

INTERNATIONAL ASSOCIATION OF ARSON  
INVESTIGATORS UNITED KINGDOM

REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31<sup>st</sup> DECEMBER 2020

Charity No. 1124789

FAWCETT & CO (ACCOUNTANTS) LIMITED  
BRUNSWICK HOUSE  
86/88 CARHOLME ROAD  
LINCOLN  
LN1 1SP

INTERNATIONAL ASSOCIATION OF ARSON  
INVESTIGATORS UNITED KINGDOM

REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31<sup>st</sup> DECEMBER 2020

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INTERNATIONAL ASSOCIATION OF ARSON  
INVESTIGATORS UNITED KINGDOM  
YEAR ENDED 31<sup>st</sup> DECEMBER 2020

Legal and Administrative Information

**Trustees:**

Michael Flanagan (resigned 25<sup>th</sup> January 2021)  
Leigh Richards  
Deon Webber (resigned 25<sup>th</sup> January 2021)  
Emma Wilson (appointed 25<sup>th</sup> January 2021)  
James Acott (appointed 25<sup>th</sup> January 2021)  
Christopher Ward

Director of Administration:  
Louise Dodson

**Charity Number:** 1124789

**Charity's Principal Address:**

PO Box 1318  
Fenton  
Lincoln  
LN1 2WZ

**Bankers:**

Unity Trust Bank  
PO Bo 7193  
Planetary Road  
Willenhall  
WV1 9DG

**Independent Examiners:**

Fawcett & Co (Accountants) Limited  
Brunswick House  
86/88 Carholme Road  
Lincoln  
LN1 1SP

INTERNATIONAL ASSOCIATION OF ARSON  
INVESTIGATORS UNITED KINGDOM

TRUSTEE'S REPORT FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2020

The Trustees present their report together with the financial statements of the Charity for the year ended 31<sup>st</sup> December 2020. The financial statements have been prepared in accordance with the accounting policies set out on pages 17 and comply with the Charity's trust deed, the Charities Act 2011 and the Statement of Recommended Practice applicable to the Charities preparing their accounts in accordance with the Financial Reporting Standard 10 – the Financial Reporting Standard applicable in the U.K and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

**Trustees**

The Trustees named on page 3 have served in the year.



# UK-AFI

UNITED KINGDOM  
ASSOCIATION OF  
FIRE INVESTIGATORS®

## IAAI Chapter 67

The UK Association of Fire Investigators (UK-AFI) (formally known as the IAAI-UK) was formed in 2003. The UK-AFI is the Professional Body for fire investigators within the UK and there are currently over 400 members, with representation from the fire service, law enforcement, forensic scientists, private fire investigators, fire investigation training providers, and academic establishments.

The UK-AFI offers professional membership upgrades at either Professional Member (with the postnominals: MFireInv) or Fellow (with the postnominals FFireInv) for those meeting the qualifying conditions.

### Training events

Following our successful 17<sup>th</sup> Annual Training Conference (ATC) in January 2020, plans were well underway for our Summer Training Conference (STC) 2020 and our 18<sup>th</sup> ATC scheduled for January 2021. Conference venues had been chosen and booked in Newcastle and Windsor, speakers selected, flights booked; and then on 23<sup>rd</sup> March the UK entered a National Lockdown due to Covid-19; schools and workplaces shut; non-essential shops shut; pubs, restaurants, cafes, and hotels shut; social visiting and gatherings banned. It was clear that our traditional conference events would not be able to take place.

Keen to continue our tradition and deliver high standard of training events, the UK-AFI organised a series of monthly, 1 hour, tested, webinar lectures via 'Zoom', free to our members. These webinars started in June 2020 pulling up to 70 delegates for each session, with some sessions repeated due to popular demand.

Our series of webinars lectures covered the following subjects:

- **Suicide by fire** - The presentation provided an understanding of self-incineration and reported the findings of an analysis of 48 cases of suicide in the West Midlands, UK between the 1993 and 2013.
- **The Fundamentals of lithium batteries** - The presentation covered a brief overview of batteries, what they are, types of batteries, how lithium-ion batteries are built, an overview of how batteries fail and the likely cause of Lithium-ion battery failures and fires.
- **Updates to NFPA921:2021** - This presentation covered the latest updates to the 921 Document.
- **A Legal update for Fire Investigators** - The presentation provided an introduction into role of the Expert Witness as detailed in the UK's Civil Procedure Rules and the Criminal Procedure Rules; and discussed how experts should present themselves; what should be included in the Fire Investigation Report; issues relating to disclosure and tips for presenting evidence in Court.
- **The Real Fire Project** – A UK Government funded research project looking at fires of special interest, where BRE investigate issues that may have implications for UK Building Regulations and associated guidance documents.



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- **It's Just a Firework** - The history of fireworks; the construction and components of fireworks; different categories of fireworks; different times of fireworks, different methods of detonation and fuses; safe recovery, transportation and storage and scene safety for fire investigators.
- **The Toxicology of Fire Deaths** - Toxicological matters including post-mortem toxicology and its associated issues.



Over the 1<sup>st</sup> and 2<sup>nd</sup> February 2021, the UK-AFI held our 18<sup>th</sup> Annual Training Conference (virtually) with 6 hours of tested CPD available, with four fantastic presentations covering: The identification and interpretation of damage on electrical wiring; Case studies involving Open Neutral electrical events; Lithium battery Fires: (A follow-up to our fundamentals of ~~to~~ lithium batteries webinar) and A perspective on the route to quality in Fire Investigation through the ISO 17020 accreditation.

170 UK-AFI members from across the UK and Europe participated in this event.

During our ATC conference we announced the results of our Annual Photographic Competition judging the best photographs in the categories of Fire Scene, Investigator at Work, Close up and Technical, and Best Overall.



**Overall Winner**  
Fire Investigation  
Dog Kar, mid-  
search, pausing to  
sniff his snout.



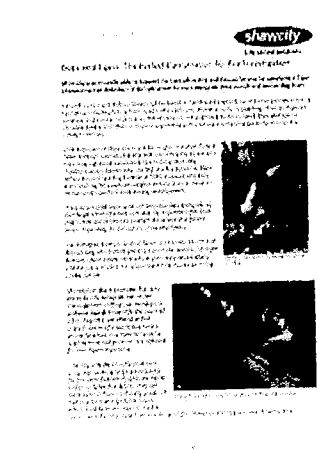
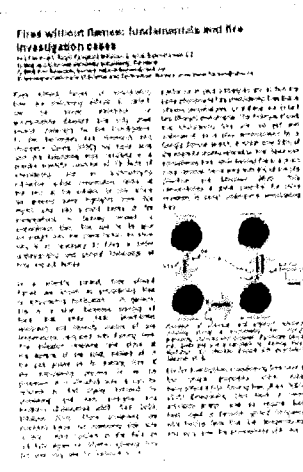
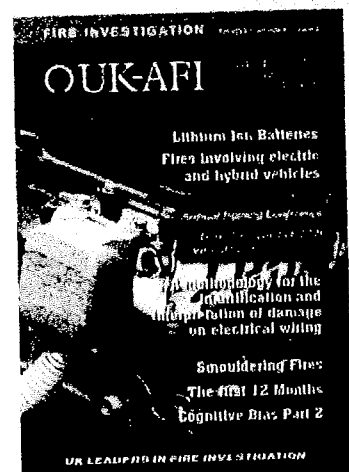
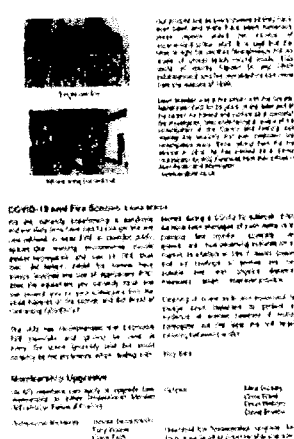
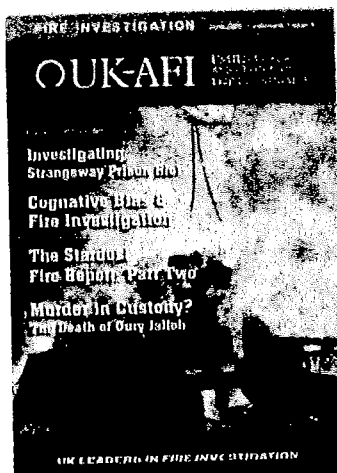
# UK-AFI

## UNITED KINGDOM ASSOCIATION OF FIRE INVESTIGATORS®

### IAAI Chapter 67

## Journal

With the cancelation of our summer training conference the UK-AFI board worked with our journal editor and 1<sup>st</sup> VP Emma Wilson to actively increase the content within our journal and produce a 'bumper edition'. Maintaining our high expectations for professional and insightful content we secured several fascinating articles. We took the decision to post the journal to all 400 members (both UK and Overseas). In recent years the journal had been given in conference packs and was available to members to view online. This momentum was carried with our January 2021 edition matching the high standard we had set in June 2020.





# UK-AFI

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IAAI Chapter 67

## **Board Members and Regional Representatives**

The UK-AFI has an active, elected board of 11 members who are working towards the professional development of the association and represent our profession across local and national level events. Our board comprises investigators from across UK fire services and private sector investigators. The elected board is supported by a team of 10 regional representatives who work to promote the member benefits of the association and the IAAI within their regions. We have welcomed two new members onto the board during our (virtual) AGM in January 2021, having extended our gratitude to those that have recently retired following several years of dedicated service to the UK-AFI.

In the last year, the UK-AFI board members have represented our association in committees involved in updating and revising the '*Code of Practice for Investigators of Fires and Explosions for the Justice Systems in the UK*' and the specialist group helping to steer a fire investigation subject matter appendix that is currently being written and will be published through the office of the UK Government's Forensic Science Regulator.

The '*Code of Practice for Investigators of Fires and Explosions for the Justice Systems in the UK*' is jointly published and endorsed by the UK-AFI, the Institution of Fire Engineers and the UK National Fire Chiefs Council. The Code of Practice has been developed to support and provide guidance to organisations and individuals engaged in the investigation of fires and explosions within the framework of the justice systems of the UK. During 2020 it underwent revision and extensive consultation, before it was published in December 2020 and will be adopted from April 2021.

The UK Forensic Science Regulator (FSR) has set a series of targets to increase the standard of forensic evidence used within the UK Criminal Justice System (CJS). The FSR has set the target for all fire investigation practitioners working in the CJS to have obtained ISO/IEC 17020 for fire scene examination, and origin and cause determination. In October 2020 the FSR commissioned an appendix on forensic fire scene inspection, this document is aimed to provide guidance on personnel competency, proficiency testing and validation; scene methodology; interpretation of fires scenes; anti-contamination and quality assurance. The UK-AFI is working within the committee to support the report authors.

During 2020 the UK-AFI board have reviewed and updated our internal policy documents, including our Constitution, but also our Health and Safety; Whistleblowing; Environmental; Modern Day Slavery Policy; Code of Ethics and our Anti Bribery, and Corruption Policies.





# UK-AFI

UNITED KINGDOM  
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IAAI Chapter 67

## Website

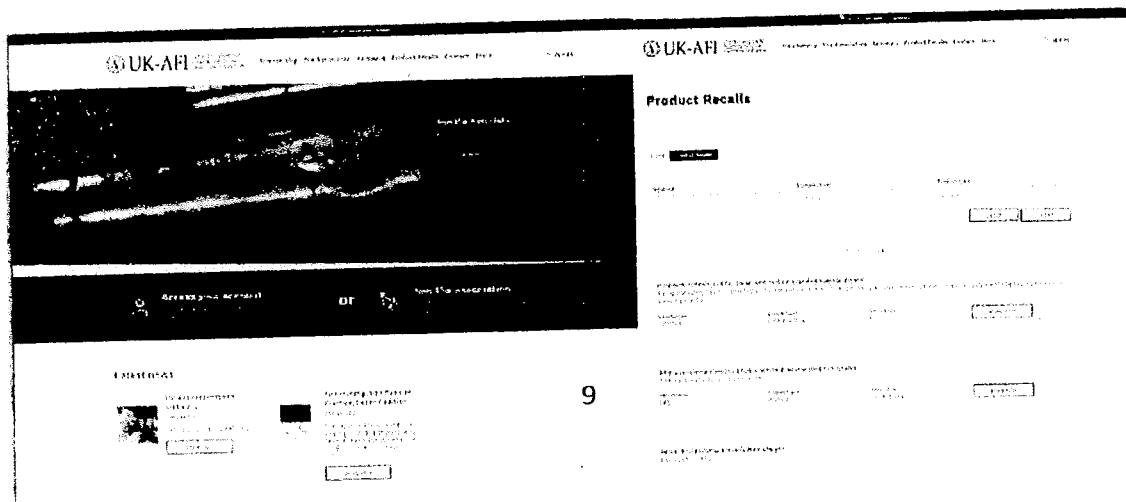
Our website ([www.uk-afi.org](http://www.uk-afi.org)) generates a significant amount of traffic. On average we attract between 80 and 100 users per day, 90% are new users, using the product recall section of our website. In addition to the UK-AFI website being a source of information with public and member's only content, our website forms our primary 'customer relationship management' software, managing our membership who can book conferences and seminars and manage their CPD records. Whilst the content of our website had been updated over the years the management functions and background coding had become tired.

In January 2021 we launched our brand-new website (that has replaced our old system), with vastly improved functionality across the site. On the public side of the website our Product Recall section has been overhauled and updated, with improved search capability and the option to subscribe to a weekly email alert on new product recalls.

On the members side of our website, we have updated how individual and corporate memberships profiles are managed; streamlined the booking of seminars; provided access for registered members to view recordings of previous seminars; increased the reference materials available for download; overhauled the management of delegates at our events and for those that have completed tested CPD; and we have updated the functionality of the members CPD record.

Our members can access all their UK-AFI seminar certificates which are automatically updated onto their profile, however our members can now choose to record other external CPD events alongside UK-AFI CPD events. These revisions to the CPD section will generate an individual confidential transcript of training events completed by each member and will vastly assist those members who are collating their records for the purpose of applying or re-certifying CFI/FIT certifications.

The UK-AFI board are continuing to add new content to the website and maintain the product recall section of our new website.





INTERNATIONAL ASSOCIATION OF ARSON  
INVESTIGATORS UNITED KINGDOM

TRUSTEE'S REPORT FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2020 (ctd)

**Financial Review**

The Charity with the support of it's donors, staff and volunteers generated incoming resources of £34622. Total resources expended were £54362. This has resulted in a net deficit of £19740 which has been funded by reserves brought forward.

**Risk Management**

The Trustees have conducted a review of the major risks to which the charity is exposed. The recoding of risks has been established, the information is incorporated into the recorded minutes of the Executive and Board meetings, the information is updated at least annually. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors.

**Reserves Policy**

The Association is a small charity with a stable pattern of receipts and payments. In normal circumstances, it is considered that the Association has no reason to hold reserves in large amounts. New capital or revenue projects are only approved and supported financially by the Association, when revenue is already in place within its funds where pledged support has been received in writing. The Association funds will not be allowed to be into deficit.

INTERNATIONAL ASSOCIATION OF ARSON  
INVESTIGATORS UNITED KINGDOM

TRUSTEE'S REPORT FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2020 (ctd)

**Responsibilities of the Trustees**


Charity law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charity as at the balance sheet date and if its incoming resources and application of resources, including income and expenditure for the financial year. In preparing those financial statements, the Trustees should follow the best practice and:

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

The Charity Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011. The Trustees 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.

**Approval**

This report was approved by the Trustees on 17 / OCT /2021 and signed on their behalf.

  
Leigh Richards

INTERNATIONAL ASSOCIATION OF ARSON  
INVESTIGATORS UNITED KINGDOM

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
INTERNATIONAL ASSOCIATION OF ARSON INVESTIGATORS UNITED KINGDOM

We report on the accounts of the International Association of Arson Investigators United Kingdom for the year ended 31<sup>st</sup> December 2020 which are set out on pages 15 to 18.

**Respective responsibilities of Trustees and examiner**

The Charity's Trustees are responsible for the preparation of the accounts.

The Charity's Trustees consider that an audit is not required for this year under Section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is our responsibility to:

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

**Basis of the Independent examiner's statement**

Our examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and the seeking of explanations from the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently, no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement on page 14.

INTERNATIONAL ASSOCIATION OF ARSON  
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INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
INTERNATIONAL ASSOCIATION OF ARSON INVESTIGATORS UNITED KINGDOM

**Independent examiner's statement**

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

- (1) which gives us reasonable cause to believe that, in any material respect, the requirements:
  - to keep accounting records in accordance with Section 130 of 2011 Act and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
- (2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*Fawcett & Co (Accountants) Ltd*

Fawcett & Co (Accountants) Limited  
Brunswick House  
86/88 Carholme Road  
Lincoln  
LN1 1SP

Dated: 04 / 11 /2021

INTERNATIONAL ASSOCIATION OF ARSON  
INVESTIGATORS UNITED KINGDOM

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2020


<b>Income</b>	<b>Notes</b>	<b>General Fund</b>	<b>2020</b>	<b>2019</b>
Membership and Conferences		33607	33607	68447
Sponsorship		-	-	2500
Other		<u>1015</u>	<u>1015</u>	<u>100</u>
		<u>34622</u>	<u>34622</u>	<u>71047</u>
<b>Expenditure</b>				
Activities	4.	<u>54362</u>	<u>54362</u>	<u>28718</u>
		<u>54362</u>	<u>54362</u>	<u>28718</u>
<b><u>NET INCOME/(EXPENDITURE)</u></b>		(19740)	(19740)	42329
Total funds brought forward on 1 <sup>st</sup> January 2020		<u>78150</u>	<u>78150</u>	<u>35821</u>
<b><u>TOTAL FUNDS CARRIED FORWARD</u></b>		<u>58410</u>	<u>58410</u>	<u>78150</u>

INTERNATIONAL ASSOCIATION OF ARSON  
INVESTIGATORS UNITED KINGDOM

BALANCE SHEET AS AT 31<sup>st</sup> DECEMBER 2020

	NOTES	2020	2019
Cash at Bank in Hand	6.	59096	78842
<b>Creditors:</b> Amounts falling due within one year	7.	<u>(686)</u>	<u>(692)</u>
<b>Net Assets</b>		<u>58410</u>	<u>78150</u>
<b>Unrestricted General Funds</b>		<u>58410</u>	<u>78150</u>

Approved by the Trustees on and signed  
on their behalf

  
Leigh Richards – TRUSTEE  
Louise Dodson – Director of Administration

Date: 17 / OCT / 2021



INTERNATIONAL ASSOCIATION OF ARSON  
INVESTIGATORS UNITED KINGDOM

Notes to the Accounts for the year ended 31<sup>st</sup> December 2020

**1. BASIS OF PREPARATION**

**1.1 Basis of Accounting**

These accounts have been prepared on the basis of historic cost in accordance with:

- Accounting and Reporting by Charities – Statement of Recommended Practice applicable to Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the U.K and Republic of Ireland (FRS 102) and Charities Act 2011.

**2. FUND ACCOUNTING**

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.

Designated funds are Unrestricted funds which the Trustees have decided at their discretion to set aside for specific purposes.

**3. ACCOUNTING POLICIES**

**Income**

**3.1 Income Recognition**

These are included in the Statement of Financial Activities (SOFA) when:

- the charity becomes entitled to the resources; and
- the Trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability.
- Payments for deposit for Annual Training Conference are included in training costs in the year they are made.

**3.2 Sponsorship**

Sponsorship is only included in the SOFA when the charity has unconditional entitlement to the resources.

**EXPENDITURE**

**3.3 Expenditure Recognition**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

INTERNATIONAL ASSOCIATION OF ARSON  
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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2020

**4. EXPENDITURE**

	General Funds	2020	2019
<u>Activities</u>			
Training	24828	24828	12654
Administration	23637	23637	8797
Bank Charges	466	466	831
Computer Costs	2128	2128	389
Accountancy	764	764	692
Other Expenses	<u>2539</u>	<u>2539</u>	<u>5355</u>
	<u>54362</u>	<u>54362</u>	<u>28718</u>

**5. TRUSTEES REMUNERATION AND RELATED PARTY TRANSACTIONS**

An agreement exists between the charity and Louise Dodson for administration duties to be carried out by her. During the year a total amount of £5747 (2019 £4690) was paid to her.

There was a similar agreement between the charity and Christopher Ward which has now ceased. During the year there were no payments made under this agreement (2019 £1008).

The Trustees did not receive any remuneration in their roles as Trustees.

<b>6. CASH AT BANK AND IN HAND</b>	<b>2020</b>	<b>2019</b>
Cast at Bank	<u>59096</u>	<u>78842</u>
<b>7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>	<u>686</u>	<u>692</u>