The Chartered Institute of Logistics and Transport in the UK, we considered that non-compliance with the following laws and regulations might have a material effect on the financial statements: employment regulation, health and safety regulation, anti-money laundering regulation.

To help us identify instances of non-compliance with these laws and regulations, and in identifying and assessing the risks of material misstatement in respect to non-compliance, our procedures included, but were not limited to:

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INDEPENDENT AUDITOR'S REPORT TO THE CHARTERED INSTITUTE OF LOGISTICS AND TRANSPORT IN THE UK

- Inquiring of management and, where appropriate, those charged with governance, as to whether the trust is in compliance with laws and regulations, and discussing their policies and procedures regarding compliance with laws and regulations;
- Inspecting correspondence, if any, with relevant licensing or regulatory authorities;
- Communicating identified laws and regulations to the engagement team and remaining alert to any indications of non-compliance throughout our audit; and
- Considering the risk of acts by the trust which were contrary to applicable laws and regulations, including fraud.

We also considered those laws and regulations that have a direct effect on the preparation of the financial statements, such as: tax legislation, pension legislation, the Companies Act 2006 and the Charities Act 2011.

In addition, we evaluated the trustees' and management's incentives and opportunities for fraudulent manipulation of the financial statements, including the risk of management override of controls, and determined that the principal risks related to posting manual journal entries to manipulate financial performance, management bias through judgements and assumptions in significant accounting estimates (which we pinpointed to the cut off assertion) and one-off or unusual transactions.

Our audit procedures in relation to fraud included but were not limited to:

- Making enquiries of the trustees and management on whether they had knowledge of any actual, suspected or alleged fraud;
- Gaining an understanding of the internal controls established to mitigate risks related to fraud;
- Discussing amongst the engagement team the risks of fraud; and
- Addressing the risks of fraud through management override of controls by performing journal entry testing.

There are inherent limitations in the audit procedures described above and the primary responsibility for the prevention and detection of irregularities including fraud rests with management. As with any audit, there remained a risk of non-detection of irregularities, as these may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal controls.

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

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**INDEPENDENT AUDITOR'S REPORT TO THE CHARTERED INSTITUTE OF LOGISTICS AND
TRANSPORT IN THE UK**

Use of the audit report

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 trust'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 trusts and the trust's members as a body for our audit work, for this report, or for the opinions we have formed.

JONATHAN MARCHANT

Jonathan Marchant (Senior Statutory Auditor) for and on behalf of Mazars LLP

Chartered Accountants and Statutory Auditor

90 Victoria Street

Bristol

BS1 6DP

Date 27/01/2023

THE CHARTERED INSTITUTE OF LOGISTICS AND TRANSPORT IN THE UK
(A Company Limited by Guarantee)

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 30 SEPTEMBER 2022

		Unrestricted funds 2022 £000	Restricted funds 2022 £000	Endowment funds 2022 £000	Total funds 2022 £000	Total funds 2021 £000
	Note					
Income and endowments from:						
	3	-	864	-	864	113
Donations and legacies						
Charitable activities	4	4,160	-	-	4,160	3,355
Other trading activities	5	-	-	-	-	139
Investments	6	46	-	16	62	69
Other income	7	82	-	-	82	115
Total income and endowments		4,288	864	16	5,168	3,791
Expenditure on:						
Raising funds	8	11	-	4	15	38
Charitable activities	10	4,052	335	17	4,404	3,381
Total expenditure		4,063	335	21	4,419	3,419
Net surplus (deficit) before investment gains		225	529	(5)	749	372
Net gains/(losses) on investments		(229)	-	(80)	(309)	340
Net surplus/(deficit)		(4)	529	(85)	440	712
Net movement in funds		(4)	529	(85)	440	712
Reconciliation of funds:						
Total funds brought forward		2,494	187	941	3,622	2,910
Net movement in funds		(4)	529	(85)	440	712
Total funds carried forward		2,490	716	856	4,062	3,622

The Consolidated Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 21 to 43 form part of these financial statements.

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CONSOLIDATED BALANCE SHEET
FOR THE YEAR ENDED 30 SEPTEMBER 2022

	Note	2022 £000	2021 £000
Fixed assets			
Intangible assets	15	254	149
Tangible assets	16	37	65
Investments	17	2,451	2,795
		<u>2,742</u>	<u>3,009</u>
Current assets			
Debtors	18	546	420
Cash at bank and in hand	25	1,902	1,249
		<u>2,448</u>	<u>1,669</u>
Current liabilities			
Creditors: amounts falling due within one year	19	(1,093)	(1,010)
Net current assets		<u>1,355</u>	<u>659</u>
Total assets less current liabilities		<u>4,105</u>	<u>3,668</u>
Non - Current liabilities (Bounce Back Loan)	20	(35)	(46)
Total net assets		<u>4,062</u>	<u>3,622</u>
Charity funds			
Endowment funds	21	856	941
Restricted funds	21	716	187
Unrestricted funds	21	2,490	2,494
Total funds		<u>4,062</u>	<u>3,622</u>

The Directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements were approved and authorised for issue by the Directors on 18 January 2023 and signed on their behalf by:

A B Jones

D J Pugh

A B Jones
Director

D J Pugh
Director

The notes on pages 21 to 43 form part of these financial statements.

THE CHARTERED INSTITUTE OF LOGISTICS AND TRANSPORT IN THE UK

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**COMPANY BALANCE SHEET
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

	Note	2022 £000	2021 £000
Fixed assets			
Intangible assets	15	254	149
Tangible assets	16	37	65
Investments	17	2,451	2,795
		<u>2,742</u>	<u>3,009</u>
Current assets			
Debtors	18	546	420
Cash at bank and in hand		1,902	1,249
		<u>2,448</u>	<u>1,669</u>
Creditors: amounts falling due within one year	19	(1,093)	(1,010)
Net current assets		<u>1,355</u>	<u>659</u>
Total assets less current liabilities		<u>4,097</u>	<u>3,668</u>
Non - Current liabilities (Bounce Back Loan)		(35)	(46)
Total net assets		<u>4,062</u>	<u>3,622</u>
Charity funds			
Endowment funds	21	856	941
Restricted funds	21	716	187
Unrestricted funds	21	2,490	2,494
Total funds		<u>4,062</u>	<u>3,622</u>

The Directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

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A B Jones

D J Pugh

A B Jones
Director

D J Pugh
Director

The notes on pages 21 to 43 form part of these financial statements.

THE CHARTERED INSTITUTE OF LOGISTICS AND TRANSPORT IN THE UK
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CONSOLIDATED STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 SEPTEMBER 2022

	2022	2021
	£000	£000
Cash flows from operating activities		
Net cash used in operating activities	786	141
Cash flows from investing activities		
Dividends, interests, and rents from investments	62	69
Purchase of intangible assets	(147)	(114)
Purchase of tangible fixed assets	(15)	(23)
Proceeds from sale of investments	493	656
Purchase of investments	(526)	(658)
Net cash used in investing activities	(133)	(70)
Change in cash and cash equivalents in the year	653	71
Cash and cash equivalents at the beginning of the year	1,249	1,178
Cash and cash equivalents at the end of the year	1,902	1,249

The notes on pages 20 to 44 form part of these financial statements.

THE CHARTERED INSTITUTE OF LOGISTICS AND TRANSPORT IN THE UK

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2022

1. General information

The Institute is a charitable Company limited by guarantee in England & Wales, registered number 02629347 and Charity number 1004963. Its registered office, and that of its subsidiary, is 3 - 4 Earlstrees Court, Earlstrees Road, Corby, Northamptonshire, NN17 4AX.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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) (effective 1 January 2015), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Chartered Institute of Logistics and Transport in the UK meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

The Consolidated Statement of Financial Activities (SOFA) and Consolidated Balance Sheet consolidate the financial statements of the Company and its subsidiary undertaking. The results of the subsidiary are consolidated on a line by line basis. The Company has taken advantage of the exemption allowed under section 408 of the Companies Act 2006 and has not presented its own Statement of Financial Activities in these financial statements.

The Directors have assessed whether the use of going concern is appropriate, i.e. whether there are any material uncertainties related to events or conditions that may cast doubt on the ability of the Company to continue as a going concern. The Directors make this assessment in respect of a period of at least one year from the date of approval of the report and financial statements and have concluded that the Company has adequate resources to continue in operational existence for the foreseeable future and there are no material uncertainties about the Company's ability to continue as a going concern. The directors have disclosed this on page 3.

2.2 Income

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

For legacies, entitlement is taken as the earlier of the date on which either: the Company is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably, and the Company has been notified of the executor's intention to make a distribution. Where legacies have been notified to the Company, or the Company is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2022

2.3 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on the basis consistent with the use of resources.

Support costs are those costs incurred directly in support of expenditure on the objects of the Company. Governance costs are those incurred in connection with administration of the Company and compliance with constitutional and statutory requirements.

Costs of generating funds are costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds.

Charitable activities and Governance costs are costs incurred on the Company's educational operations, including support costs and costs relating to the governance of the Company apportioned to charitable activities.

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

2.4 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Group; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

2.5 Intangible assets and amortisation

Intangible assets costing £1k or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Intangible assets are initially recognised at cost. After recognition, under the cost model, intangible assets are measured at cost less any accumulated amortisation and any accumulated impairment losses.

Amortisation is provided on intangible assets at rates calculated to write off the cost of each asset on a straight-line basis over its expected useful life.

The estimated useful lives are as follows:

Amortisation is provided on the following bases:

Trademarks	-	Over 4 years
Computer software	-	Over 10 years
Goodwill	-	Between 2 and 5 years
Assets under construction	-	Asset will be amortised once commissioned for operational use

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2022

2.6 Tangible fixed assets and depreciation

Tangible fixed assets costing £1k or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method unless otherwise stated.

Depreciation is provided on the following bases:

Long-term leasehold property	- Over the remainder of the lease
Fixtures and fittings	- 15% reducing balance
Office equipment	- Over two to ten years
Computer equipment	- Over two to ten years

2.7 Investments

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance Sheet date, unless the value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and presented as 'Gains/(Losses) on investments' in the Consolidated Statement of Financial Activities.

Investments in subsidiaries are valued at cost less provision for impairment.

2.8 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.9 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.10 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2022

liability. The unwinding of the discount is recognised in the Consolidated Statement of Financial Activities as a finance cost.

2.11 Financial instruments

The Group 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 with the exception of bank loans, which are subsequently measured at amortised cost using the effective interest method.

2.12 Pensions

The Group operates a defined contribution pension scheme, and the pension charge represents the amounts payable by the Group to the fund in respect of the year.

2.13 Fund accounting

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

Designated funds comprise unrestricted funds that have been set aside by the Directors for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Group for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

3. Income from donations and legacies

	Restricted funds 2022 £000	Total funds 2022 £000	Total funds 2021 £000
Donations	864	864	113
Total 2021	864	864	

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

4. Income from charitable activities

	Unrestricted funds 2022 £000	Total funds 2022 £000	Total funds 2021 £000
Income from charitable activities - Membership	1,943	1,943	1,943
Income from charitable activities - Learning and Development	1,807	1,807	1,234
Income from charitable activities - Events, Forums and Communication	410	410	178
Total	4,160	4,160	3,355

5. Income from other trading activities

Income from non-charitable trading activities

	Unrestricted funds 2022 £000	Total funds 2022 £000	Total funds 2021 £000
PTRC	-	-	139
Total 2021	-	-	

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

6. Investment income

	Unrestricted funds 2022 £000	Endowment funds 2022 £000	Total funds 2022 £000	Total funds 2021 £000
Income from local listed investments	46	16	62	69
Investment Income – bank interest	-	-	-	-
	<u>46</u>	<u>16</u>	<u>62</u>	<u>69</u>
Total 2021	<u>46</u>	<u>16</u>	<u>62</u>	

7. Other incoming resources

	Unrestricted funds 2022 £000	Total funds 2022 £000	Total funds 2021 £000
Miscellaneous income including JRS Grant £0 2022 (£13k 2021).	82	82	115

8. Investment management costs

	Unrestricted funds 2022 £000	Endowment funds 2022 £000	Total funds 2022 £000	Total funds 2021 £000
Investment management fees	11	4	15	15
Total 2021	<u>10</u>	<u>5</u>	<u>15</u>	

THE CHARTERED INSTITUTE OF LOGISTICS AND TRANSPORT IN THE UK

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

9. Analysis of grants

	Grants to Institutions 2022 £000	Grants to Individuals 2022 £000	Total funds 2022 £000	Total funds 2021 £000
Grants, Membership	-	17	17	12
Grants, Learning and Development	335		335	136
	<u>335</u>	<u>17</u>	<u>352</u>	<u>148</u>
Total 2021	<u>105</u>	<u>43</u>	<u>148</u>	

10. Analysis of expenditure on charitable activities

Summary by fund type

	Unrestricted funds 2022 £000	Restricted funds 2022 £000	Endowment funds 2022 £000	Total funds 2022 £000	Total funds 2021 £000
Membership	1,738	-	17	1,755	1,811
Learning and Development	1,746	335	-	2,081	1,378
Events, Forums and Communication	568	-	-	568	192
	<u>4,052</u>	<u>335</u>	<u>17</u>	<u>4,404</u>	<u>3,381</u>
Total 2021	<u>3,233</u>	<u>105</u>	<u>43</u>	<u>3,381</u>	

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

11. Analysis of expenditure by activities

	Activities undertaken directly 2022 £000	Grant funding of activities 2022 £000	Support costs 2022 £000	Total funds 2022 £000	Total funds 2021 £000
Membership	322	17	1,416	1,755	1,811
Learning and Development	465	335	1,281	2,081	1,378
Events, Forums and Communication	269	-	299	568	192
	<u>1,056</u>	<u>352</u>	<u>2,996</u>	<u>4,404</u>	<u>3,381</u>
Total 2021	<u>743</u>	<u>148</u>	<u>2,490</u>	<u>3,381</u>	

12. Auditor's remuneration

	2022 £000	2021 £000
Fees payable to the Company's auditor for the audit of the Company's annual accounts	<u>15</u>	<u>14</u>

13. Staff costs

	Group 2022 £000	Group 2021 £000	Company 2022 £000	Company 2021 £000
Wages and salaries	1,699	1,541	1,699	1,541
Social security costs	174	145	174	145
Contribution to defined contribution pension schemes	126	107	126	107
	<u>1,999</u>	<u>1,793</u>	<u>1,999</u>	<u>1,793</u>

During the year redundancy costs amounting to Nil were incurred, 2021 Nil

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

The average number of persons employed by the Company during the year was as follows:

	Group 2022 No.	Group 2021 No.
Charitable activities	52	49
Support	6	7
	<u>58</u>	<u>56</u>

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	Group 2022 No.	Group 2021 No.
In the band £60,001 - £70,000	2	1
In the band £70,001 - £80,000	3	3
In the band £80,001 - £90,000	-	-
In the band £100,001 - £110,000	-	1
In the band £110,001 - £120,000	1	-

The key management personnel of the Group comprise that the board of directors, the Chief Executive, Director of Finance and Company Secretary, Director of Marketing and Communication, Director of Membership and the Director of Education and Training. The employee benefits, including employers' pension contributions, amounted to £585k (2021: £442k).

14. Directors' remuneration and expenses

During the year, no Directors received any remuneration or other benefits (2021 - £NIL).

During the year ended 30 September 2022, 3 Directors incurred travel expenses of £1k in total for all Directors (2021: £1k to 2 Directors in respect of travel).

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

15. Intangible asset

Group

	Trademarks	Computer Software	Educational Development	Assets Under Construction	Total
	£000	£000	£000	£000	£000
Cost					
At 1 October 2021	12	2	52	100	166
Additions		168	58		226
Disposals				(79)	(79)
At 30 September 2022	12	170	110	21	313
Amortisation					
At 1 October 2021	9	1	7	0	17
Charge for the year	1	20	21		43
Disposals					
At 30 September 2022	10	21	28	0	60
Net book value					
At 30 September 2022	2	149	82	21	254
At 30 September 2021	3	1	45	100	149

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

15. Intangible assets (continued)

Company

	Trademarks	Computer Software	Educational Development	Assets Under Construction	Total
	£000	£000	£000	£000	£000
Cost					
At 1 October 2021	12	2	52	100	166
Additions		168	58		226
Disposals				(79)	(79)
At 30 September 2022	12	170	110	21	313
Amortisation					
At 1 October 2021	9	1	7	0	17
Charge for the year	1	20	21		43
Disposals					
At 30 September 2022	10	21	28	0	60
Net book value					
At 30 September 2022	2	149	82	21	254
At 30 September 2021	3	1	45	100	149

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022

16. Tangible fixed assets (continued)

Group

	Fixtures and Fittings £000	Office Equipment £000	Computer Equipment £000	Total £000
Cost				
At 1 October 2021	34	21	118	173
Additions	2	-	12	14
Disposals	(2)	(21)	0	(23)
At 30 September 2022	<u>34</u>	<u>-</u>	<u>130</u>	<u>164</u>
Amortisation				
At 1 October 2021	28	12	67	107
Charge for the year	2	-	33	35
Disposals	(3)	(12)	0	(15)
At 30 September 2022	<u>27</u>	<u>-</u>	<u>100</u>	<u>127</u>
Net book value				
At 30 September 2022	<u>7</u>	<u>-</u>	<u>30</u>	<u>37</u>
At 30 September 2021	<u>6</u>	<u>9</u>	<u>51</u>	<u>66</u>

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022

Tangible fixed assets (continued)

Company

	Fixtures and Fittings £000	Office Equipment £000	Computer Equipment £000	Total £000
Cost				
At 1 October 2021	34	21	118	173
Additions	2	-	12	14
Disposals	(2)	(21)	0	(23)
At 30 September 2022	<u>34</u>	<u>-</u>	<u>130</u>	<u>164</u>
Amortisation				
At 1 October 2021	28	12	67	107
Charge for the year	2	-	33	35
Disposals	(3)	(12)	0	(15)
At 30 September 2022	<u>27</u>	<u>-</u>	<u>100</u>	<u>127</u>
Net book value				
At 30 September 2022	<u>7</u>	<u>-</u>	<u>30</u>	<u>37</u>
At 30 September 2021	<u>6</u>	<u>9</u>	<u>51</u>	<u>66</u>

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022

17. Fixed asset investments

Company	Listed investments £000
Cost or valuation	
At 1 October 2021	2,795
Additions	525
Disposals	(493)
Revaluations	(376)
At 30 September 2022	<u><u>2,451</u></u>
Net book value	
At 30 September 2022	2,451
<i>At 30 September 2021</i>	<u><u>2,795</u></u>

18. Debtors

	Group 2022 £000	Group 2021 £000	Company 2022 £000	Company 2021 £000
Due within one year				
Trade debtors	374	247	374	247
Amounts owed by Group undertakings	-	-	-	-
Other debtors	7	23	7	23
Prepayments and accrued income	165	150	165	150
	<u><u>546</u></u>	<u><u>420</u></u>	<u><u>546</u></u>	<u><u>420</u></u>

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19. Creditors: Amounts falling due within one year

	Group 2022 £000	Group 2021 £000	Company 2022 £000	Company 2021 £000
Trade creditors	293	159	293	159
Other taxation and social security	77	61	77	61
Other creditors	38	83	38	83
Accruals and deferred income	685	707	685	707
	<u>1,093</u>	<u>1,009</u>	<u>1,093</u>	<u>1,009</u>

Deferred income in 2021 of £101k (2021: £158k) relates to fees received in advance for corporate packages.

20. Financial instruments

	Group 2022 £000	Group 2021 £000	Company 2022 £000	Company 2021 £000
Financial assets				
Financial assets that are debt instruments measured at amortised cost	<u>2,283</u>	<u>1,519</u>	<u>2,283</u>	<u>1,519</u>
	Group 2022 £000	Group 2021 £000	Company 2022 £000	Company 2021 £000
Financial liabilities				
Financial liabilities measured at amortised cost	(654)	(597)	(654)	(597)
Bank loan less than 1 year	(11)	(4)	(11)	(4)
Bank loan great than 1 year	(35)	(46)	(35)	(46)

Financial assets that are debt instruments measured at amortised cost comprise cash at bank, trade debtors and other debtors.

Financial liabilities measured at amortised cost comprise trade creditors, other creditors and accruals,

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and bank loans.

A Government "Bounce Back Loan" of £50k taken out in May-2021. This is repayable in equal capital instalments over 5 years, commencing May 2022. Interest is charged at 2.5%.

21. Statement of funds**Statement of funds - current year**

	01/10/2021 £000	Funds transfers £000	Income £000	Expenditure £000	Gains / Losses £000	30/09/2022 £000
Designated funds						
Designated Funds	39	75	49	(23)	0	140
General funds						
General Funds	2,339	(75)	4,239	(4,040)	(229)	2,234
Non-charitable trading funds	116					116
	2,455	(75)	4,239	(4,040)	(229)	2,350
Total Unrestricted funds	2,494	0	4,288	(4,063)	(229)	2,490
Endowment funds						
Library Fund	425	-	7	(13)	(36)	383
Endowment Fund	516	-	8	(7)	(44)	473
	941	-	15	(20)	(80)	856
Restricted funds						
Aspire Fund	57	-	26	(17)	-	66
Novus Fund	130	-	90	(106)	-	114
Generation Logistics	-	-	748	(212)	-	536
	187		864	(335)	-	716
Total of funds	3,622	0	5,167	(4,418)	(309)	4,062

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21 Statement of funds - continued

Statement of funds - prior year

	01/10/2020 £000	Funds transfers £000	Income £000	Expenditure £000	Gains / Losses £000	30/09/2021 £000
Designated funds						
Designated Funds	39		0	0	0	39
General funds						
General Funds	1,572	250	3,519	(3,244)	242	2,339
Non-charitable trading funds	250	(250)	139	(23)	0	116
	1,822	0	3,658	(3,267)	242	2,455
Total Unrestricted funds	1,861	0	3,658	(3,267)	242	2,494
Endowment funds						
Library Fund	383	0	9	(10)	43	425
Endowment Fund	487	0	11	(37)	55	516
	870	0	20	(47)	98	941
Restricted funds						
Aspire Fund	60	0	20	(23)	0	57
Novus Fund	118	0	94	(82)	0	130
	178		113	(105)	0	187
Total of funds	2,910	0	3,791	(3,419)	340	3,622

Designated funds brought forward relate to two funds for the development and delivery of Education and IT projects which will assist in the development of CILT programmes into the future.

Restricted funds

Aspire Fund: Maintained to provide grants to assist individuals in their development in the logistics industry.

Novus Fund: An initiative to develop and deliver a program to allow logistics professionals to earn a relevant BSc degree.

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Endowment funds

The endowment fund, named The Institute of Logistics and Transport Education and Endowment Fund, is to "advance education in the field of logistics and transport by the provision of scholarships and prizes, lectures, libraries and such other educational facilities as shall be considered appropriate by the directors". The fund, which includes a separate Branch for the Library, was established to give the Institute more flexibility in the use of the resources available from endowments, both past and present, while continuing to respect the wishes of past donors. The fund is managed by the Institute's Remuneration and Awards Committee, which in turn is advised on awards and prizes by a specialist sub-committee. The Institute is the Trustee of the fund.

The endowment fund includes an expendable element of £74k (2021: £72k) and a capital element of £473k (2021: £515).

The library fund includes an expendable element of £23k (2021: £29k) and a capital element of £383k (2021: £425k).

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22. Summary of funds

Summary of funds - current year

	Balance at 1 October 2021	Transfer between funds	Income	Expenditure	Gains / (Losses)	Balance at 30 September 2022
	£000	£000	£000	£000	£000	£000
Designated funds	39	75	49	(23)		140
General funds	2,455	(75)	4,239	(4,040)	(229)	2,350
Endowment funds	941		15	(20)	(80)	856
Restricted funds	187		864	(335)	-	716
	3,622		5,167	(4,418)	(309)	4,062

Summary of funds - prior year

	Balance at 1 October 2020	Income	Expenditure	Gains / (Losses)	Balance at 30 September 2021
	£000	£000	£000	£000	£000
Designated funds	39				39
General funds	1,822	3,658	(3,267)	242	2,455
Endowment funds	870	20	(47)	98	941
Restricted funds	179	113	(105)	-	187
	2,910	3,791	(3,419)	340	3,622

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23. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2022 £000	Restricted funds 2022 £000	Endowment funds 2022 £000	Total funds 2022 £000
Tangible fixed assets	37	-	-	37
Intangible fixed assets	253	-	-	253
Fixed asset investments	1,596	-	856	2,452
Current assets	1,732	716	-	2,448
Creditors due within one year	(1,093)	-	-	(1,093)
Bounce back loan	(35)	-	-	(35)
Total				
	<u>2,490</u>	<u>716</u>	<u>856</u>	<u>4,062</u>

Analysis of net assets between funds - prior year

	Unrestricted funds 2021	Restricted funds 2021	Endowment funds 2021	Total funds 2021
	£000	£000	£000	£000
Tangible fixed assets	65	-	-	65
Intangible fixed assets	149	-	-	149
Fixed asset investments	1,854	-	941	2,795
Current assets	1,475	194	-	1,669
Creditors due within one year	(1,010)	-	-	(1,010)
Bounce back loan	(46)			(46)
Total	2,487	194	941	3,622

24. Reconciliation of net movement in funds to net cash flow from operating activities

	Group 2022 £000	Group 2021 £000
Net income for the year (as per Statement of Financial Activities)	441	712
Adjustments for:		
Depreciation charges	35	35
Amortisation charges	43	13
Losses on investments	376	(342)
Dividends, interests and rents from investments	(62)	(69)
Loss on the sale of fixed assets	8	3
Increase in debtors	(127)	(114)
Increase/(decrease) in creditors	72	(97)
Net cash provided by/(used in) operating activities	786	141

25. Analysis of cash and cash equivalents

	Group 2022 £000	Group 2021 £000
Cash at bank and in hand	1,902	1,249
Total cash and cash equivalents	1,902	1,249

26. Pension commitments

The Group operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the Group in an independently administered fund. The pension cost charge represents contributions payable by the Group to the fund and amounted to £169k (2021: £158k).

27. Operating lease commitments

At 30 September 2022 the Group and the Company had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	Group 2022 £000	Group 2021 £000
Not later than 1 year	80	71
Later than 1 year and not later than 5 years	160	142
	240	213

28. Related party transactions

The Institute has taken advantage of the exemption available in accordance with FRS 102 section 33 'Related Party Disclosures' not to disclose the transactions entered into between members of the Group.

The Institute is the UK "National Council" of the Chartered Institute of Logistics and Transport (CILT). CILT is the body which holds the Royal Charter and has worldwide membership of approximately 30,000 professionals connected with logistics and transport industries.

In common with other Councils of CILT the Institute paid an annual fee based on a combination of membership numbers and income of £53k (2021: £58k).

During the year the Institute provided CILT with Business Services for which they were paid £60k (2021: £60k).

During the year the Institute provided CILT with Educational Licences for which they were paid nil (2021: Nil).

29. Principal subsidiaries

The following was a subsidiary undertaking of the Company:

The financial results of the subsidiary for the year were:

Name	Company number	Registered office or principal place of business	Principal activity
PTRC Education & Research Services Limited	01243187	3 - 4 Earlstrees Court, Earlstrees Road, Corby, Northamptonshire, NN17 4AX	Provision, organisation and promotion of education and training courses
Class of shares	Holding	Included in consolidation	
Ordinary	100%	Yes	
Name		Income £000	Expenditure £000
		Profit for the year £000	Net assets £000
PTRC Education & Research Services Limited		-	-

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