

CHARTERED INSTITUTE OF ERGONOMICS AND HUMAN FACTORS

England & Wales · Charity number 1161870

Details

Status Registered

Legal form Other

Company number [01923559](#)

Registered 2015-05-27

Register [View on the Charity Commission register](#)

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Activities

Objects: THE OBJECTS FOR WHICH THE INSTITUTE IS INCORPORATED SHALL BE:1. TO PROMOTE LEARNING AND ADVANCE EDUCATION AND KNOWLEDGE IN THE SUBJECT OF, AND WITH REGARD TO, ERGONOMICS;2. TO PROMOTE HUMAN WELLBEING BY INCREASING THE AWARENESS AND USE OF ERGONOMICS KNOWLEDGE;IN THE INTERESTS OF THE GENERAL PUBLIC BENEFIT.

Activities: Chartered Institute of Ergonomics & Human Factors is a membership body for professional and aspiring ergonomists and human factors specialists. CIEHF sets and maintains standards for membership for professionals. Our vision is a world where integrated design improves life, well-being and performance. Our mission is to be the pre-eminent professional home and voice for human factors.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body
- **What:** General Charitable Purposes, Education/training, The Advancement Of Health Or Saving Of Lives, Armed Forces/emergency Service Efficiency
- **Who:** Children/young People, Elderly/old People, People With Disabilities, The General Public/mankind

Geography

- Scotland
- Throughout England And Wales

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£836,407	£1,002,937	£359,713	6
2023-12-31	£1,041,983	£919,367	£519,998	5
2022-12-31	£608,249	£649,712	£380,376	5
2021-12-31	£608,913	£581,413	£349,839	4
2020-12-31	£489,259	£476,279	-	-

Trustees

Name	Role	Appointed
Barry Peter Kirby		2026-04-13
Dr Lisa Kay Kelly		2025-04-14
Emma-Louise Ridsdale		2023-04-17
Fiona Clare Bird		2026-04-13
Frances Ruth Ives		2025-04-14
Ian James		2025-04-14
Laura Elizabeth Sutton		2023-04-17
Mark Alexander Sujan		2024-04-15
Martin Thody		2024-04-15
Monica Sen Gupta		2021-04-19
Reji Baby		2024-04-15
Stephen James Franklin		2026-04-13
Steven Richard Harmer		2022-04-11
Suzanne Elizabeth Broadbent		2024-04-15
Terry Lansdown		2021-04-19

Accounts

Charity registration number 1161870

Company registration number 01923559 (England and Wales)

**INSTITUTE OF ERGONOMICS & HUMAN FACTORS
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

INSTITUTE OF ERGONOMICS & HUMAN FACTORS

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Mr B Edwards
Mr I Ba
Ms E Ridsdale
Dr R Bridger
Dr W Gibson
Mr S Harmer
Mr T Lansdown
Ms M Sen Gupta
Mrs L E Sutton
Dr M Young
Mr M Carey
Mr M Thody (Appointed 15 April 2024)
Mr R Baby (Appointed 15 April 2024)
Ms S E Broadbent (Appointed 15 April 2024)
Professor M A Sujan (Appointed 15 April 2024)
Ms F R Ives (Appointed 14 April 2025)
Mr I James (Appointed 14 April 2025)
Dr L Kelly (Appointed 14 April 2025)

Senior management

Mr B Peachey (Chief Executive Officer)

Charity number

1161870

Company number

01923559

Registered office

7 The Courtyard
Wootton Park, Alcester Road
Wootton Wawen
Henley-In-Arden
Warwickshire
B95 6HJ

Auditor

Ormerod Rutter Limited
The Oakley
Kidderminster Road
Droitwich
Worcestershire
WR9 9AY

INSTITUTE OF ERGONOMICS & HUMAN FACTORS

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INSTITUTE OF ERGONOMICS & HUMAN FACTORS

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2024

The trustees present their annual report and financial statements for the year ended 31 December 2024.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with Institute's Royal Charter, the Charities Act 2011 and "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 2019).

Objectives and activities

Our objectives are centred around four external-facing pillars (Members, Learning, Engagement and Professional Standards) supported by three internal-facing foundations (Operations, Digital and Data & Insights).

The activity outlined for each of the four pillars is linked by four cross-cutting themes;

Chartership - to enhance the institute's value and support our professional network.

Sectors - to expand the human factors profession in key areas

Topics- to boost member impact in relevant discussions

Career pathways - to open access to the human factors profession and aid career progression

Our purpose, ambition and values are built on our charitable purposes as stated in the institute's Royal Charter:

- To promote learning and advance the education and knowledge in the subject of, and with regards to, ergonomics
- To promote human wellbeing by increasing the awareness and use of ergonomics knowledge; in the interests of the general public benefit

Public benefit

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

Achievements and performance

Overall, 2024 has been a positive year. This report sets out how we achieved this.

In April, we launched our new Strategy at the EHF2024 conference held in Kenilworth. The strategy – along with an introductory video – are available at <https://ergonomics.org.uk/about-us/strategy.html>. This was a significant moment in the year, and we have been working to ensure all our activities align with the strategy. In summary, the CIEHF is committed to driving positive change and our new strategic plan aims to help decision-makers understand the transformative impact of human factors across diverse sectors and disciplines.

We celebrated our 75th anniversary and 10 years of our Royal Charter in 2024, and for the first time in over 5 years, we have seen a significant rise in membership numbers taking us over the 2,000-member mark. Behind the scenes, we have continued our programme of operational improvements including the completion of our first external audit, retaining our ISO9001 certification and a comprehensive review of our Professional Competency Checklist (PCC).

INSTITUTE OF ERGONOMICS & HUMAN FACTORS

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

Members

Year-on-year change in recruitment and retention has been encouraging with a 14% uplift in member numbers, from 1,914 at year end of 2023 to 2,175 at the end of 2024, with 573 (26%) Chartered members among them. A significant contributing factor was the purchase of 150 Associate memberships by Maternity and Newborn Safety Investigations (MNSI), but we have also been encouraged by members joining from new sectors and organisations including the civil service and emergency services.

We have taken steps to reduce financial risk associated with membership subscriptions – towards the end of the year (where we have the majority of renewals) we updated the messaging on the website to encourage members to move to annual direct debit – we currently have 30% of members using this payment method, and if we can increase this number, it would reduce the administrative burden on the CIEHF team, freeing them up to spend more time on activities that deliver member value.

We have a range of digital resources for members including print and online versions of our quarterly magazine 'The Ergonomist'; access to journals; the 'Communities' discussion forum which is a platform for members to exchange thought leadership, research, insight and best practice; and a weekly email communication to members which consistently achieves open rates of over 50%.

These member products and services are at the heart of the Institute, and we are committed to continuously improving them to serve our members. In November, we presented a new member engagement strategy to our Council of trustees which included proposed enhancements to our member value proposition including an ambassador programme, website improvements and changes to our member networking groups and regular meet-ups. These will be implemented in 2025 along with a new Communities forum to enable member-to-member messaging and the ability for members to create their own discussion groups.

INSTITUTE OF ERGONOMICS & HUMAN FACTORS

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

Learning

Our investment in learning has continued in 2024. We have three learning pathway products (rail, construction and cross-sector) on our website alongside the managed pathways for healthcare and energy run respectively by our partners Loughborough University and The Energy Institute. We also continued to develop the Nuclear Learning Pathway with the Office for Nuclear Regulation which we plan to launch in 2025 and the Mining Learning Pathway developed with Anglo American and exploratory conversations regarding a defence learning pathway.

The Learning Pathways are divided into three levels, beginning with foundational concepts to ensure everyone can establish a solid base of understanding. Certificates of completion are issued at each level and on completion, learners receive certification equivalent to an RQF (Regulated Qualifications Framework) Level 5 allowing them to apply for Technical Membership of the CIEHF. The support and guidance offered to learners (through mentorship, workshops or forums) ensures they can continually evolve in their professional journey.

Learner participation across the pathways is growing with 176 learners enrolled and 36 active learners. We awarded certifications to four learners which is an important milestone as we establish these new programmes.

We expanded our suite of professional development online courses in 2024 and now have 19 course available on topics ranging from workload analysis to fatigue in healthcare and an introduction to bowtie analysis. Course development efforts remain aligned with the development of the Professional Competency Checklist (see Professional Standards section below), ensuring support for both existing professionals and those seeking accreditation.

We saw a significant increase in participation across our professional development courses during 2024 with over 700 participants. The free "Discover" micro-learning course remained the most popular, with 95 new learners joining in the last quarter of the year, demonstrating its ongoing appeal as an accessible and engaging entry point for learners.

Our overall course completion rate stands at an impressive 50%, above the industry average (the average eLearning course completion rates is between 12-30% depending on the industry and how it is measured). Throughout 2024, we received a total of 56 survey responses from participants across our range of professional development courses. Feedback has been overwhelmingly positive, with 96% of respondents finding the course materials useful, 94% stating the courses met their needs, and 98% indicating they would recommend the courses to others. Suggestions for improvement included providing more detailed examples and incorporating additional resources to support neurodiverse learners. We will take this feedback on board as we continue to develop our portfolio in 2025.

INSTITUTE OF ERGONOMICS & HUMAN FACTORS

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

Engagement

Our goal for engagement is to demonstrate the value of human factors and ergonomics to business leaders, government and other influencers to drive change. To achieve this goal, we need to work with our members and partners to identify the best opportunities to pursue. It is vital that we prioritise as it will be hard to make progress if we spread our resources too thin.

We have committed to developing theory of change plans to help the profession grow in priority sectors. Theory of change plans are commonly used in the international development world and elsewhere to create detailed pathways providing a comprehensive description and illustration of how and why a desired change is expected to happen. To pilot this new approach, we hosted a workshop for members and partners working in healthcare in June. We have come up with a plan with three long-term outcomes to work towards. The overarching ambition for this initiative is to integrate human factors into healthcare, to improve the safety and performance of the health service, whilst improving patient and professional wellbeing/care. We will look to deliver this plan in 2025 and work with members to identify other priority sectors where we can adopt a similar approach.

Social media

Our social media presence is continuing to improve. For LinkedIn, we have been following the new social media strategy that we developed in late 2023 for a full year. Engagement analytics have improved during the year and there has been a 24% increase in followers. At year end, we had over 9700 followers on LinkedIn. A contributing factor to these increases was a focus on sharing more thought-provoking content - one post in November about busting human factors myths had 34,000 impressions against an average of under 3000 of other posts. We opened a Bluesky account in early 2025 mirroring the topics we post about on LinkedIn and have ceased posting on X (formerly Twitter) but maintaining a presence for the time being. Many other professional bodies have taken a similar approach.

Publications and online events

We released two new publications in 2024. A guide on Integrating Human-Centred AI in Clinical Practice was published in December; by year end, the guide had been downloaded just over 500 times. Earlier in the year, a white paper on Fatigue Risk Management for Health and Social Care was published at our annual conference in April. The resource page was visited 530 times in the first week it was launched. On their own initiative, the Brazilian Ergonomics Society (ABERGO) translated our guidance document 'How human factors can enhance delivery of EDI' into Portuguese which we then published.

CIEHF hosted seven webinars in 2024, with a total of 1342 registrations, on a range of topics and sectors.

EHF2024

Our flagship event is our annual conference. EHF 2024 took place in April, and we had a record attendance for the second year running. We had 373 attendees (79% members, 21% non-members) with 180 organisations represented from a range of sectors with defence, healthcare and rail the most represented. We were also delighted to have a growing number of attendees and content contributors from the Nuclear sector. Most pleasing was the post-event survey where 94% said they would recommend the conference to friends and colleagues. We also received a record number of submissions for EHF2025 so we are hopeful for another record-breaking event.

IEA2024

At the end of August, we participated in the International Ergonomics Association (IEA) 2024 Conference in Jeju, Korea. The conference is held every three years and brings together HF practitioners, academics and students from across the world. Nearly 1700 delegates attended the event with over 1,000 presentations delivered in 560 sessions covering a wide array of topics, including workplace ergonomics, cognitive ergonomics, human-computer interaction, and occupational health. Several CIEHF members spoke at the event. It was important that we took part as CIEHF will be hosting IEA2027 in London. Becky Charles (RAIB) has been appointed chair of the Programme Committee for IEA2027, and Becky and Ben Peachey (our CEO) will share a role on the IEA Executive Committee in the three years leading up to the event. The Council of Trustees has approved the set-up of a trading company for IEA2027, and this will be set up as a Community Interest Company in 2025.

INSTITUTE OF ERGONOMICS & HUMAN FACTORS

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

75th anniversary

We celebrated our 75th anniversary with the Think Human exhibition at the Museum of Making in Derby developed in partnership with Loughborough University and the Museum of Making. The launch event in September welcomed over 160 attendees including members and supporters of the profession. The launch event generated positive social media posts from attendees and there have continued to be social posts from visitors to the exhibition including from many members. The exhibition was originally planned to end in December but was extended to February 2025.

Professional standards

Professional Competency Checklist (PCC) review

This project has been a key priority in 2024. Our Professional Affairs Board has overseen the review of the PCC and the development of a new format that should improve the user experience for chartership and technical member applicants. The new PCC will have five core competencies and comprehensive work has been done to create a list of knowledge requirements for each core competency. We have also developed a rubric to help standardise the assessment of professional membership applications.

We plan to launch the new PCC in 2025 and will offer an improved online application process. Members, assessors, prospective applicants and other stakeholders will need to be able to access guidance and support which is being developed as part of the launch plan.

Registered consultancies and accredited courses

At the end of 2024, we had 50 accredited registered consultancies, 30 accredited courses and accredited postgraduate courses for Loughborough, Nottingham, Derby, Cranfield, Staffordshire and a collaborative of five New Zealand universities.

Financial review

Our total revenue for 2024 was £825,273 plus £11,134 investment income compared to our 2023 revenue of £1,041,983. Whilst revenue has dropped year-on-year, this is largely due to double-counting of royalty income in 2023. This was a one-off change to income realisation to rectify past practice where we were recognising income in the wrong year.

The 2024 accounts are our second set of accounts to be subject to an external audit. Our first audit gave us reassurance that many of our practices were following good practice and helped us identify a few areas where we could improve. For example, during 2024, we instigated double approval requirements for expenditure in our operational bank account as a control. The Institute has been subject to a HMRC VAT review that has taken several years to resolve. With the help of our auditor, we were able to resolve the matter by year end including the payment of overdue VAT which led to a small interest payment that was settled in early 2025. Our financial management practices have been amended to ensure we pay the correct VAT moving forward.

Following approval of the strategic plan in March 2024, the trustees agreed that the Institute should invest in staffing and operational improvements. We added two roles to the CIEHF in 2024 - a Governance manager (0.5 FTE) who started in July 2024 to lead our governance improvement programme and manage our ISO 9001 management system; and a Learning Services Manager appointed in December 2024 to help support expansion of our learning programme and administer professional member applications and course accreditation applications.

We retained our ISO 9001 certification in June 2024 and have continued our programme of operational improvements including re-establishing a risk register and process for regular review of risks by the trustees. For 2025, we have identified board performance improvement, a code of conduct review and a review of our delegation of authority matrix as priorities.

The royalty income from our two associated journals, 'Ergonomics' and 'Applied Ergonomics' remained healthy in 2024 and is expected to continue into 2025. The financial risks identified with the move to open-access publishing have not had a detrimental impact on our income to date, but we will continue to monitor the situation.

INSTITUTE OF ERGONOMICS & HUMAN FACTORS

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

Reserves policy:

The reserves policy ensures that the Institute can continue to deliver on its charitable purpose and strategic plan in the event of significant disruption to its funding sources. The policy is designed to enable the Institute to function for a six month period to enable the trustees to reflect on the future viability of the Institute whilst meeting its short-term commitments.

Structure, governance and management

The Chartered Institute of Ergonomics and Human Factors was established in 1949. It was incorporated on 18 June 1985 as a company limited by guarantee, not having share capital: the company is registered as a charity, number 1161870. It is governed by its Royal Charter.

Our governance and management structure

The Charity is governed by the Board of Trustees. The trustees delegate the day to day running of the charity to the CEO - Benjamin Peachey.

Further responsibilities are as follows:

- Council is responsible for ensuring CIEHF manages financial resources responsibly and that activities are in line with our charitable purposes and strategic plan.
- The Treasurer is responsible for monitoring the current and future financial position of the Institute and raising any concerns to the Executive Committee.
- The Executive Committee is responsible for assessing the current and future financial position of the Institute's risk register.

The trustees who served during the year and up to the date of signature of the financial statements were:

Ms A J Widdowson	(Resigned 14 April 2025)
Mr B Edwards	
Mr I Ba	
Mr B Kirby	(Resigned 14 April 2025)
Ms E Ridsdale	
Mrs J A Avery	(Resigned 14 April 2025)
Dr R Bridger	
Dr W Gibson	
Mr S Harmer	
Mr T Lansdown	
Ms M Sen Gupta	
Mrs L E Sutton	
Dr M Young	
Mr M Carey	
Mr C Grant	(Resigned 15 April 2024)
Mr M Thody	(Appointed 15 April 2024)
Mr R Baby	(Appointed 15 April 2024)
Ms S E Broadbent	(Appointed 15 April 2024)
Mr S J Franklin	(Appointed 15 April 2024 and resigned 19 November 2024)
Professor M A Sujan	(Appointed 15 April 2024)
Ms F R Ives	(Appointed 14 April 2025)
Mr I James	(Appointed 14 April 2025)
Dr L Kelly	(Appointed 14 April 2025)

INSTITUTE OF ERGONOMICS & HUMAN FACTORS

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

Induction and training of trustees

Trustees are elected by the membership in accordance with the governing documents of the Institute. The election process is managed by CIEHF team members and using an independent third party for voting (Civica Election Services). Eligible members are invited to stand for election, candidate profiles are shared with voting members along with the voting deadline.

Successful candidates for officer, trustee and Professional Affairs Board positions are ratified at the AGM usually held in April each year. All newly appointed trustees receive a structured induction programme designed to support them in their new governance role. This includes:

- An induction pack containing the Institute's governing documents, strategy plan, most recent quarterly report (including financial reports and updates on current projects) and key policy documents.
- An online training module that covers trustee roles, responsibilities and legal obligations.
- An on-boarding session at their first in-person trustee meeting with the CEO and incumbent trustees.

Continuing development of trustees is supported through access to external governance training (including charity law, finance, and risk management).

Trustee training needs are reviewed annually by the Institute's Governance Manager. The Board remains committed to ensuring all trustees are equipped to fulfil their responsibilities effectively and contribute to the advancement of the Institute's objectives.

Statement of trustees' responsibilities

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

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that year.

In preparing these financial statements, the trustees are required to:

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

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Conclusion

Overall, we have had a very successful year supporting members, organisations and allied professionals. We would like to thank the CIEHF team who work tirelessly to ensure we achieve what we set out to do. We also thank those members who volunteered their time and effort in many roles – we could not fulfil our aims without their dedication and commitment.

INSTITUTE OF ERGONOMICS & HUMAN FACTORS

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

The trustees' report was approved by the Board of Trustees.



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Dr R Bridger

Trustee

Date: 9 September 2025

INSTITUTE OF ERGONOMICS & HUMAN FACTORS

INDEPENDENT AUDITOR'S REPORT

TO THE TRUSTEES OF INSTITUTE OF ERGONOMICS & HUMAN FACTORS

Opinion

We have audited the financial statements of Institute of Ergonomics & Human Factors (the 'charity') for the year ended 31 December 2024 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 December 2024 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial statements* section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our 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.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and 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.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

INSTITUTE OF ERGONOMICS & HUMAN FACTORS

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF INSTITUTE OF ERGONOMICS & HUMAN FACTORS

Responsibilities of trustees

As explained more fully in the statement of trustees' responsibilities, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

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

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

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

Based on our understanding of the charitable company, we identified the principal risks of non-compliance with laws and regulations including those that have a direct impact on the preparation of the financial statements and the extent to which non-compliance might have a material effect on the financial statements. Audit procedures performed included discussions with management, review of board meeting minutes, testing of journals, designing and performing audit procedures and challenging assumptions and judgements made by management in relation to accounting estimates.

There are inherent limitations in the audit procedures described above. We are less likely to become aware of instances of non-compliance with laws and regulations that are not closely related to events and transactions reflected in the financial statements. Also, the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery or intentional misrepresentations, or through collusion.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Other matters

Your attention is drawn to the fact that the charity has prepared financial statements 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 UK and Republic of Ireland (FRS 102)" (as amended) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

This has been done in order for the financial statements to provide a true and fair view in accordance with current Generally Accepted Accounting Practice.

INSTITUTE OF ERGONOMICS & HUMAN FACTORS

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF INSTITUTE OF ERGONOMICS & HUMAN FACTORS

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Colm McGrory FCA (Senior Statutory Auditor)
for and on behalf of Ormerod Rutter Limited

Chartered Accountants
Statutory Auditor

.....

The Oakley
Kidderminster Road
Droitwich
Worcestershire
WR9 9AY

INSTITUTE OF ERGONOMICS & HUMAN FACTORS

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2024

	Notes	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Income from:							
Charitable activities	3	825,273	-	825,273	1,038,660	-	1,038,660
Investments	4	11,134	-	11,134	3,323	-	3,323
Total income		836,407	-	836,407	1,041,983	-	1,041,983
Expenditure on:							
Charitable activities	5	1,002,387	550	1,002,937	919,071	296	919,367
Total expenditure		1,002,387	550	1,002,937	919,071	296	919,367
Net gains/(losses) on investments	10	6,245	-	6,245	17,006	-	17,006
Net income/(expenditure) and movement in funds		(159,735)	(550)	(160,285)	139,918	(296)	139,622
Reconciliation of funds:							
Fund balances at 1 January 2024		496,572	23,426	519,998	356,654	23,722	380,376
Fund balances at 31 December 2024		336,837	22,876	359,713	496,572	23,426	519,998

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

INSTITUTE OF ERGONOMICS & HUMAN FACTORS

BALANCE SHEET

AS AT 31 DECEMBER 2024

		2024		2023	
	Notes	£	£	£	£
Fixed assets					
Tangible assets	12		1,695		699
Investments	13		12,601		126,849
			<u>14,296</u>		<u>127,548</u>
Current assets					
Debtors	14	192,440		290,545	
Cash at bank and in hand		366,828		340,724	
		<u>559,268</u>		<u>631,269</u>	
Creditors: amounts falling due within one year	15	(213,851)		(238,819)	
Net current assets			<u>345,417</u>		<u>392,450</u>
Total assets less current liabilities			<u>359,713</u>		<u>519,998</u>
The funds of the charity					
Restricted income funds	18		22,876		23,426
Unrestricted funds	19		336,837		496,572
			<u>359,713</u>		<u>519,998</u>

The financial statements were approved by the trustees on 5 September 2025



Dr R. Bridger
Trustee

INSTITUTE OF ERGONOMICS & HUMAN FACTORS

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 DECEMBER 2024

	Notes	2024 £	£	2023 £	£
Cash flows from operating activities					
Cash (absorbed by)/generated from operations	23		(103,884)		30,789
Investing activities					
Purchase of tangible fixed assets		(1,639)		(933)	
Proceeds from disposal of investments		120,493		-	
Investment income received		11,134		3,323	
Net cash generated from investing activities			129,988		2,390
Net cash used in financing activities			-		-
Net increase in cash and cash equivalents			26,104		33,179
Cash and cash equivalents at beginning of year			340,724		307,545
Cash and cash equivalents at end of year			366,828		340,724

INSTITUTE OF ERGONOMICS & HUMAN FACTORS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

1 Accounting policies

Charity information

Institute of Ergonomics & Human Factors is a charity limited by guarantee, incorporated in England and Wales, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The principle place of business is:

7 The Courtyard
Wootton Park
Wootton Wawen
Warwickshire
B95 6HJ.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Charities SORP "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)". The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

INSTITUTE OF ERGONOMICS & HUMAN FACTORS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

1 Accounting policies

(Continued)

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

1.5 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 a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Computer Equipment	25% straight line
--------------------	-------------------

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Fixed asset investments

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.

1.8 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

INSTITUTE OF ERGONOMICS & HUMAN FACTORS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

1 Accounting policies

(Continued)

1.10 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.12 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

INSTITUTE OF ERGONOMICS & HUMAN FACTORS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Income from charitable activities

	Total 2024 £	Total 2023 £
Membership Products	239,561	204,872
Accreditation Services	23,542	21,803
Learning Products	129,111	337,910
Events Sponsorship and Royalties	433,059	474,075
	<u>825,273</u>	<u>1,038,660</u>

4 Income from investments

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Interest receivable / dividend income	11,134	3,323
	<u>11,134</u>	<u>3,323</u>

INSTITUTE OF ERGONOMICS & HUMAN FACTORS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2024

5 Expenditure on charitable activities

	Total 2024 £	Total 2023 £
Direct costs		
Direct travel and subsistence	19,341	14,779
Direct equipment	32,673	23,426
Direct external services	259,379	193,048
Other direct costs	156,358	165,447
	<u>467,751</u>	<u>396,700</u>
Share of support and governance costs (see note 6)		
Support	480,682	502,841
Governance	54,504	19,826
	<u>1,002,937</u>	<u>919,367</u>
Analysis by fund		
Unrestricted funds	1,002,387	919,071
Restricted funds	550	296
	<u>1,002,937</u>	<u>919,367</u>

6 Support costs allocated to activities

	2024 £	2023 £
Staff costs	316,195	328,389
Overhead staff costs	6,289	2,011
Overhead travel and subsistence	7,030	11,382
Overhead equipment	22,903	120,758
Overhead external services	82,293	16,989
Overhead office running costs	16,294	16,578
Overhead other	29,678	6,734
Governance costs	54,504	19,826
	<u>535,186</u>	<u>522,667</u>
Governance costs comprise:	2024 £	2023 £
Auditors' remuneration	8,475	8,495
Venue hire	1,152	6,647
Travel costs and subsistence	5,471	3,432
Other	39,406	1,252
	<u>54,504</u>	<u>19,826</u>

INSTITUTE OF ERGONOMICS & HUMAN FACTORS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

7	Net movement in funds	2024	2023
		£	£
	The net movement in funds is stated after charging/(crediting):		
	Fees payable for the audit of the charity's financial statements	8,475	8,495
	Depreciation of owned tangible fixed assets	643	712
		<u> </u>	<u> </u>

8 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

During the year ended 31 December 2024, a total of £1,563 in expenses was reimbursed to 9 trustees for travel expenses (£6,705 in 2023).

9 Employees

The average monthly number of employees during the year was:

	2024	2023
	Number	Number
	6	5
	<u> </u>	<u> </u>

Employment costs	2024	2023
	£	£
Wages and salaries	295,809	281,135
Social security costs	28,025	25,716
Employers pension costs	15,819	17,133
Other staff costs (non payroll)	6,289	2,382
	<u> </u>	<u> </u>
	<u>345,942</u>	<u>326,366</u>

6 (2023 - 5) of the above employees participated in the Defined Contribution Pension Schemes.

Contributions to the employee pension schemes for the year totalled £15,819 (2023 - £17,133)

The number of employees whose annual remuneration (excluding pension) was £60,000 or more were:

	2024	2023
	Number	Number
£60,001 to £70,000	1	1
£70,001 to £80,000	-	1
£80,001 to £90,000	1	-
	<u> </u>	<u> </u>

INSTITUTE OF ERGONOMICS & HUMAN FACTORS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

9 Employees

(Continued)

The key management personnel are represented by 2 employees. The total employee benefits of the key management personnel is £179,673 (2023: £171,054).

10 Gains and losses on investments

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Gains/(losses) arising on:		
Revaluation of investments	6,245	17,006

11 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

12 Tangible fixed assets

	Computer Equipment £
Cost	
At 1 January 2024	2,848
Additions	1,639
At 31 December 2024	4,487
Depreciation and impairment	
At 1 January 2024	2,149
Depreciation charged in the year	643
At 31 December 2024	2,792
Carrying amount	
At 31 December 2024	1,695
At 31 December 2023	699

INSTITUTE OF ERGONOMICS & HUMAN FACTORS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2024

13 Fixed asset investments

	Total £
Cost or valuation	
At 1 January 2024	126,849
Disposals	(114,248)
	<hr/>
At 31 December 2024	12,601
	<hr/>
Carrying amount	
At 31 December 2024	12,601
	<hr/> <hr/>
At 31 December 2023	126,849
	<hr/> <hr/>

14 Debtors

	2024 £	2023 £
Amounts falling due within one year:		
Trade debtors	6,240	64,761
Prepayments and accrued income	186,200	225,784
	<hr/>	<hr/>
	192,440	290,545
	<hr/> <hr/>	<hr/> <hr/>

15 Creditors: amounts falling due within one year

	Notes	2024 £	2023 £
Other taxation and social security		24,060	58,789
Deferred income	16	96,723	131,433
Trade creditors		58,710	29,911
Accruals		34,358	18,686
		<hr/>	<hr/>
		213,851	238,819
		<hr/> <hr/>	<hr/> <hr/>

16 Deferred income

	2024 £	2023 £
Other deferred income	96,723	131,433
	<hr/>	<hr/>

Deferred income is included in the financial statements as follows:

	2024 £	2023 £
Deferred income is included within:		
Current liabilities	96,723	131,433
	<hr/> <hr/>	<hr/> <hr/>

INSTITUTE OF ERGONOMICS & HUMAN FACTORS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2024

17 Retirement benefit schemes

	2024	2023
	£	£
Defined contribution schemes		
Charge to profit or loss in respect of defined contribution schemes	15,819	17,133
	<u> </u>	<u> </u>

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

18 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 January 2024	Resources expended	At 31 December 2024
	£	£	£
John Wilson Memorial Fund	10,736	(357)	10,379
Members Liberty Award	11,622	-	11,622
Op Ex IEHF Archive	1,068	(193)	875
	<u> </u>	<u> </u>	<u> </u>
	23,426	(550)	22,876
	<u> </u>	<u> </u>	<u> </u>
Previous year:	At 1 January 2023	Resources expended	At 31 December 2023
	£	£	£
John Wilson Memorial Fund	11,032	(296)	10,736
Members Liberty Award	11,622	-	11,622
Op Ex IEHF Archive	1,068	-	1,068
	<u> </u>	<u> </u>	<u> </u>
	23,722	(296)	23,426
	<u> </u>	<u> </u>	<u> </u>

John Wilson Memorial Fund – A donation given to establish a fund in memory of former Institute President, Professor John Wilson, to provide student travel bursaries.

Members Liberty Award – Established to finance an annual award to the author of the best article published in 'Ergonomics'.

Op Ex IEHF Archive – A fund to support the establishment, preservation and presentation of publications, artefacts and images pertaining to the history of IEHF, its antecedents and of Ergonomics/Human Factors generally.

INSTITUTE OF ERGONOMICS & HUMAN FACTORS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

19 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 January 2024	Incoming resources	Resources expended	Gains and losses	At 31 December 2024
	£	£	£	£	£
General funds	496,572	836,407	(1,002,387)	6,245	336,837
	<u>496,572</u>	<u>836,407</u>	<u>(1,002,387)</u>	<u>6,245</u>	<u>336,837</u>
Previous year:	At 1 January 2023	Incoming resources	Resources expended	Gains and losses	At 31 December 2023
	£	£	£	£	£
General funds	356,654	1,041,983	(919,071)	17,006	496,572
	<u>356,654</u>	<u>1,041,983</u>	<u>(919,071)</u>	<u>17,006</u>	<u>496,572</u>

20 Analysis of net assets between funds

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
At 31 December 2024:			
Tangible assets	1,695	-	1,695
Investments	12,601	-	12,601
Current assets/(liabilities)	322,541	22,876	345,417
	<u>336,837</u>	<u>22,876</u>	<u>359,713</u>
	<u>336,837</u>	<u>22,876</u>	<u>359,713</u>
	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
At 31 December 2023:			
Tangible assets	699	-	699
Investments	126,849	-	126,849
Current assets/(liabilities)	369,024	23,426	392,450
	<u>496,572</u>	<u>23,426</u>	<u>519,998</u>
	<u>496,572</u>	<u>23,426</u>	<u>519,998</u>

INSTITUTE OF ERGONOMICS & HUMAN FACTORS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2024

21 Operating lease commitments

	2024 £	2023 £
Within one year	3,900	-
Between two and five years	7,800	-
	<u>11,700</u>	<u>-</u>

22 Related party transactions

There were no disclosable related party transactions during the year (2023 - none).

23 Cash (absorbed by)/generated from operations

	2024 £	2023 £
(Deficit)/surplus for the year	(160,285)	139,622
Adjustments for:		
Investment income recognised in statement of financial activities	(11,134)	(3,323)
Fair value gains and losses on investments	(6,245)	(17,006)
Depreciation and impairment of tangible fixed assets	643	712
Movements in working capital:		
Decrease/(increase) in debtors	98,105	(273,278)
Increase in creditors	9,742	96,242
(Decrease)/increase in deferred income	(34,710)	87,820
Cash (absorbed by)/generated from operations	<u>(103,884)</u>	<u>30,789</u>

24 Analysis of changes in net funds

The charity had no material debt during the year.

CHARTERED INSTITUTE OF ERGONOMICS AND HUMAN FACTORS

England & Wales - Charity number 1161870

Accounts

Charity registration number 1161870

Company registration number 01923559 (England and Wales)

**INSTITUTE OF ERGONOMICS & HUMAN FACTORS
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

INSTITUTE OF ERGONOMICS & HUMAN FACTORS

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Ms A J Widdowson Mr B Edwards Mr I Ba (Appointed 17 April 2023) Mr B Kirby Ms E Ridsdale (Appointed 17 April 2023) Mrs J A Avery Dr R Bridger Dr W Gibson (Appointed 17 April 2023) Mr S Harmer Mr T Lansdown Ms M Sen Gupta Mrs L E Sutton (Appointed 17 April 2023) Dr M Young Mr M Carey (Appointed 17 April 2023) Mr M Thody (Appointed 15 April 2024) Mr R Baby (Appointed 15 April 2024) Ms S E Broadbent (Appointed 15 April 2024) Mr S J Franklin (Appointed 15 April 2024) Professor M A Sujan (Appointed 15 April 2024)
Senior management	Mr B Peachey (Chief Executive Officer)
Charity number	1161870
Company number	01923559
Registered office	7 The Courtyard Wootton Park, Alcester Road Wootton Wawen Henley-In-Arden Warwickshire B95 6HJ
Auditor	Ormerod Rutter Limited The Oakley Kidderminster Road Droitwich Worcestershire WR9 9AY

INSTITUTE OF ERGONOMICS & HUMAN FACTORS

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INSTITUTE OF ERGONOMICS & HUMAN FACTORS

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2023

The trustees present their annual report and financial statements for the year ended 31 December 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with Institute's Royal Charter, the Charities Act 2011 and "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 2019).

Objectives and activities

Our objectives are centred around four external-facing pillars (Members, Learning, Engagement and Professional Standards) supported by three internal-facing foundations (Operations, Digital and Data & Insights).

The activity outlined for each of the four pillars is linked by four cross-cutting themes;

Chartership - to enhance the institute's value and support our professional network.

Sectors - to expand the human factors profession in key areas

Topics- to boost member impact in relevant discussions

Career pathways - to open access to the human factors profession and aid career progression

Our purpose, ambition and values are built on our charitable purposes as stated in the institute's Royal Charter:

- To promote learning and advance the education and knowledge in the subject of, and with regards to, ergonomics
- To promote human wellbeing by increasing the awareness and use of ergonomics knowledge; in the interests of the general public benefit

Public benefit

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

INSTITUTE OF ERGONOMICS & HUMAN FACTORS

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

Achievements and performance

In 2023, we served the Institute's members and the profession through a full programme of activity and continuous communication, contributing to another successful year. This report sets out how we have achieved this.

One of our core priorities in 2023 was to get a better understanding of where we are as an organisation. Central to this was a member survey that we carried out in the second half of the year.

The final total survey invite population was 1909 with 626 respondents completing it – a response rate of 32.8%. The survey closed with a completion rate of 92%, showing particularly high engagement and investment in those completing it. It revealed details about who our members are, the challenges they are facing and how we can make sure we are focusing on what matters to them.

One of the most satisfying findings was that CIEHF is regarded positively by respondents, with 74% rating us at least four out of five. We reviewed the results with our trustees at their November 2023 meeting – overall, we've been delighted with the insights that the survey provided, whilst recognising it does not present a full picture of the views of the whole membership.

One of the key priorities for our new Chief Executive, was to refresh the organisation's strategy and much of this Statement reflects this important initiative. The results of the survey have been a key input alongside our work to improve how we capture and analyse member engagement data, and our work to enhance how we make sense of the external drivers that impact our work. During the course of 2023, the Chief Executive has worked with a group of member volunteers led by our President Elect Mark Young to develop the new strategic plan that will be presented to our Council of Trustees in early 2024.

There has also been a lot of other work going on behind the scenes. The Institute achieved ISO 9001 certification in May and we are already seeing improvements in efficiency and effectiveness. In parallel, we have also undertaken a financial management review – more details on that in the operations report below. Together, these two initiatives are helping us to provide better reports for governance purposes.

INSTITUTE OF ERGONOMICS & HUMAN FACTORS

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

Members

Our membership numbers have stayed at around 1,900 for the last 5 years or so, with overall member numbers at 1914 at year end (a drop from 1967 at the end of 2022). We attract new members but lose members at roughly the same rate, mainly in our associate and student categories.

Attracting more people and helping new members on the path to Chartership is a core focus and in 2024, we will be working on demonstrating the value of Chartership so members feel the benefit of going through the process and keeping their CPD records up to date.

This will drive a virtuous circle – the more chartered members we have, the greater the quality and quantity of human factors outputs and outcomes we see. This is supported by the member survey results that showed that driving recognition of the value that human factors professionals bring is of high importance.

Those who rated CIEHF highly in the member survey cited the sense of community, the desirability of networking opportunities, and the quality of CIEHF communications as key value drivers for their membership.

We currently have seven Sector-focused groups (Defence, Healthcare, Nuclear, Automotive, Workplace, Pharma, Aviation & Aerospace), two special interest groups (SIG) (AI and Digital Health, and Children's Ergonomics) and eight regional groups. 347 members took part in group meetings during the course of the year. In the survey, three-quarters of members who have taken part in a group rate them as good and very few rate them as being bad. At the same time, 29% of respondents said they were unaware of the groups and events that were available to them. We will be encouraging more members to take advantage of this key member benefit in 2024.

We have a range of digital resources for members including print and online versions of our quarterly magazine 'The Ergonomist'; access to journals; the 'Communities' discussion forum which is a platform for members to exchange thought leadership, research, insight and best practice; and a weekly email communication to members which consistently achieves open rates of over 50%.

In 2024, we plan to develop activities and resources to encourage and support existing members in upgrading to our professional membership grades (technical, registered and fellow). To increase the opportunities for online networking and knowledge exchange, we will be upgrading the current Communities forum, to enable member-to-member messaging and the ability for members to create their own discussion groups.

Learning

Our investment in learning continues to make a significant impact. In 2023, we launched three learning pathway products (rail, construction and cross-sector) on our website alongside the managed pathways for healthcare and energy run respectively by our partners Loughborough University and The Energy Institute. We also continued to develop mining and nuclear learning pathways with industry partners.

Not only has this investment created a wealth of learning content to help build the skills of learners in applying human factors techniques, it has also (through the generation of a new income stream) given us the ability to think strategically about future investments that can drive the growth of our discipline in sectors where we feel we are currently under-represented, in line with one of our charitable purposes "to promote learning and advance the education and knowledge in the subject of, and with regard to, ergonomics". In 2024, we will focus our efforts on bringing learners onto the pathways and supporting them on their learner journey.

The Learning Pathways are divided into three levels, beginning with foundational concepts to ensure everyone can establish a solid base of understanding. Certificates of completion are issued at each level and on completion, learners receive certification equivalent to an RQF (Regulated Qualifications Framework) Level 5 allowing them to apply for Technical Membership of the CIEHF.

The support and guidance offered to learners (through mentorship, workshops or forums) ensures they can continually evolve in their professional journey.

In addition to the pathways, we launched the Discover module (a free 60-minute introduction to human factors) and a range of short courses available to purchase on our website on topics including task analysis, assessing human factors risk and workload assessment.

INSTITUTE OF ERGONOMICS & HUMAN FACTORS

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

Engagement

Social media

Our social media presence is continuing to improve and a consultancy was hired in the last quarter of the year to help set objectives, define audiences, and select and make the best use of appropriate platforms. This new strategy is being implemented in 2024 to strengthen the impact of our social media content.

In 2023, our LinkedIn follower numbers continued to increase and the target of 7,000 was reached by year-end. The posts receiving the most engagement tend to involve healthcare, accident investigation and 'What is ergonomics?'. On Twitter/X, the total number of followers continued to rise and the all-important engagement score increased during the year. Following evolving good practice, posts have changed so it's easier for followers to take up our call-to-actions.

Publications

We published a new guidance document in April, How to carry out human factors assessments of critical tasks: Guidance for COMAH establishments. It was downloaded almost 1,250 times in the first two weeks. In mid-July, we published a new infographic called Good Work Design, following a successful webinar on the same topic. It was downloaded 1292 times in 2023.

We updated our *Careers Guide* which was made available for download in September 2023 ready for careers events planned for early 2024. We also contributed to UK government inquiry on Prevention in Health and Social Care. Our 750-word submission focussed on two themes – equity of access to health and care information, and analysis of public health signals and intelligence. Further work in this area will be undertaken in 2024.

Events

Our flagship event is our annual conference. EHF2023 – held in Kenilworth in April 2023 - was one of our largest events ever organised. It included a careers day, masterclasses and a doctoral consortium in addition to the main conference programme. There were 319 attendees, 15 exhibitors at the careers day, and 69 keynotes, presentations and special sessions. The feedback was excellent with an average rating of 4.6 out of 5 for the overall experience with the overwhelming majority saying they would recommend the conference to friends and colleagues. We are also encouraged that EHF2024 will be a great event as we received more paper submissions than ever in the call for papers in late 2023.

CIEHF also hosted seven webinars in 2023, with a total of 1184 registrations. In October, a warship design webinar with five presenters received 264 registrations, the most of any webinar in 2023.

In the background, we made progress with the planning phase for our 75th anniversary exhibition scheduled to take place in September 2024 at the Museum of Making in Derby.

INSTITUTE OF ERGONOMICS & HUMAN FACTORS

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

Financial review

Our total revenue for 2023 was £1,041,983 which was a significant increase on our 2022 revenue of £680,249 plus an investment gain of £17,006. As reported above, this step change is largely a result of our investment in learning.

Once we have approved the next strategic plan in 2024, the trustees will identify investment projects using designated funds for investment. At the current time, our best assessment is that investing in digital infrastructure and expanding our learning programme will be of most benefit in supporting our strategic intent.

The royalty income from our two associated journals, 'Ergonomics' and 'Applied Ergonomics' remained healthy in 2023 and is expected to continue into 2024. The financial risks identified with the move to open-access publishing have not had a detrimental impact on our income to date, but we will continue to monitor the situation.

The Executive Committee approved a financial management review at their July meeting and Keegan & Webb were duly appointed, starting work in September 2023. We have implemented changes in four key areas:

The Chart of Accounts:

This has been reformatted to enable detailed analysis and reporting including new codes for expenditure and income. Importantly, income codes have been split into categories that match the product and service categories defined in the Operations Process document produced as part of the Institute's ISO 9001 implementation. The new structure for the Chart of Accounts is reflected in this set of accounts.

Reporting:

The proposed Profit and Loss report structure has been built within our accounting software tool, Xero. It can be dynamically filtered by project and/or sector and is the first in a suite of self-help, on-demand reports. The staff team can now access and run various tracking scenarios over a desired date range.

Bookkeeping and financial management process improvements:

New book-keeping practices have been introduced to improve efficiency, effectiveness, and reduce expenditure. Further improvements are planned for 2024 including a Purchase Order system to better support cash flow forecasting.

Reserves policy:

The reserves policy ensures that the Institute can continue to deliver on its charitable purpose and strategic plan in the event of significant disruption to its funding sources. The policy is designed to enable the Institute to function for a six month period to enable the trustees to reflect on the future viability of the Institute whilst meeting its short-term commitments.

INSTITUTE OF ERGONOMICS & HUMAN FACTORS

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

Structure, governance and management

The Chartered Institute of Ergonomics and Human Factors was established in 1949. It was incorporated on 18 June 1985 as a company limited by guarantee, not having share capital: the company is registered as a charity, number 1161870. It is governed by its Royal Charter.

Our governance and management structure

The Charity is governed by the Board of Trustees. The trustees delegate the day to day running of the charity to the CEO - Benjamin Peachey.

Further responsibilities are as follows:

- Council is responsible for ensuring CIEHF manages financial resources responsibly and that activities are in line with our charitable purposes and strategic plan.
- The Treasurer is responsible for monitoring the current and future financial position of the Institute and raising any concerns to the Executive Committee.
- The Executive Committee is responsible for assessing the current and future financial position of the Institute's risk register.

The trustees who served during the year and up to the date of signature of the financial statements were:

Ms A J Widdowson	
Mr B Edwards	
Mr I Ba	(Appointed 17 April 2023)
Mr B Kirby	
Ms E Ridsdale	(Appointed 17 April 2023)
Mrs J A Avery	
Dr R Bridger	
Dr W Gibson	(Appointed 17 April 2023)
Mr S Harmer	
Mr T Lansdown	
Ms M Sen Gupta	
Mrs L E Sutton	(Appointed 17 April 2023)
Dr M Young	
Mr M Carey	(Appointed 17 April 2023)
Mr C Grant	(Resigned 15 April 2024)
Mr M Thody	(Appointed 15 April 2024)
Mr R Baby	(Appointed 15 April 2024)
Ms S E Broadbent	(Appointed 15 April 2024)
Mr S J Franklin	(Appointed 15 April 2024)
Professor M A Sujan	(Appointed 15 April 2024)

INSTITUTE OF ERGONOMICS & HUMAN FACTORS

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

Statement of trustees' responsibilities

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

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that year.

In preparing these financial statements, the trustees are required to:

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

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Conclusion

Overall, we have had a very successful year supporting members, organisations and allied professionals. We would like to thank the CIEHF team who work tirelessly to ensure we achieve what we set out to do.

We also thank those members who volunteered their time and effort in many roles – we could not fulfil our aims without their dedication and commitment.

As we look to 2024, we celebrate our 75th anniversary and 10 years with a Royal Charter – significant milestones of which we are justifiably proud.

The trustees' report was approved by the Board of Trustees.



Dr B. Bridger
Trustee

Date: September 12, 2024

INSTITUTE OF ERGONOMICS & HUMAN FACTORS

INDEPENDENT AUDITOR'S REPORT

TO THE TRUSTEES OF INSTITUTE OF ERGONOMICS & HUMAN FACTORS

Opinion

We have audited the financial statements of Institute of Ergonomics & Human Factors (the 'charity') for the year ended 31 December 2023 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 December 2023 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial statements* section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our 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.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and 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.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

INSTITUTE OF ERGONOMICS & HUMAN FACTORS

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF INSTITUTE OF ERGONOMICS & HUMAN FACTORS

Responsibilities of trustees

As explained more fully in the statement of trustees' responsibilities, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

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

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

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

Based on our understanding of the charitable company, we identified the principal risks of non-compliance with laws and regulations including those that have a direct impact on the preparation of the financial statements and the extent to which non-compliance might have a material effect on the financial statements. Audit procedures performed included discussions with management, review of board meeting minutes, testing of journals, designing and performing audit procedures and challenging assumptions and judgements made by management in relation to accounting estimates.

There are inherent limitations in the audit procedures described above. We are less likely to become aware of instances of non-compliance with laws and regulations that are not closely related to events and transactions reflected in the financial statements. Also, the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery or intentional misrepresentations, or through collusion.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Other matters

Your attention is drawn to the fact that the charity has prepared financial statements 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 UK and Republic of Ireland (FRS 102)" (as amended) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

This has been done in order for the financial statements to provide a true and fair view in accordance with current Generally Accepted Accounting Practice.

INSTITUTE OF ERGONOMICS & HUMAN FACTORS

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF INSTITUTE OF ERGONOMICS & HUMAN FACTORS

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.


Colm McGrory FCA (Senior Statutory Auditor)
for and on behalf of Ormerod Rutter Limited

16/09/2024

Chartered Accountants
Statutory Auditor

The Oakley
Kidderminster Road
Droitwich
Worcestershire
WR9 9AY

INSTITUTE OF ERGONOMICS & HUMAN FACTORS

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2023

	Notes	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
Income from:							
Charitable activities	3	1,038,660	-	1,038,660	680,148	-	680,148
Investments	4	3,323	-	3,323	101	-	101
Total income		1,041,983	-	1,041,983	680,249	-	680,249
Expenditure on:							
Charitable activities	5	919,071	296	919,367	626,016	-	626,016
Total expenditure		919,071	296	919,367	626,016	-	626,016
Net gains/(losses) on investments	10	17,006	-	17,006	(23,696)	-	(23,696)
Net income/(expenditure) and movement in funds		139,918	(296)	139,622	30,537	-	30,537
Reconciliation of funds:							
Fund balances at 1 January 2023		356,654	23,722	380,376	326,117	23,722	349,839
Fund balances at 31 December 2023		496,572	23,426	519,998	356,654	23,722	380,376

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

INSTITUTE OF ERGONOMICS & HUMAN FACTORS

BALANCE SHEET

AS AT 31 DECEMBER 2023

		2023		2022	
	Notes	£	£	£	£
Fixed assets					
Tangible assets	12		699		479
Investments	13		126,849		109,843
			<u>127,548</u>		<u>110,322</u>
Current assets					
Debtors	14	290,545		17,267	
Cash at bank and in hand		340,724		307,545	
		<u>631,269</u>		<u>324,812</u>	
Creditors: amounts falling due within one year	15	(238,819)		(54,758)	
Net current assets			392,450		270,054
Total assets less current liabilities			<u>519,998</u>		<u>380,376</u>
Net assets excluding pension liability			<u>519,998</u>		<u>380,376</u>
			<u><u>519,998</u></u>		<u><u>380,376</u></u>
The funds of the charity					
Restricted income funds	17		23,426		23,722
Unrestricted funds			496,572		356,654
			<u>519,998</u>		<u>380,376</u>

The financial statements were approved by the trustees on September 12, 2024



Dr R. Bridger
Trustee

INSTITUTE OF ERGONOMICS & HUMAN FACTORS

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 DECEMBER 2023

	Notes	2023 £	£	2022 £	£
Cash flows from operating activities					
Cash generated from operations	21		30,789		95,524
Investing activities					
Purchase of tangible fixed assets		(933)		-	
Investment income received		3,323		101	
Net cash generated from investing activities			2,390		101
Net cash used in financing activities			-		-
Net increase in cash and cash equivalents			33,179		95,625
Cash and cash equivalents at beginning of year			307,545		211,920
Cash and cash equivalents at end of year			<u>340,724</u>		<u>307,545</u>

INSTITUTE OF ERGONOMICS & HUMAN FACTORS

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

1 Accounting policies

Charity information

Institute of Ergonomics & Human Factors is a charity limited by guarantee, incorporated in England and Wales, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The principle place of business is:

7 The Courtyard
Wootton Park
Wootton Waven
Warwickshire
B95 6HJ.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

INSTITUTE OF ERGONOMICS & HUMAN FACTORS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

1 Accounting policies

(Continued)

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

1.5 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 a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and fittings	25% straight line
Computers	25% straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Fixed asset investments

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.

1.8 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

INSTITUTE OF ERGONOMICS & HUMAN FACTORS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

1 Accounting policies

(Continued)

1.10 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

INSTITUTE OF ERGONOMICS & HUMAN FACTORS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

3 Income from charitable activities

	Total 2023 £	Total 2022 £
Membership Products	204,872	220,271
Accreditation Services	21,803	15,548
Learning Products	337,910	96,051
Events Sponsorship and Royalties	474,075	348,278
	<u>1,038,660</u>	<u>680,148</u>

4 Income from investments

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Interest receivable	3,323	101
	<u>3,323</u>	<u>101</u>

INSTITUTE OF ERGONOMICS & HUMAN FACTORS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

5 Expenditure on charitable activities

	Total 2023 £	Total 2022 £
Direct costs		
Direct travel and subsistence	14,779	4,181
Direct equipment	23,426	3,161
Direct external services	193,048	182,371
Other direct costs	165,447	66,400
	<u>396,700</u>	<u>256,113</u>
Share of support and governance costs (see note 6)		
Support	502,841	365,471
Governance	19,826	4,432
	<u>919,367</u>	<u>626,016</u>
Analysis by fund		
Unrestricted funds	919,071	626,016
Restricted funds	296	-
	<u>919,367</u>	<u>626,016</u>

6 Support costs allocated to activities

	2023 £	2022 £
Staff costs	328,389	231,251
Overhead staff costs	2,011	3,586
Overhead travel and subsistence	11,382	10,228
Overhead equipment	120,758	97,595
Overhead external services	16,989	14,276
Overhead office running costs	16,578	2,846
Overhead other	6,734	5,689
Governance costs	19,826	4,432
	<u>522,667</u>	<u>369,903</u>

INSTITUTE OF ERGONOMICS & HUMAN FACTORS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

6	Support costs allocated to activities	(Continued)	
		2023	2022
	Governance costs comprise:	£	£
	Auditors' remuneration	8,495	-
	Venue hire	6,647	-
	Travel costs and subsistence	3,432	1,061
	Other	1,252	671
	Independent examiner's fees	-	2,700
		<u>19,826</u>	<u>4,432</u>
7	Net movement in funds	2023	2022
		£	£
	The net movement in funds is stated after charging/(crediting):		
	Fees payable for the audit of the charity's financial statements	8,495	-
	Depreciation of owned tangible fixed assets	712	479
		<u>9,207</u>	<u>479</u>
8	Trustees		
	None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.		
	During the year ended 31 December 2023, a total of £6,705 in expenses was reimbursed to 15 trustees for travel expenses.		
9	Employees		
	The average monthly number of employees during the year was:		
		2023	2022
		Number	Number
		5	5
		<u>5</u>	<u>5</u>
	Employment costs	2023	2022
		£	£
	Wages and salaries	281,135	199,522
	Social security costs	25,716	17,697
	Employers pension costs	17,133	10,946
	Other staff costs (non payroll)	2,382	1,651
		<u>326,366</u>	<u>229,816</u>

5 (2022 - 5) of the above employees participated in the Defined Contribution Pension Schemes.

Contributions to the employee pension schemes for the year totalled £17,133 (2022 - £10,946)

INSTITUTE OF ERGONOMICS & HUMAN FACTORS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

9 Employees

(Continued)

The number of employees whose annual remuneration (excluding pension) was £60,000 or more were:

	2023 Number	2022 Number
£60,001 to £70,000	1	-
£70,001 to £80,000	1	-
	<u> </u>	<u> </u>

The key management personnel are represented by 2 employees. The total employee benefits of the key management personnel (excluding pension contributions) is £146,098.

10 Gains and losses on investments

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Gains/(losses) arising on:		
Revaluation of investments	17,006	(23,696)
	<u> </u>	<u> </u>

11 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

INSTITUTE OF ERGONOMICS & HUMAN FACTORS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

12 Tangible fixed assets

	Fixtures and fittings £	Computers £	Total £
Cost			
At 1 January 2023	9,101	1,915	11,016
Additions	-	933	933
Disposals	(9,101)	-	(9,101)
At 31 December 2023	-	2,848	2,848
Depreciation and impairment			
At 1 January 2023	9,101	1,437	10,538
Depreciation charged in the year	-	712	712
Eliminated in respect of disposals	(9,101)	-	(9,101)
At 31 December 2023	-	2,149	2,149
Carrying amount			
At 31 December 2023	-	699	699
At 31 December 2022	-	-	479

13 Fixed asset investments

	Listed investments £
Cost or valuation	
At 1 January 2023 & 31 December 2023	109,843
Valuation changes	17,006
Carrying amount	
At 31 December 2023	126,849
At 31 December 2022	109,843

14 Debtors

	2023 £	2022 £
Amounts falling due within one year:		
Trade debtors	64,761	1,584
Other debtors	-	833
Prepayments and accrued income	225,784	14,850
	290,545	17,267

INSTITUTE OF ERGONOMICS & HUMAN FACTORS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

15 Creditors: amounts falling due within one year

	Notes	2023 £	2022 £
Other taxation and social security		58,789	2,548
Deferred income	16	131,433	43,613
Trade creditors		29,911	-
Other creditors		-	4,598
Accruals		18,686	3,999
		<u>238,819</u>	<u>54,758</u>

16 Deferred income

	2023 £	2022 £
Other deferred income	<u>131,433</u>	<u>43,613</u>

Deferred income is included in the financial statements as follows:

	2023 £	2022 £
Deferred income is included within:		
Current liabilities	<u>131,433</u>	<u>43,613</u>

17 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 January 2023 £	Resources expended £	At 31 December 2023 £
John Wilson Memorial Fund	11,032	(296)	10,736
Members Liberty Award	11,622	-	11,622
Op Ex IEHF Archive	1,068	-	1,068
	<u>23,722</u>	<u>(296)</u>	<u>23,426</u>

INSTITUTE OF ERGONOMICS & HUMAN FACTORS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

17 Restricted funds (Continued)

Previous year:	At 1 January 2022	Resources expended	At 31 December 2022
	£	£	£
John Wilson Memorial Fund	11,032	-	11,032
Members Liberty Award	11,622	-	11,622
Op Ex IEHF Archive	1,068	-	1,068
	<u>23,722</u>	<u>-</u>	<u>23,722</u>

John Wilson Memorial Fund – A donation given to establish a fund in memory of former Institute President, Professor John Wilson, to provide student travel bursaries.

Members Liberty Award – Established to finance an annual award to the author of the best article published in 'Ergonomics'.

Op Ex IEHF Archive – A fund to support the establishment, preservation and presentation of publications, artefacts and images pertaining to the history of IEHF, its antecedents and of Ergonomics/Human Factors generally.

18 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 January 2023	Incoming resources	Resources expended	Gains and losses	At 31 December 2023
	£	£	£	£	£
General funds	356,654	1,041,983	(919,071)	17,006	496,572
	<u>356,654</u>	<u>1,041,983</u>	<u>(919,071)</u>	<u>17,006</u>	<u>496,572</u>
Previous year:	At 1 January 2022	Incoming resources	Resources expended	Gains and losses	At 31 December 2022
	£	£	£	£	£
General funds	326,117	680,249	(626,016)	(23,696)	356,654
	<u>326,117</u>	<u>680,249</u>	<u>(626,016)</u>	<u>(23,696)</u>	<u>356,654</u>

INSTITUTE OF ERGONOMICS & HUMAN FACTORS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

19 Analysis of net assets between funds

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
At 31 December 2023:			
Tangible assets	699	-	699
Investments	126,849	-	126,849
Current assets/(liabilities)	369,024	23,426	392,450
	<u>496,572</u>	<u>23,426</u>	<u>519,998</u>
	<u><u>496,572</u></u>	<u><u>23,426</u></u>	<u><u>519,998</u></u>
	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
At 31 December 2022:			
Tangible assets	479	-	479
Investments	109,843	-	109,843
Current assets/(liabilities)	246,332	23,722	270,054
	<u>356,654</u>	<u>23,722</u>	<u>380,376</u>
	<u><u>356,654</u></u>	<u><u>23,722</u></u>	<u><u>380,376</u></u>

20 Related party transactions

There were no disclosable related party transactions during the year (2022 - none).

21 Cash generated from operations

	2023 £	2022 £
Surplus for the year	139,622	30,537
Adjustments for:		
Investment income recognised in statement of financial activities	(3,323)	(101)
Fair value gains and losses on investments	(17,006)	23,696
Depreciation and impairment of tangible fixed assets	712	479
Movements in working capital:		
(Increase) in debtors	(273,278)	(9,826)
Increase in creditors	96,242	7,146
Increase in deferred income	87,820	43,593
Cash generated from operations	<u><u>30,789</u></u>	<u><u>95,524</u></u>

22 Analysis of changes in net funds

The charity had no material debt during the year.

Accounts

Company registration number: 01923559

Charity registration number: 1161870

Chartered Institute of Ergonomics & Human Factors

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 December 2022

Chartered Institute of Ergonomics & Human Factors

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Chartered Institute of Ergonomics & Human Factors

Reference and Administrative Details

Chief Executive Officer

Benjamin Peachey

Trustees

Alex Stedmon (President Elect to April 2022, President from April 2022)

Chris Ramsden (President to April 2022, Past President from April 2022)

Barry Kirby (Ordinary member to April 2022, President Elect from April 2022)

Amanda Widdowson (Past President to April 2022, Ordinary member from April 2022)

Jonathan Berman (Treasurer)

Fiona Cayzer (co-chair of PAB)

Steve Harmer (co-chair of PAB from April 2022)

Barbara Haward (co-chair of PAB to April 2022)

Julie Avery (Associate Member Representative)

Ella-Mae Hubbard (Technical Member Representative to April 2022)

Kirsty Angerer (Graduate Member Representative to April 2022)

Mark Young

Rebecca Charles

Byron Edwards

Mark Sujjan

Courtney Grant

Monica Sen Gupta

Terry Lansdown

Nu'maan Kala

Robert Bridger

Registered Office

7 The Courtyard

Wootton Park

Wootton Wawen

Warwickshire

B95 6HJ

The charity is incorporated in England and Wales.

Chartered Institute of Ergonomics & Human Factors

Reference and Administrative Details

Company Registration Number 01923559

Charity Registration Number 1161870

Accountants Ask Accountancy Limited
Chartered Certified Accountants
154 Rothley Road
Mountsorrel
Loughborough
Leicestershire
LE12 7JX

Chartered Institute of Ergonomics & Human Factors

Strategic Report for the Year Ended 31 December 2022

Strategic Report for the Year Ended 31 December 2022

The Chartered Institute of Ergonomics and Human Factors (CIEHF) served its members and the profession through a full programme of activity and continuous communication in 2022, contributing to another successful year. This report sets out how we have achieved this.

CIEHF is recognised through its Chartered status as the pre-eminent professional membership body for ergonomics and human factors in the United Kingdom. We are one of the most active professional bodies for ergonomists and human factors professionals anywhere in the world. We attracted 339 new members in 2022 with a total membership of 1967 at the end of the year, a net gain of 17 members from our 2021 end of year figure of 1950. Whilst our overall members numbers have shown little growth, our ability to attract new members has helped us beat an international trend where our fellow ergonomics associations and societies in other countries are reporting reductions in member numbers.

It is important to note that most of the recruitment of new members and loss of existing members was in our Associate and Student (i.e. non-qualified) Member grades. Our qualified professional member numbers have remained relatively steady. 514 members (26% of total membership) kept or gained their Chartered status in 2022. These members demonstrated their continuing professional competence and expertise by providing over 3,500 continuous professional development (CPD) submissions as part of our annual chartership process. It is a priority to encourage non-qualified members and non-members in the ergonomics and human factors profession to go on the path to chartership. In 2023, we plan to develop activities and resources to encourage and support existing members in upgrading to professional membership.

The Institute's Chief Executive departed in March 2022 with a replacement appointed mid-year and starting in his role in September 2022. Despite this gap in leadership, the Institute had a very good year with the staff team successfully implementing foundational projects that began in 2021.

In mid-February we launched a new, more modern and 'responsive' website and our new logo and branding, which were all very well received and successfully rolled out across all channels and content. We also made significant investments in our digital infrastructure, moving to a new dual content management system (CMS) and customer relationship management (CRM) system. This is already helping us better serve the needs of our members and other stakeholders.

One of the first challenges the new Chief Executive has been asked to address is to refresh the organisation's strategy which will be a priority activity in 2023. The current 2020-2024 strategy has served the organisation well but we have broadly achieved the ambition outlined in that plan. In reviewing the current strategy and with the benefit of hindsight, the trustees have agreed that while the current strategic plan has driven some excellent strategic choices as demonstrated by the achievements included in this and previous reports, it was weak on measurement and having clear long-term ambitions. The trustees agreed the scope and process for developing a new strategic plan in their December 2022 meeting, including a plan to carry out a member survey as a key input.

One area for improvement we started working on in 2022 was better data and analytical tools to understand the state of member engagement. One of the benefits of our new CRM is that it is easier to automatically track member activity and so we now have created processes to log member interactions including website logins and attendance at member events.

Chartered Institute of Ergonomics & Human Factors

Strategic Report for the Year Ended 31 December 2022

Ensuring financial resilience and stability

Our financial position continues to be strong. There have been some fluctuations in our forecast income and expenditure over the year but this did not affect our overall financial health. For example, membership subscription income at year end was lower than predicted, partly due to the fact that we now offer monthly direct debit payments which means not all income for membership subscriptions starting or renewing this year will be received this year. At the same time, expenditure on management and staff was less than budgeted due to timings in the recruitment of the CEO and Head of Learning & Development. We also saw our first income from the development of Learning Pathways.

The royalty income from our two associated journals, 'Ergonomics' and 'Applied Ergonomics' remained healthy in 2022 and we believe that will continue into 2023. The financial risks identified with the move to open access publishing has not had a detrimental impact on our income to date, but we will continue to monitor the situation.

Overall, we had an operating surplus at the end of the year of £30.5k. Our robust financial position combined with a recognition of the challenges we all face with the cost-of-living crisis led to a decision to freeze membership fees for another year (they have not risen since 2019).

We are forecasting a significant increase in revenue in 2023. Our investment in learning (see below) has meant that it is becoming a significant new stream of income for our organisation. If this grows as we expect, we will have more funds available to put back into the profession.

Our end of year financial results have given us confidence to plan for continued growth in the coming year and we have committed to hire an additional employee to help us deal with the expected increase in workload related to the Learning Pathways and our commitment to invest more staff time in data and analytics. Our Financial Accounts are presented later in this document.

Supporting our members

Member engagement continues to be strong. We have a proactive cohort of member volunteers who serve as trustees and sit on our Professional Affairs Board, who act as reviewers, mentors and assessors, who lead Regional Networks, Sector and Special Interest Group and who generate content for webinars and publications.

In 2022, we hosted 52 online member meet-ups with 810 attendees. For the first time, we hosted our annual conference in two parts and featured 82 speakers in total. A two-day in-person conference in the UK, our first to be held post-pandemic, attracted 138 attendees. It was preceded by two days of webinars two weeks before, attended by 270 people from 33 countries.

We have a range of digital resources for members including online versions of our quarterly magazine 'The Ergonomist', access to journals, our 'Communities' discussion forum which is a platform for members to exchange thought leadership, research, insight and best practice, and a weekly email communication to members which gets open rates in excess of 50%.

Investment in Learning

In recent years, a number of experienced members have approached the Institute to raise their concerns about the pool of talent coming into the profession and going on to be Chartered. At the same time, there has been a decline in ergonomics and human factors courses and a view from industry that without significant training, new human factors recruits lacked some key competencies. This was the driver for our decision in 2021 to invest in learning.

Chartered Institute of Ergonomics & Human Factors

Strategic Report for the Year Ended 31 December 2022

We made significant progress on that commitment in 2022. We recruited a Head of Learning & Development in a brand new role who is now leading the development of our new Learning Management System (LMS). We have also created a significant amount of content following development of a three-level, multi-module Learning Pathway framework. This has been transferred to the LMS in an illustrated and engaging format. The core content for each module has been developed with the help of members expert in communicating human factors to a breadth and depth that will enable learners to become competent practitioners. It is anticipated that it will take learners a minimum of two years to complete all three levels of the Pathway. Successful completion will give them eligibility to apply for Technical Membership.

We are now beginning to customise the content for certain sectors including construction, rail and mining, with the help of members who specialise in those areas. Six learners from the rail sector started to pilot Level 1 content in late 2022 and our ambition is to enrol over 1000 learners in 2023. We signed agreements with three companies in 2022 to deliver the Learning Pathway for their employees and discussions began with other interested organisations.

This will be a key tool for educating those in other professions about the value of applying human factors using specialist tools and techniques and in working with qualified human factors professionals. Our hope is that this will greatly increase the number of people who understand the benefits of our profession ‘on the ground’ in organisations. We also hope that having a pipeline of learners exposed to the discipline will encourage more people to embark on the journey to become a Chartered practitioner.

We contributed to an industry-led trailblazer group that has developed a degree apprenticeship programme in human factors. The apprenticeship has been designed as an integrated Master’s degree and successful graduates of the programme will qualify as a Graduate Member of CIEHF and be on the path to chartership. The Institute for Apprenticeships and Technical Education approved the human factors occupational standard and end point assessment plan in 2022. The funding band application – developed in partnership with two universities who want to offer the programme – was submitted to the Department for Education. If, as hoped, this is approved in early 2023, the programme can launch in time for the academic year starting in September 2023.

Engaging the broader profession

We have had another successful year in raising the profile of our sector. Our social media presence is important in our Charter obligation to raise public awareness of the discipline and its applications. In November, we reached a milestone of 5000 followers on LinkedIn and a 41% increase in followers during the year with our webinars and videos prompting the most reaction.

In total in 2022, we delivered 27 webinars and published 31 new infographics, videos and publications (including three white papers, three guidance documents and two chapters of an e-book). This resulted in 27,400 downloads and views of our content. We also continued to publish ‘Think’, our monthly e-newsletter available to everyone which has over 3000 subscribers.

Partnerships

Collaborating and working with professional and occupational institutes, trade bodies, research entities, government departments, agencies and others to influence how integrated design can improve life, wellbeing and performance is key element of our strategic plan. We believe that working with others will contribute to us broadening and strengthening our influence and our ability to deliver all the elements of our strategy, including becoming a world-class professional body.

Chartered Institute of Ergonomics & Human Factors

Strategic Report for the Year Ended 31 December 2022

Engagement highlights in 2022 included supporting the Energy Institute and Loughborough University develop and deliver learning pathways for professionals in the energy and healthcare sectors respectively. We are also an active participant in the International Ergonomics Association and continue to support the development of smaller societies. For example, we have worked with our sister association in New Zealand providing them with resources and information about our accreditation processes and grades to assist with their own development in these areas.

Conclusion

Overall, we have had a very successful year, supporting members, organisations and the wider public. We would like to thank the CIEHF Team who work tirelessly to ensure we achieve what we set out to do. We thank all our members who volunteer their time and effort in many roles - we could not fulfil our aims without their dedication and commitment.

As we look to 2023, there are real opportunities for the profession. We are living in very challenging times and ergonomics and human factors specialists are very well placed, whether within their organisations or sectors, to help society grapple with the social, economic and environmental challenges we are facing.

This strategic report was approved by the trustees of the charity on 2 March 2023 and signed on their behalf by:



Jonathan Berman Treasurer

Chartered Institute of Ergonomics & Human Factors

Statement of Trustees' Responsibilities

The trustees (who are also the directors of Chartered Institute of Ergonomics & Human Factors for the purposes of company law) are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees 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 charitable company and of the incoming resources and application of resources, including its income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards, comprising 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 charitable company will continue in business.

The trustees are responsible for keeping proper accounting records that can disclose with reasonable accuracy at any time the financial position of the charitable 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.



Mr Jonathan Berman
Treasurer, Trustee

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

**Chartered Accountants' Report to the Trustees on the Preparation of the Unaudited
Statutory Accounts of
Chartered Institute of Ergonomics & Human Factors
for the Year Ended 31 December 2022**

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the accounts of Chartered Institute of Ergonomics & Human Factors for the year ended 31 December 2022 as set out on pages 9 to 19 from the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW) we are subject to its ethical and other professional requirements which are detailed at <http://www.icaew.com/en/members/regulations-standards-and-guidance/>.

This report is made solely to the board of directors of Chartered Institute of Ergonomics & Human Factors, as a body, in accordance with the terms of our engagement letter. Our work has been undertaken solely to prepare for your approval the financial statements of Chartered Institute of Ergonomics & Human Factors and state those matters that we have agreed to state to the board of directors of Chartered Institute of Ergonomics & Human Factors, as a body, in this report, in accordance with ICAEW Technical Release 07/16 AAF. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Chartered Institute of Ergonomics & Human Factors and its board of directors as a body for our work or for this report.

It is your duty to ensure that Chartered Institute of Ergonomics & Human Factors has kept adequate accounting records and to prepare statutory accounts that give a true and fair view of the assets, liabilities, financial position and of Chartered Institute of Ergonomics & Human Factors. You consider that Chartered Institute of Ergonomics & Human Factors is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the accounts of Chartered Institute of Ergonomics & Human Factors. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory accounts.

Ask Accountancy Limited
Chartered Certified Accountants
154 Rothley Road
Mountsorrel
Loughborough
Leicestershire
LE12 7JX
16 March 2023

Chartered Institute of Ergonomics & Human Factors

Statement of Financial Activities for the Year Ended 31 December 2022 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2022 £
Income and Endowments from:				
Charitable activities	3	680,148	-	680,148
Investment income	4	<u>101</u>	<u>-</u>	<u>101</u>
Total income		<u>680,249</u>	<u>-</u>	<u>680,249</u>
Expenditure on:				
Raising funds	5	(23,696)	-	(23,696)
Charitable activities	6	<u>(626,016)</u>	<u>-</u>	<u>(626,016)</u>
Total expenditure		<u>(649,712)</u>	<u>-</u>	<u>(649,712)</u>
Net income		<u>30,537</u>	<u>-</u>	<u>30,537</u>
Net movement in funds		30,537	-	30,537
Reconciliation of funds				
Total funds brought forward		<u>326,117</u>	<u>23,722</u>	<u>349,839</u>
Total funds carried forward	16	<u>356,654</u>	<u>23,722</u>	<u>380,376</u>
		Unrestricted funds £	Restricted funds £	Total 2021 £
	Note			
Income and Endowments from:				
Charitable activities	3	608,787	-	608,787
Investment income	4	<u>126</u>	<u>-</u>	<u>126</u>
Total income		<u>608,913</u>	<u>-</u>	<u>608,913</u>
Expenditure on:				
Raising funds	5	(5,796)	-	(5,796)
Charitable activities	6	<u>(575,617)</u>	<u>-</u>	<u>(575,617)</u>
Total expenditure		<u>(581,413)</u>	<u>-</u>	<u>(581,413)</u>
Net income		<u>27,500</u>	<u>-</u>	<u>27,500</u>
Net movement in funds		27,500	-	27,500
Reconciliation of funds				
Total funds brought forward		<u>298,617</u>	<u>23,722</u>	<u>322,339</u>
Total funds carried forward	16	<u>326,117</u>	<u>23,722</u>	<u>349,839</u>

All of the charity's activities derive from continuing operations during the above two periods.

Chartered Institute of Ergonomics & Human Factors


(Registration number: 01923559) Balance Sheet as at 31 December 2022

	Note	2022 £	2021 £
Fixed assets			
Tangible assets	10	479	958
Investments	11	<u>109,843</u>	<u>133,539</u>
		<u>110,322</u>	<u>134,497</u>
Current assets			
Debtors	12	17,250	7,441
Cash at bank and in hand	13	<u>307,562</u>	<u>211,920</u>
		324,812	219,361
Creditors: Amounts falling due within one year	14	<u>(54,758)</u>	<u>(4,019)</u>
Net current assets		<u>270,054</u>	<u>215,342</u>
Net assets		<u>380,376</u>	<u>349,839</u>
Funds of the charity:			
Restricted income funds			
Restricted funds		23,722	23,722
Unrestricted income funds			
Unrestricted funds		<u>356,654</u>	<u>326,117</u>
Total funds	16	<u>380,376</u>	<u>349,839</u>

For the financial year ending 31 December 2022 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.



Mr Jonathan Berman
Treasurer, Trustee

Chartered Institute of Ergonomics & Human Factors

Notes to the Financial Statements for the Year Ended 31 December 2022

1 Charity status

The charity is limited by guarantee, incorporated in England and Wales, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The principal place of business is:

7 The Courtyard
Wootton Park
Wootton Wawen
Warwickshire
B95 6HJ

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements have been prepared 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 UK and Republic of Ireland (FRS 102)) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Basis of preparation

Chartered Institute of Ergonomics & Human Factors 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 notes.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

Income and endowments

Deferred income

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Chartered Institute of Ergonomics & Human Factors

Notes to the Financial Statements for the Year Ended 31 December 2022

Investment income

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Raising funds

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees meetings and reimbursed expenses.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Furniture and fittings	25% cost

Chartered Institute of Ergonomics & Human Factors

Notes to the Financial Statements for the Year Ended 31 December 2022

Fixed asset investments

Fixed asset investments, other than programme related investments, are included at market value at the balance sheet date. Realised gains and losses on investments are calculated as the difference between sales proceeds and their market value at the start of the year, or their subsequent cost, and are charged or credited to the Statement of Financial Activities in the period of disposal.

Unrealised gains and losses represent the movement in market values during the year and are credited or charged to the Statement of Financial Activities based on the market value at the year end.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Fund structure

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

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Financial instruments

Investments

Investments in non-convertible preference shares and non-puttable ordinary or preference shares (where shares are publicly traded or their fair value is reliably measurable) are measured at fair value through profit or loss. Where fair value cannot be measured reliably, investments are measured at cost less impairment.

Investments in subsidiaries and associates are measured at cost less impairment. For investments in subsidiaries acquired for consideration including the issue of shares qualifying for merger relief, cost is measured by reference to the nominal value of the shares issued plus fair value of other consideration. Any premium is ignored.

Chartered Institute of Ergonomics & Human Factors

Notes to the Financial Statements for the Year Ended 31 December 2022

3 Income from charitable activities

	Unrestricted funds General £	Total 2022 £	Total 2021 £
Member subscriptions	229,844	229,844	253,170
Professional application fees, Registered consultancy and CREE	13,037	13,037	16,255
Journal royalties and purchases	189,181	189,181	197,317
Course accreditation (applications and licences)	4,300	4,300	11,000
Training and Education fees	96,051	96,051	210
Event delegate fees	42,827	42,827	54,727
Advertising, sponsorship and exhibitions	23,015	23,015	22,583
Projects	77,280	77,280	53,525
	<u>675,535</u>	<u>675,535</u>	<u>608,787</u>

4 Investment income

	Unrestricted funds General £	Total funds £
Interest receivable and similar income; Interest receivable on bank deposits	<u>101</u>	<u>101</u>
Total for 2022	<u>101</u>	<u>101</u>
Total for 2021	<u>126</u>	<u>126</u>

Chartered Institute of Ergonomics & Human Factors

Notes to the Financial Statements for the Year Ended 31 December 2022

5 Expenditure on raising funds

a) Investment management

	Unrestricted funds General £	Total funds £
Loss\ (Gain) on investment	23,696	23,696
Total for 2022	<u>23,696</u>	<u>23,696</u>
Total for 2021	<u>5,796</u>	<u>5,796</u>

6 Expenditure on charitable activities

	Unrestricted funds General £	Total funds £
Member subscriptions	274,854	274,854
Allocated support costs	338,520	338,520
Governance costs	12,642	12,642
Total for 2022	<u>626,016</u>	<u>626,016</u>
Total for 2021	<u>575,617</u>	<u>575,617</u>

In addition to the expenditure analysed above, there are also governance costs of £12,642 (2021 - £6,208) which relate directly to charitable activities. See note for further details.

7 Net incoming/outgoing resources

Net incoming resources for the year include:

	2022 £	2021 £
Other non-audit services	2,700	2,700
Depreciation of fixed assets	<u>479</u>	<u>479</u>

Chartered Institute of Ergonomics & Human Factors

Notes to the Financial Statements for the Year Ended 31 December 2022

8 Staff costs

The monthly average number of persons (including senior management / leadership team) employed by the charity during the year expressed as full time equivalents was as follows:

	2022 No	2021 No
Average number of employees	<u>5</u>	<u>4</u>

5 (2021 - 4) of the above employees participated in the Defined Contribution Pension Schemes.

Contributions to the employee pension schemes for the year totalled £10,946 (2021 - £10,165).

9 Taxation

The charity is a registered charity and is therefore exempt from taxation.

10 Tangible fixed assets

	Furniture and equipment £	Total £
Cost		
At 1 January 2022	<u>11,017</u>	<u>11,017</u>
At 31 December 2022	<u>11,017</u>	<u>11,017</u>
Depreciation		
At 1 January 2022	10,059	10,059
Charge for the year	<u>479</u>	<u>479</u>
At 31 December 2022	<u>10,538</u>	<u>10,538</u>
Net book value		
At 31 December 2022	<u>479</u>	<u>479</u>
At 31 December 2021	<u>958</u>	<u>958</u>

11 Fixed asset investments

	2022 £	2021 £
Other investments	<u>109,843</u>	<u>133,539</u>

Chartered Institute of Ergonomics & Human Factors

Notes to the Financial Statements for the Year Ended 31 December 2022

12 Debtors

	2022 £	2021 £
Other debtors	<u>17,250</u>	<u>7,441</u>

13 Cash and cash equivalents

	2022 £	2021 £
Cash on hand	-	21
Cash at bank	<u>307,562</u>	<u>211,899</u>
	<u>307,562</u>	<u>211,920</u>

14 Creditors: amounts falling due within one year

	2022 £	2021 £
VAT grant repayable	2,548	-
Other creditors	4,598	-
Accruals	3,999	3,999
Deferred income	<u>43,613</u>	<u>20</u>
	<u>54,758</u>	<u>4,019</u>

15 Contingent assets

The Institute holds a 50% equity holding in the journal 'Applied Ergonomics' which was valued in 2015 at £1,200,000. A longstanding contractual relationship exists with the journal 'Ergonomics' but without an equity holding. Both journals together generate the royalty income shown in the SOFA.

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The total value of contingent assets is £1,200,000.

Chartered Institute of Ergonomics & Human Factors

Notes to the Financial Statements for the Year Ended 31 December 2022

16 Funds

	Balance at 1 January 2022 £	Incoming resources £	Resources expended £	Balance at 31 December 2022 £
Unrestricted funds				
General	326,117	680,249	(649,712)	356,654
Restricted funds	<u>23,722</u>	<u>-</u>	<u>-</u>	<u>23,722</u>
Total funds	<u><u>349,839</u></u>	<u><u>680,249</u></u>	<u><u>(649,712)</u></u>	<u><u>380,376</u></u>
	Balance at 1 January 2021 £	Incoming resources £	Resources expended £	Balance at 31 December 2021 £
Unrestricted funds				
General	298,617	608,913	(581,413)	326,117
Restricted funds	<u>23,722</u>	<u>-</u>	<u>-</u>	<u>23,722</u>
Total funds	<u><u>322,339</u></u>	<u><u>608,913</u></u>	<u><u>(581,413)</u></u>	<u><u>349,839</u></u>

Chartered Institute of Ergonomics & Human Factors

Notes to the Financial Statements for the Year Ended 31 December 2022

17 Analysis of net assets between funds

	Unrestricted funds General £	Total funds at 31 December 2022 £
Tangible fixed assets	479	479
Fixed asset investments	109,843	109,843
Current assets	324,812	324,812
Current liabilities	(54,758)	(54,758)
Total net assets	<u>380,376</u>	<u>380,376</u>
	Unrestricted funds General £	Total funds at 31 December 2021 £
Tangible fixed assets	958	958
Fixed asset investments	133,539	133,539
Current assets	219,361	219,361
Current liabilities	(4,019)	(4,019)
Total net assets	<u>349,839</u>	<u>349,839</u>

Chartered Institute of Ergonomics & Human Factors

Detailed Statement of Financial Activities for the Year Ended 31 December 2022

	Total 2022 £	Total 2021 £
<i>Charitable activities</i>		
Member subscriptions	229,843	253,170
Professional register, consultancy and CREE	14,498	16,255
Journal royalties	189,181	197,317
Course accreditation (applications and licences)	5,100	11,000
Training and Education fees	96,051	210
Event delegate fees	42,827	54,727
Projects	77,280	53,525
Advertising, sponsorship and exhibitions	25,368	22,583
	<u>680,148</u>	<u>608,787</u>
<i>Investment income</i>		
Interest on cash deposits	101	126
	<u>101</u>	<u>126</u>
<i>Raising funds</i>		
(Gain)/loss on programme related investments	(23,696)	(5,796)
	<u>(23,696)</u>	<u>(5,796)</u>
<i>Charitable activities</i>		
Events and support	(66,185)	(42,901)
The Ergonomist magazine & E newsletter	(67,800)	(45,382)
Training and education	(17,820)	(91,087)
Membership and support costs	(7,051)	(16,026)
Professional standards and awards	(1,643)	(1,554)
External affiliations	(20,263)	(9,419)
PR and social media	(5,160)	(3,122)
Marketing and promotion	(47,945)	(26,034)
Regional and sector groups	(1,560)	(348)
Projects	(39,427)	(34,656)
Wages and salaries	(229,816)	(208,223)
Workspaces and storage	(7,807)	(7,410)
Telephone	(915)	(812)
IT and support	(89,857)	(69,840)
Printing, postage and stationery	(452)	(1,444)
Accountancy fees	(1,708)	(2,968)
Banking and insurance	(7,486)	(7,704)

This page does not form part of the statutory financial statements.

Chartered Institute of Ergonomics & Human Factors

Detailed Statement of Financial Activities for the Year Ended 31 December 2022

	Total 2022 £	Total 2021 £
Depreciation of fixtures and fittings	(479)	(479)
Committee expenses	(1,764)	(758)
External support and advice	(8,178)	(2,750)
Independent examiner's fee	<u>(2,700)</u>	<u>(2,700)</u>
	<u><u>(626,016)</u></u>	<u><u>(575,617)</u></u>

This page does not form part of the statutory financial statements.

Accounts

Company registration number: 01923559

Charity registration number: 1161870

Chartered Institute of Ergonomics & Human Factors

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 December 2021

Chartered Institute of Ergonomics & Human Factors

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Chartered Institute of Ergonomics & Human Factors

Reference and Administrative Details

Executive Committee	Amanda Widdowson (President to April 2021, Past President from April 2021) Chris Ramsden (President Elect to April 2021, President from April 2021) Alex Stedmon (President Elect from April 2021) Robert Bridger (Past President to April 2021) Jon Berman (Treasurer)
Council	Fiona Cayzer (co-chair of PAB) Barbara Haward (co-chair of PAB) Rebecca Charles Mark Young Barry Kirby Mark Sujjan Courtney Grant (from April 2021) Monica Sen Gupta (from April 2021) Nu'maan Kala (from April 2021) Terry Lansdown (from April 2021) Robert Bridger (from April 2021) Brian Edwards (Associate Member Representative to April 2021) Julie Avery (Associate Member Representative from April 2021) Ella-Mae Hubbard (Technical Member Representative) Kirsty Angerer (Graduate Member Representative) Julie Avery (Associate Member Representative from April 2021)
Chief Executive	Noorzaman Rashid
Registered Office	7 The Courtyard Wootton Park Wootton Wawen Warwickshire B95 6HJ The charity is incorporated in England and Wales.
Company Registration Number	01923559
Charity Registration Number	1161870
Accountants	Ask Accountancy Limited Chartered Certified Accountants 154 Rothley Road Mountsorrel Loughborough Leicestershire LE12 7JX

Chartered Institute of Ergonomics & Human Factors

Strategic Report for the Year Ended 31 December 2021

The trustees, who are directors for the purposes of company law, present their strategic report for the year ended 31 December 2021, in compliance with s414C of the Companies Act 2006.

The CIEHF weathered the pandemic during 2020, learning rapidly about how best to adapt our services and support for members. This provided a strong platform for managing the organisation and our activities in 2021. Our resilience and increasing engagement with members before and during the intermittent lockdowns of 2021, through a full programme of activity and continuous communication, contributed to another successful year. This report sets out how we have achieved this.

The CIEHF is recognised through its Chartered status as the pre-eminent professional membership body for ergonomics and human factors in the United Kingdom. We are plainly one of the most active professional bodies for ergonomists and human factors professionals anywhere in the world. This is reflected in a three-fold increase in new members over the last two years with 344 new members recruited in 2021. At the end of 2021 our membership stood at 1950. This is against a general trend of 5-10% reduction in members from other similar bodies (according to MemberWise).

In addition, we continue to attract senior researchers, academics and practitioners from around the world, both to join us as members and to participate in our events. In 2021, we curated and broadcast 36 live online events and published 37 reports, guides infographics and white papers, with the input of more than 200 volunteer members and non-members. A significant difference in 2021 was that we engaged with over 100 allied professional bodies, institutes and research organisations in the UK and internationally and significantly improved the diversity of our contributors.

We have now completed the second year of our ambitious five-year strategic plan “The Future Human”, which comprises four strands: Creating a World-Class Organisation, Supporting our Members, the Future Human and the Partner of Choice. We re-stated our vision “A world where integrated design improves life, wellbeing and performance” and our mission “To become the pre-eminent professional home and voice for human factors”. Just as importantly, we reframed our core values that drive the way we work:

- Professional - maintaining the highest professional standards and ethical behaviour in research and practice.
- Inclusive - welcoming and respecting difference, recognising that diversity contributes to innovative thinking, design and solutions.
- Collaborative - generating and sharing knowledge and expertise to enhance integrated design.

Building our infrastructure

Our small team continued to liaise closely with all our member groups throughout 2021 encouraging a high level of engagement despite the ‘online fatigue’ being experienced by many, and in doing so, built up a loyal followership that includes many international participants.

For the second consecutive year we ran our annual Ergonomics & Human Factors Conference online. Our expertise was recognised by the International Ergonomics Association (IEA) and as a direct result our CEO was involved in supporting the marketing efforts for IEA2021 which was converted to an online event.

Predicting that the impact of the pandemic would be longer lasting than others had suggested led us to proactively plan and invest in creating a more agile virtual organisation, ensuring that our systems, services and processes were as resilient as possible.

Chartered Institute of Ergonomics & Human Factors

Strategic Report for the Year Ended 31 December 2021

To ensure that our growing organisation and expansion of activities could be managed effectively into the future, Council approved investment in a new membership management system and website platform, together with an integrated Learning Management System. Development continued throughout 2021 with a planned launch set for early 2022.

We took the opportunity to rethink our branding and developed a new, fresh look that better reflects our discipline and intentions. Our new logo has a planned launch alongside the website early in 2022.

Ensuring financial resilience and stability

The continuation of the pandemic throughout 2021, meant the budget was under constant review. Prudent management of the budget by our Chief Operating Officer, Tina Worthy, an increase in membership subscriptions, and income from Corporate Membership and commissioned projects has left us with an operating surplus at the end of the year of £33k. This is despite the uncertainties that accompanied the pandemic and the significant investment made in our digital management systems.

Our royalty income from our two associated journals, 'Ergonomics' and 'Applied Ergonomics' continues to hold steady. The potential to attract additional income from course accreditation, from paid-for online events such as Masterclasses, and from significant interest in Learning Pathways is growing.

Our successful management of the financial impact of the pandemic allowed us to freeze membership subscriptions for 2021 as a means of helping members through financial difficulties they may have experienced.

Our end of year financial results have given us confidence to plan for continued growth in the coming year and we recognise that our strategy for this growth must include investment in our people if we are to continue to be successful. Our results also give us confidence that our plans can include building our reserves to remain aligned with our increased turnover.

Our Financial Accounts are presented later in this document.

Supporting our members

The investment in a full-time Membership Manager continues to make a significant difference in how we are able to communicate with, support and respond to members, particularly those looking for a way into the discipline from other fields and for those wanting to achieve Chartership.

Our Professional Affairs Board (PAB), led by Fiona Cayzer and Barbara Haward, continued its valuable work in supporting members through increased opportunities for professional development whilst also maintaining and developing professional standards. Activities included support for development of new Learning Pathways, improving mentoring information and investigating competency frameworks across different organisations.

A review of the structure of our membership grades was also launched in 2021 with a report due in 2022. A particular focus will be a review of the existing CIEHF Professional Competency framework, with the aim of increasing inclusivity for allied professional domains such as UX. PAB are also identifying ways to improve the journey to Chartership for existing members and prospective applicants.

We established a shared leadership approach for our Sector Groups, ensuring that they were not dependent on one individual. Meetings of these group leads, and those of our Regional Networks are organised regularly to keep them informed, to support the development of activities and for sharing of ideas. This was complemented with a significant member engagement programme to increase awareness and attendance at group meet-ups. We ran 56 such meet-ups in 2021 with almost 900 attendees.

We continue to organise Masterclasses, expertly presented by our members, to support Continued Professional Development. They are popular and all are made available online on-demand.

Chartered Institute of Ergonomics & Human Factors

Strategic Report for the Year Ended 31 December 2021

Our 'Communities' discussion forum as a platform for members to exchange thought leadership, research and best practice has been a major success and is now seen as a principal benefit of membership. It has been integrated into our new website.

Our weekly email communications to members, monthly digital newsletter 'Think' and our now quarterly magazine, 'The Ergonomist', continue to be platforms for us to regularly share information with members and others, helping them to keep in touch with developments in the discipline. Members are constantly encouraged to contribute to our publications, to consultations and to our events.

We negotiated a new contract with our communications partner, Connect, to take over the editing, management and publication of 'The Ergonomist', in collaboration with our managing editor, Tina Worthy. It was relaunched in December 2021 with a contemporary new design and additional pages.

The Future Human

The 'Future Human' is the third strand of our strategic plan. It's about innovative and disruptive thinking that can make a significant contribution to life, well-being and performance. It's also about raising awareness of the contribution of ergonomics and human factors across industry and society.

We have successfully used the concept in 'The Ergonomist' to attract wider thinking on topics. During 2021 we opened up new areas for discussion such as neuroergonomics, biophilic design and sustainability, AI and digital health, autonomous vehicles and more.

Continued increase in our social media activity and digital campaigns have made a significant contribution to raising our visibility both in the UK and internationally.

Throughout 2021, we provided high quality, low cost and free to attend accessible online events open to all. There is no doubt that this is impacting our reputation positively as an inclusive professional body. These events regularly attract international audiences, sometimes in excess of 200 people. During 2021 there were almost 7500 registrations for our online events, the replays of which were watched more than 4100 times.

In 2021, we put in a very ambitious bid to host the International Ergonomics Association's triennial congress in London in 2027, which was successful. To be hosted at the Excel and in partnership with MCI, we have plans to create an inclusive, sustainable and forward-looking event that will showcase innovation in ergonomics and human factors. Our bid outlined a congress split between an online and in person event hosting nearly 5000 participants in total.

The Partner of Choice

Collaborating and working with professional and occupational institutes, trade bodies, research entities, government departments, agencies and others to influence how integrated design can improve life, well-being and performance is the fourth strand of our strategic plan.

We believe that working with others will contribute to the CIEHF broadening and strengthening its influence and its ability to deliver all the elements of our strategy, including becoming a world-class professional body. Important projects have begun working with the construction, mining and nuclear industries to create sector-specific Learning Pathways. The NHS continue to approach the CIEHF to undertake commissioned projects, the latest including the creation of Community Diagnostic Hubs.

During 2021, we collaborated with a wide range of more than 100 allied professional bodies including the Institute of Occupational Medicine, the British Occupational Hygiene Society, the British Psychological Society, the Royal Academy of Engineering, the Chartered Institute of Personnel and Development and the Chartered Society of Designers.

Chartered Institute of Ergonomics & Human Factors

Strategic Report for the Year Ended 31 December 2021

As a result of our rapid response to the pandemic, particularly in the production of human factors guidance, there continues to be a growth of collaboration with health entities including Health Education England, NHS Education for Scotland, the Faculty of Intensive Care and Medicine, the International Society for Quality in Healthcare and the Royal College of Nursing. Our Healthcare Learning Pathway, in collaboration with Loughborough University, is supported by the Royal College of Nursing and Health Education England.

As a result of the spread of the Omicron virus and increased numbers of hospitalisations, we worked with a wide range of allied professional bodies in a proactive campaign in December 2021 on the safe use of oxygen. It was aimed at nurses and staff in charge of wards and is a good example of our continued response to the pandemic.

Overall, we have had a very successful year, managing the business through difficult times and supporting members, organisations and the wider public. We would like to thank our staff, partners, volunteers and all our members for helping to make 2021 one of our most productive years for growth and production of thought leadership.

We look forward in 2022 to another exciting year in our journey to becoming a world-class membership organisation.

This strategic report was approved by the trustees of the charity on 3 March 2022 and signed on their behalf by:



Mr Jonathan Berman
Treasurer, Trustee

Chartered Institute of Ergonomics & Human Factors

Statement of Trustees' Responsibilities

The trustees (who are also the directors of Chartered Institute of Ergonomics & Human Factors for the purposes of company law) are responsible for preparing the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees 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 charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards 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 charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees of the charity on 3 March 2022 and signed on their behalf by:



Mr Jonathan Berman
Treasurer, Trustee

Chartered Institute of Ergonomics & Human Factors

Independent Examiner's Report to the trustees of the Chartered Institute of Ergonomics & Human Factors

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2021 which are set out on pages 9 to 19.

Respective responsibilities of trustees and examiner

As the charity's trustees of Chartered Institute of Ergonomics & Human Factors (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of Chartered Institute of Ergonomics & Human Factors are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since Chartered Institute of Ergonomics & Human Factors' gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ACCA, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of Chartered Institute of Ergonomics & Human Factors as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Chartered Institute of Ergonomics & Human Factors

**Independent Examiner's Report to the trustees of Chartered Institute of Ergonomics &
Human Factors**

Andrew Hurd

Andrew Hurd (Mar 12, 2022 16:21 GMT)

.....
A Hurd

Chartered Certified Accountant

ACCA

154 Rothley Road

Mountsorrel

Leicestershire

LE12 7JX

12 March 2022

Chartered Institute of Ergonomics & Human Factors

Statement of Financial Activities for the Year Ended 31 December 2021 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2021 £
Income and Endowments from:				
Charitable activities	3	608,787	-	608,787
Investment income	4	<u>126</u>	-	<u>126</u>
Total income		<u>608,913</u>	-	<u>608,913</u>
Expenditure on:				
Raising funds	5	(5,796)	-	(5,796)
Charitable activities	6	<u>(575,617)</u>	-	<u>(575,617)</u>
Total expenditure		<u>(581,413)</u>	-	<u>(581,413)</u>
Net income		<u>27,500</u>	-	<u>27,500</u>
Net movement in funds		27,500	-	27,500
Reconciliation of funds				
Total funds brought forward		<u>298,617</u>	<u>23,722</u>	<u>322,339</u>
Total funds carried forward	17	<u>326,117</u>	<u>23,722</u>	<u>349,839</u>
	Note	Unrestricted funds £	Restricted funds £	Total 2020 £
Income and Endowments from:				
Charitable activities	3	489,058	-	489,058
Investment income	4	<u>201</u>	-	<u>201</u>
Total income		<u>489,259</u>	-	<u>489,259</u>
Expenditure on:				
Raising funds	5	(7,399)	-	(7,399)
Charitable activities	6	<u>(468,880)</u>	-	<u>(468,880)</u>
Total expenditure		<u>(476,279)</u>	-	<u>(476,279)</u>
Net income		<u>12,980</u>	-	<u>12,980</u>
Net movement in funds		12,980	-	12,980
Reconciliation of funds				
Total funds brought forward		<u>285,637</u>	<u>23,722</u>	<u>309,359</u>
Total funds carried forward	17	<u>298,617</u>	<u>23,722</u>	<u>322,339</u>

All of the charity's activities derive from continuing operations during the above two periods.

Chartered Institute of Ergonomics & Human Factors

(Registration number: 01923559) Balance Sheet as at 31 December 2021

	Note	2021 £	2020 £
Fixed assets			
Tangible assets	11	958	1,437
Investments	12	<u>133,539</u>	<u>139,335</u>
		<u>134,497</u>	<u>140,772</u>
Current assets			
Debtors	13	7,441	8,513
Cash at bank and in hand	14	<u>211,920</u>	<u>214,688</u>
		219,361	223,201
Creditors: Amounts falling due within one year	15	<u>(4,019)</u>	<u>(41,634)</u>
Net current assets		<u>215,342</u>	<u>181,567</u>
Net assets		<u>349,839</u>	<u>322,339</u>
Funds of the charity:			
Restricted income funds			
Restricted funds		23,722	23,722
Unrestricted income funds			
Unrestricted funds		<u>326,117</u>	<u>298,617</u>
Total funds	17	<u>349,839</u>	<u>322,339</u>

For the financial year ending 31 December 2021 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.



Mr Jonathan Berman
Treasurer, Trustee

Chartered Institute of Ergonomics & Human Factors

Notes to the Financial Statements for the Year Ended 31 December 2021

1 Charity status

The charity is limited by guarantee, incorporated in England and Wales, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The principal place of business is:

7 The Courtyard
Wootton Park
Wootton Wawen
Warwickshire
B95 6HJ

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements have been prepared 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 UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

Basis of preparation

Chartered Institute of Ergonomics & Human Factors 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 notes.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

Exemption from preparing a cash flow statement

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

Chartered Institute of Ergonomics & Human Factors

Notes to the Financial Statements for the Year Ended 31 December 2021

Income and endowments

Deferred income

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Investment income

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Raising funds

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

Chartered Institute of Ergonomics & Human Factors

Notes to the Financial Statements for the Year Ended 31 December 2021

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Furniture and fittings	25% cost

Fixed asset investments

Fixed asset investments, other than programme related investments, are included at market value at the balance sheet date. Realised gains and losses on investments are calculated as the difference between sales proceeds and their market value at the start of the year, or their subsequent cost, and are charged or credited to the Statement of Financial Activities in the period of disposal.

Unrealised gains and losses represent the movement in market values during the year and are credited or charged to the Statement of Financial Activities based on the market value at the year end.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees's discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Financial instruments

Investments

Investments in non-convertible preference shares and non-puttable ordinary or preference shares (where shares are publicly traded or their fair value is reliably measurable) are measured at fair value through profit or loss. Where fair value cannot be measured reliably, investments are measured at cost less impairment.

Investments in subsidiaries and associates are measured at cost less impairment. For investments in subsidiaries acquired for consideration including the issue of shares qualifying for merger relief, cost is measured by reference to the nominal value of the shares issued plus fair value of other consideration. Any premium is ignored.

Chartered Institute of Ergonomics & Human Factors

Notes to the Financial Statements for the Year Ended 31 December 2021

3 Income from charitable activities

	Unrestricted funds General £	Total 2021 £	Total 2020 £
Member subscriptions	253,170	253,170	214,794
Professional application fees, Registered consultancy and CREE	16,255	16,255	13,163
Journal royalties and purchases	197,317	197,317	185,897
Course accreditation (applications and licences)	11,000	11,000	4,200
Knowledge and content sales	210	210	180
Event delegate fees	54,727	54,727	36,787
Advertising, sponsorship and exhibitions	22,583	22,583	12,616
Projects	53,525	53,525	21,419
	608,787	608,787	489,056

4 Investment income

	Unrestricted funds General £	Total 2021 £	Total 2020 £
Interest receivable and similar income; Interest receivable on bank deposits	126	126	201
		Unrestricted funds General £	Total funds £
Interest receivable and similar income; Interest receivable on bank deposits		126	126
Total for 2021		126	126
Total for 2020		201	201

Chartered Institute of Ergonomics & Human Factors

Notes to the Financial Statements for the Year Ended 31 December 2021

5 Expenditure on raising funds

a) Investment management costs

	Note	Unrestricted funds General £	Total funds £
Loss\Gain) on investment	7	5,796	5,796
Total for 2021		5,796	5,796
Total for 2020		7,399	7,399

6 Expenditure on charitable activities

	Note	Unrestricted funds General £	Total funds £
Member subscriptions		270,529	270,529
Allocated support costs	7	298,880	298,880
Governance costs	7	6,208	6,208
Total for 2021		575,617	575,617
Total for 2020		468,880	468,880

In addition to the expenditure analysed above, there are also governance costs of £6,208 (2020 - £6,118) which relate directly to charitable activities. See note 7 for further details.

Chartered Institute of Ergonomics & Human Factors

Notes to the Financial Statements for the Year Ended 31 December 2021

7 Analysis of governance and support costs

Governance costs

	Unrestricted funds General £	Total funds £
Allocated support costs	6,208	6,208
Total for 2021	6,208	6,208
Total for 2020	6,118	6,118

8 Net incoming/outgoing resources

Net incoming resources for the year include:

	2021 £	2020 £
Other non-audit services	2,700	2,700
Depreciation of fixed assets	479	1,030

9 Staff costs

The monthly average number of persons (including senior management team) employed by the charity during the year expressed as full time equivalents was as follows:

	2021 No	2020 No
Average number of employees	4	3

4 (2020 - 3) of the above employees participated in the Defined Contribution Pension Schemes.

Contributions to the employee pension schemes for the year totalled £10,165 (2020 - £7,625).

The number of employees whose emoluments fell within the following bands was:

	2021 No	2020 No
£60,001 - £70,000	1	0

Chartered Institute of Ergonomics & Human Factors

Notes to the Financial Statements for the Year Ended 31 December 2021

10 Taxation

The charity is a registered charity and is therefore exempt from taxation.

11 Tangible fixed assets

	Furniture and equipment £	Total £
Cost		
At 1 January 2021	11,017	11,017
At 31 December 2021	11,017	11,017
Depreciation		
At 1 January 2021	9,580	9,580
Charge for the year	479	479
At 31 December 2021	10,059	10,059
Net book value		
At 31 December 2021	958	958
At 31 December 2020	1,437	1,437

12 Fixed asset investments

	2021 £	2020 £
Other investments	133,539	139,335

13 Debtors

	2021 £	2020 £
Other debtors	7,441	8,513

14 Cash and cash equivalents

	2021 £	2020 £
Cash on hand	21	11
Cash at bank	211,899	214,677
	211,920	214,688

Chartered Institute of Ergonomics & Human Factors

Notes to the Financial Statements for the Year Ended 31 December 2021

15 Creditors: amounts falling due within one year

	2021	2020
	£	£
Accruals	3,999	3,999
Deferred income	20	37,635
	<u>4,019</u>	<u>41,634</u>

16 Contingent assets

The Institute holds a 50% equity holding in the journal 'Applied Ergonomics' which was valued in 2015 at £1,200,000. A longstanding contractual relationship exists with the journal 'Ergonomics' but without an equity holding. Both journals together generate the royalty income shown in the SOFA.

The total value of contingent assets is £1,200,000.

17 Funds

	Balance at 1 January 2021	Incoming resources	Resources expended	Balance at 31 December 2021
	£	£	£	£
Unrestricted funds				
General	298,617	608,913	(581,413)	326,117
Restricted funds	<u>23,722</u>	<u>-</u>	<u>-</u>	<u>23,722</u>
Total funds	<u>322,339</u>	<u>608,913</u>	<u>(581,413)</u>	<u>349,839</u>
	Balance at 1 January 2020	Incoming resources	Resources expended	Balance at 31 December 2020
	£	£	£	£
Unrestricted funds				
General	285,637	489,259	(476,279)	298,617
Restricted funds	<u>23,722</u>	<u>-</u>	<u>-</u>	<u>23,722</u>
Total funds	<u>309,359</u>	<u>489,259</u>	<u>(476,279)</u>	<u>322,339</u>

Chartered Institute of Ergonomics & Human Factors

Notes to the Financial Statements for the Year Ended 31 December 2021

18 Analysis of net assets between funds

	Unrestricted funds General £	Total funds at 31 December 2021 £
Tangible fixed assets	958	958
Fixed asset investments	133,539	133,539
Current assets	219,361	219,361
Current liabilities	<u>(4,019)</u>	<u>(4,019)</u>
Total net assets	<u>349,839</u>	<u>349,839</u>
	Unrestricted funds General £	Total funds at 31 December 2020 £
Tangible fixed assets	1,437	1,437
Fixed asset investments	139,335	139,335
Current assets	223,201	223,201
Current liabilities	<u>(41,634)</u>	<u>(41,634)</u>
Total net assets	<u>322,339</u>	<u>322,339</u>

19 Analysis of net funds

	At 1 January 2021 £	Financing cash flows £	At 31 December 2021 £
Cash at bank and in hand	<u>214,688</u>	<u>(2,770)</u>	<u>211,918</u>
Net debt	<u>214,688</u>	<u>(2,770)</u>	<u>211,918</u>
	At 1 January 2020 £	Financing cash flows £	At 31 December 2020 £
Cash at bank and in hand	<u>166,262</u>	<u>48,426</u>	<u>214,688</u>
Net debt	<u>166,262</u>	<u>48,426</u>	<u>214,688</u>

Chartered Institute of Ergonomics & Human Factors

Detailed Statement of Financial Activities for the Year Ended 31 December 2021

	Total 2021 £	Total 2020 £
<i>Charitable activities (income)</i>		
Member subscriptions	253,170	214,794
Professional register, consultancy and CREE	16,255	13,163
Journal royalties	197,317	185,898
Course accreditation (applications and licences)	11,000	4,200
Knowledge and content sales	210	180
Event delegate fees	54,727	36,788
Projects	53,525	21,419
Advertising, sponsorship and exhibitions	22,583	12,616
	608,787	489,058
<i>Investment income</i>		
Interest on cash deposits	126	201
	126	201
<i>Raising funds</i>		
(Gain)/loss on programme related investments	(5,796)	(7,399)
	(5,796)	(7,399)
<i>Charitable activities (expenditure)</i>		
Events and support	(42,901)	(47,979)
The Ergonomist magazine & E newsletter	(45,382)	(53,054)
Training and education	(91,087)	-
Membership and support costs	(16,026)	(40,990)
Professional standards and awards	(1,554)	(1,543)
Committees	-	(999)
External affiliations	(9,419)	(6,785)
PR and social media	(3,122)	(14,279)
Marketing and promotion	(26,034)	(11,266)
Regional and sector groups	(348)	(267)
Projects	(34,656)	(43,724)
Wages and salaries	(208,223)	(174,445)
Workspaces and storage	(7,410)	(6,392)
Telephone	(812)	(1,684)
IT and support	(69,840)	(47,424)
Printing, postage and stationery	(1,444)	(748)
Accountancy fees	(2,968)	(3,388)

This page does not form part of the statutory financial statements.

Chartered Institute of Ergonomics & Human Factors

Detailed Statement of Financial Activities for the Year Ended 31 December 2021

	Total 2021 £	Total 2020 £
Banking and insurance	(7,704)	(6,765)
Depreciation of fixtures and fittings	(479)	(1,030)
Committee expenses	(758)	(1,441)
External support and advice	(2,750)	(1,977)
Independent examiner's fee	(2,700)	(2,700)
	<u>(575,617)</u>	<u>(468,880)</u>

This page does not form part of the statutory financial statements.

Accounts

Company registration number: 01923559

Charity registration number: 1161870



Chartered Institute of Ergonomics & Human Factors

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 December 2020

Chartered Institute of Ergonomics & Human Factors

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Chartered Institute of Ergonomics & Human Factors

Reference and Administrative Details

Executive Committee (Trustees)

Robert Bridger (President to April 2020, Past President from April 2020)
Amanda Widdowson (President Elect to April 2020, President from April 2020)
Chris Ramsden (President Elect from April 2020)
Neil Mansfield (Past President to April 2020)
Jon Berman (Treasurer, co-opted to April 2020, elected from April 2020)

Council (Trustees)

Fiona Cayzer (co-chair of PAB)
Barbara Haward (co-chair of PAB)
Rebecca Charles
Mark Young
Barry Kirby
Byron Edwards (from April 2020)
Mark Sujjan (from April 2020)
Brian Edwards (Associate Member Representative)
Ella-Mae Hubbard (Technical Member Representative)
Rebecca Cooke (Graduate Member Representative to April 2020)
Kirsty Angerer (Graduate Member Representative from April 2020)

Chief Executive

Noorzaman Rashid

Registered Office

7 The Courtyard
Wootton Park
Wootton Wawen
Warwickshire
B95 6HJ

Company Registration Number

01923559

Charity Registration Number

1161870 The charity is incorporated in England and Wales.

Accountants

Ask Accountancy Limited
Chartered Certified Accountants
154 Rothley Road
Mountsorrel
Loughborough
Leicestershire
LE12 7JX

Chartered Institute of Ergonomics & Human Factors

Strategic Report for the Year Ended 31 December 2020

The trustees, who are directors for the purposes of company law, present their strategic report for the year ended 31 December 2020, in compliance with s414C of the Companies Act 2006.

In common with all organisations, the Chartered Institute of Ergonomics & Human Factors has had to confront a year like no other, with restrictions affecting every aspect of our operations and activities. Despite this, we came to the end of the year having risen to those challenges, and delivered a diverse range of events and publications, whilst maintaining and enhancing our member services. This report sets out how we have achieved this.

The Chartered Institute of Ergonomics & Human Factors is recognised through its Chartered status as the professional membership body for ergonomics and human factors in the United Kingdom. We are now seen as one of the most vibrant professional bodies for people working as ergonomists and human factors experts anywhere in the world. This is reflected in a three-fold increase of new members from around 100 to 335 in 2020, and an increase overall in membership numbers from 1775 in January 2020 to 1865 at the end of the year. This is against a general trend of a loss of 5-10% of members from other bodies (according to Memberwise).

In addition, we are continuing to attract senior researchers, academics and practitioners from around the world, both to join us as members and to participate in our events. In 2020, we curated and broadcast over 40 live online events and published over 30 reports, guides and white papers engaging over 200 volunteer members and non-members.

We completed the first year of our ambitious new five-year strategic plan “The Future Human”, which comprises four strands: creating a world-class organisation; supporting our members; the Future Human; the partner of choice. We re-stated our vision, ‘A world where integrated design improves life, wellbeing and performance’ and our mission ‘To become the pre-eminent professional home and voice for human factors’. Just as importantly, we reframed our core values that drive the way we work:

- **Professional** - maintaining the highest professional standards and ethical behaviour in research and practice.
- **Inclusive** - welcoming and respecting difference, recognising that diversity contributes to innovative thinking, design and solutions.
- **Collaborative** - generating and sharing knowledge and expertise to enhance integrated design.

Rising from the pandemic

The Institute has weathered the impacts of Covid-19 very successfully. The pandemic and resulting first lockdown in England announced in March 2020 gave our small, well-organised staff team less than five weeks to convert our annual Ergonomics & Human Factors Conference, for the first time also in conjunction with ODAM (Organisational Design & Management), from an in-person event to an online event. This culminated in a successful conference with almost 500 participants from around the world and it became the benchmark for other allied professional bodies. Our agility, the generous time of volunteers and the collaborative nature of our community contributed to this success.

Ensuring that our systems, services and processes are resilient has enabled the CIEHF to operate to maximum effect whilst engaging and supporting members during long periods of lockdown. Predicting that the impact of the pandemic would be longer lasting than others had suggested led us proactively to plan and invest in creating a more agile virtual organisation. This was complemented with a significant member engagement programme revitalising our Regional Networks, Sector Groups and Special Interest Groups.

Increased social media activity and digital campaigns have made a significant contribution to raising our visibility. Our online events regularly attract international audiences in excess of 200 people and overall, from March 2020, resulted in almost 5400 registrations by the end of the year. We will continue to provide high quality, low cost and free to attend accessible online events open to all.

Ensuring financial resilience and stability

The onset of the pandemic at the start of 2020, meant many plans had to undergo sudden change and alongside, the budget for the year underwent a major review. Despite loss of income from cancellation of in-person events, prudent management of the budget by our Chief Operating Officer Tina Worthy, an increase in membership subscriptions, and income from Corporate Membership and commissioned projects has left us with an operating surplus of £20k.

Our royalty income from our two associated journals, 'Ergonomics' and 'Applied Ergonomics' continues to hold steady and the potential to attract additional income from course accreditation, from paid-for online events such as Masterclasses, and from subscriptions to Learning Pathways is growing.

Our Financial Accounts are presented later in this document. In addition to achieving an operating surplus, despite the impact of the pandemic our income has remained unchanged from last year, and we have been able to commit expenditure to support the diverse range of activities reported here. This has given us confidence to plan for continued growth in the coming year.

Our successful management of the financial impact of the pandemic has allowed us to freeze membership subscriptions for 2021 as a means of helping members through financial difficulties they may have experienced.

We recognise that our strategy for future growth must include investment in our people and our infrastructure and much work has been done this year to investigate and select systems that will allow us to deliver improved services to our members and to the wider community. These systems include a learning management system, a new member database and a more engaging website, which are planned to be implemented during the coming year.

Creating a world class organisation

This is a strategic objective for the CIEHF and it has meant setting the bar very high in all that we do. It has also meant ensuring we are in a financially robust position, as outlined above.

During 2020 we ran a significant number of social media campaigns to accompany key publications and events lifting our visibility. This included high profile recruitment videos involving members aimed at attracting academics researchers, authors and practitioners adding to our capacity to produce thought leadership.

We published two major White Papers. 'Learning from Adverse Events', led by Professor Ron McLeod, and 'The Human Dimension in Tomorrow's Aviation System', led by Barry Kirwan, that have been downloaded more than 3500 and 2000 times since their launch in June and August respectively.

In response to the pandemic, CIEHF established a Covid19 Response Team, chaired by our Chief Executive, with Professor Sue Hignett, Professor Paul Bowie, Dr Mark Sujana and Dr Peter McCulloch and our President Elect Chris Ramsden, a designer and practising clinician. They were supported by over 100 international volunteer authors and expert advisers. In response to demand, this team produced advice in a few weeks and sometimes days. Our work on the design and operation of ventilators appeared to influence government policy on the manufacture of ventilators and made national news (<http://bit.ly/IndependentVentilatorReport>). The focus on creating user friendly publications combined with the use of interactive infographics has taken our communications to a new level.

Supporting our members

The investment in a full-time Membership Manager, Iris Mynott, has made a significant difference in how we are able to communicate with and respond to members, particularly for those looking for a way into the discipline from other fields and for those wanting to achieve Chartership.

Our Professional Affairs Board, led by Fiona Cayzer and Barbara Haward, continued its valuable work in supporting members through increased opportunities for professional development whilst also maintaining and developing professional standards. Activities included support for development of new Learning Pathways, improving mentoring information and investigating competency frameworks across different organisations.

We established a shared leadership approach for our Sector Groups ensuring that they were not dependent on one individual, which has made a big difference. New Sector Groups established include Workplace and Defence. New Special Interest Groups include AI and Digital Health, Children's Ergonomics and Automotive.

Regional Networks are meeting more regularly and are provided with direct support to run online events. Online personal development training in social media, consultancy and selling skills have gone some way in helping members hone their skills, alongside a new series of Masterclasses in human factors tools and techniques. All of this training is available on demand through our events website.

The launch of the 'Communities' discussion forum as a platform for members to exchange thought leadership, research and best practice has been a major success and is now seen as a principal benefit of membership.

Our weekly email communications to members, monthly digital newsletter 'Think' and bimonthly membership magazine, 'The Ergonomist', continue to be platforms for us to share information with members and others on a frequent basis, helping them to keep in touch with developments in the discipline. Members are constantly encouraged to contribute to our publications, to consultations and to our events.

The Institute has always strived to be diverse and inclusive. This year we have taken the opportunity to ensure that we actively seek to be inclusive and to reflect our broader membership. An action plan was agreed by Council, which takes steps both to understand and to address potential barriers to inclusivity. As a result of our work in this area, our Chief Executive now chairs the Equalities, Diversity and Inclusion Group for PARN, the Professional Associations Research Network.

The Future Human

The 'Future Human' is the third strand of our strategic plan. It is about innovative and disruptive thinking that can make a significant contribution to life, well-being and performance. It's also about raising awareness of the contribution of ergonomics and human factors across industry and society.

We have successfully used the concept in 'The Ergonomist' to attract wider thinking and this includes areas such as neuroergonomics, AI and digital health, autonomous vehicles and more. At the same time the launch of the President's Project on 'Design for Everybody' highlighted the need for basic anthropometric data for design to be more inclusive, better meeting changing demographics. The ongoing project has succeeded in raising the profile of human factors and has received international support, such as from Caroline Criado Perez. A new armed forces anthropometric survey was also supported.

Work being carried out by Sector Groups is focusing more closely on issues for the future. This includes the human factors in architecture and design, the future workplace and implications for employers.

The Partner of Choice

Collaborating and working with professional and occupational institutes, trade bodies, research entities, government departments, agencies and others to influence how integrated design can improve life, well-being and performance is the fourth strand of our strategic plan.

We believe that working with others will contribute to the CIEHF broadening and strengthening its influence and its ability to deliver all the elements of our strategy, including becoming a world-class professional body. This year we have contributed to a number of important consultations. The most significant being the Patient Safety Syllabus which will impact all training within the NHS. This has culminated in a Healthcare Learning Pathway, created with Loughborough University, that will be launched in 2021, targeting patient safety professionals within the NHS.

Our Automotive Special Interest Group helped to create a response to a consultation document from the government on Automated Lane Keeping Systems, providing a perfect example of how members can use their human factors expertise to influence policy.

During 2020 we collaborated with a wide range of allied professional bodies including the Institute of Occupational Medicine, the British Occupational Hygiene Society, the British Psychological Society, the Royal Academy of Engineering, the Chartered Society of Personnel and Development, the Chartered Society of Designers and many more.

As a result of our response to the pandemic, there has been a growth of collaboration with health entities including Health Education England, NHS Education for Scotland, the Faculty of Intensive Care and Medicine, the International Society for Quality in Healthcare and the Royal College of Nursing.

Overall, we have had a successful year, managing the business through difficult times and supporting members, organisations and the wider public. We would like to thank our staff, partners, volunteers and all our members for helping to make 2020 one of our most productive years for growth and production of thought leadership. In 2021 we will focus on building our infrastructure to support our increasing membership and look forward to another exciting year in our journey to becoming a world class membership organisation.

The strategic report was approved by the trustees of the charity on 15 March 2021 and signed on their behalf by:



.....
Jonathan Berman
Treasurer, Trustee

Chartered Institute of Ergonomics & Human Factors

Statement of Trustees' Responsibilities

The trustees (who are also the directors of Chartered Institute of Ergonomics & Human Factors for the purposes of company law) are responsible for preparing the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees 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 charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards 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 charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees of the charity on 4 March 2021 and signed on its behalf by:



.....

Jonathan Berman
Treasurer, Trustee

Chartered Institute of Ergonomics & Human Factors

Independent Examiner's Report to the trustees of Chartered Institute of Ergonomics & Human Factors

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2020 which are set out on pages 8 to 19.

Respective responsibilities of trustees and examiner

As the charity's trustees of Chartered Institute of Ergonomics & Human Factors (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of Chartered Institute of Ergonomics & Human Factors are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since Chartered Institute of Ergonomics & Human Factors' gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ACCA, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of Chartered Institute of Ergonomics & Human Factors as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



.....
A Hurd
Chartered Certified Accountant, ACCA
154 Rothley Road, Mountsorrel, Leicestershire, LE12 7JX

4 March 2021

Chartered Institute of Ergonomics & Human Factors

Statement of Financial Activities for the Year Ended 31 December 2020 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2020 £
Income and Endowments from:				
Charitable activities	3	489,058	-	489,058
Investment income	4	201	-	201
Total income		<u>489,259</u>	-	<u>489,259</u>
Expenditure on:				
Raising funds	5	(7,399)	-	(7,399)
Charitable activities	6	(468,880)	-	(468,880)
Total expenditure		<u>(476,279)</u>	-	<u>(476,279)</u>
Net income		<u>12,980</u>	-	<u>12,980</u>
Net movement in funds		12,980	-	12,980
Reconciliation of funds				
Total funds brought forward		<u>285,637</u>	<u>23,722</u>	<u>309,359</u>
Total funds carried forward	17	<u>298,617</u>	<u>23,722</u>	<u>322,339</u>
	Note	Unrestricted funds £	Restricted funds £	Total 2019 £
Income and Endowments from:				
Charitable activities	3	491,106	-	491,106
Investment income	4	396	-	396
Total income		<u>491,502</u>	-	<u>491,502</u>
Expenditure on:				
Raising funds	5	12,445	-	12,445
Charitable activities	6	(474,864)	-	(474,864)
Total expenditure		<u>(462,419)</u>	-	<u>(462,419)</u>
Net income		29,083	-	29,083
Transfers between funds		-	(972)	(972)
Net movement in funds		29,083	(972)	28,111
Reconciliation of funds				
Total funds brought forward		<u>256,554</u>	<u>24,694</u>	<u>281,248</u>
Total funds carried forward	17	<u>285,637</u>	<u>23,722</u>	<u>309,359</u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2019 is shown in note 17.

The notes on pages 10 to 19 form an integral part of these financial statements.

Chartered Institute of Ergonomics & Human Factors

(Registration number: 01923559) Balance Sheet as at 31 December 2020

	Note	2020 £	2019 £
Fixed assets			
Tangible assets	11	1,437	551
Investments	12	139,335	146,734
		<u>140,772</u>	<u>147,285</u>
Current assets			
Debtors	13	8,513	13,978
Cash at bank and in hand	14	214,688	166,261
		<u>223,201</u>	<u>180,239</u>
Creditors: Amounts falling due within one year	15	<u>(41,634)</u>	<u>(18,165)</u>
Net current assets		<u>181,567</u>	<u>162,074</u>
Net assets		<u>322,339</u>	<u>309,359</u>
Funds of the charity:			
Restricted income funds			
Restricted funds		23,722	23,722
Unrestricted income funds			
Unrestricted funds		<u>298,617</u>	<u>285,637</u>
Total funds	17	<u>322,339</u>	<u>309,359</u>

For the financial year ending 31 December 2020 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements on pages 8 to 19 were approved by the trustees, and authorised for issue on 4 March 2021 and signed on their behalf by:



Jonathan Berman
Treasurer, Trustee

The notes on pages 10 to 19 form an integral part of these financial statements.

Chartered Institute of Ergonomics & Human Factors

Notes to the Financial Statements for the Year Ended 31 December 2020

1 Charity status

The charity is limited by guarantee, incorporated in England and Wales, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The principal place of business is:

7 The Courtyard
Wootton Park
Wootton Wawen
Warwickshire
B95 6HJ

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements have been prepared 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 UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

Basis of preparation

Chartered Institute of Ergonomics & Human Factors 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 notes.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

Exemption from preparing a cash flow statement

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

Income and endowments

Deferred income

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Chartered Institute of Ergonomics & Human Factors

Notes to the Financial Statements for the Year Ended 31 December 2020

Investment income

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Raising funds

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees' meetings and reimbursed expenses.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Furniture and fittings	25% cost

Chartered Institute of Ergonomics & Human Factors

Notes to the Financial Statements for the Year Ended 31 December 2020

Fixed asset investments

Fixed asset investments, other than programme related investments, are included at market value at the balance sheet date. Realised gains and losses on investments are calculated as the difference between sales proceeds and their market value at the start of the year, or their subsequent cost, and are charged or credited to the Statement of Financial Activities in the period of disposal.

Unrealised gains and losses represent the movement in market values during the year and are credited or charged to the Statement of Financial Activities based on the market value at the year end.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Financial instruments

Investments

Investments in non-convertible preference shares and non-puttable ordinary or preference shares (where shares are publicly traded or their fair value is reliably measurable) are measured at fair value through profit or loss. Where fair value cannot be measured reliably, investments are measured at cost less impairment.

Investments in subsidiaries and associates are measured at cost less impairment. For investments in subsidiaries acquired for consideration including the issue of shares qualifying for merger relief, cost is measured by reference to the nominal value of the shares issued plus fair value of other consideration. Any premium is ignored.

Chartered Institute of Ergonomics & Human Factors

Notes to the Financial Statements for the Year Ended 31 December 2020

3 Income from charitable activities

	Unrestricted funds General £	Total 2020 £	Total 2019 £
Member subscriptions	214,794	214,794	210,646
Professional application fees, Registered consultancy and CREE	13,163	13,163	11,657
Journal royalties and purchases	185,897	185,897	151,850
Course accreditation (applications and licences)	4,200	4,200	5,400
Knowledge and content sales	180	180	580
Event delegate fees	36,787	36,787	75,179
Advertising, sponsorship and exhibitions	12,616	12,616	15,794
Projects	21,419	21,419	20,000
	489,056	489,056	491,106

4 Investment income

	Unrestricted funds General £	Total 2020 £	Total 2019 £
Interest receivable and similar income;			
Interest receivable on bank deposits	201	201	396
		Unrestricted funds General £	Total funds £
Interest receivable and similar income;			
Interest receivable on bank deposits		201	201
Total for 2020		201	201
Total for 2019		396	396

Chartered Institute of Ergonomics & Human Factors

Notes to the Financial Statements for the Year Ended 31 December 2020

5 Expenditure on raising funds

Investment management costs

	Note	Unrestricted funds General £	Total funds £
Loss\ (Gain) on investment	7	7,399	7,399
Total for 2020		7,399	7,399
Total for 2019		(12,445)	(12,445)

6 Expenditure on charitable activities

	Note	Unrestricted funds General £	Total funds £
Member subscriptions		220,886	220,886
Allocated support costs	7	241,876	241,876
Governance costs	7	6,118	6,118
Total for 2020		468,880	468,880
Total for 2019		474,864	474,864

In addition to the expenditure analysed above, there are also governance costs of £6,118 (2019 - £18,840) which relate directly to charitable activities. See note 7 for further details.

Chartered Institute of Ergonomics & Human Factors

Notes to the Financial Statements for the Year Ended 31 December 2020

7 Analysis of governance and support costs

Governance costs

	Unrestricted funds General £	Total funds £
Allocated support costs	6,118	6,118
Total for 2020	6,118	6,118
Total for 2019	18,840	18,840

8 Net incoming/outgoing resources

Net incoming resources for the year include:

	2020 £	2019 £
Other non-audit services	2,700	3,700
Depreciation of fixed assets	1,030	804

9 Staff costs

The aggregate payroll costs for the year were £174,445 (2019 - £159,322).

The monthly average number of persons (including senior management team) employed by the charity during the year expressed as full time equivalents was as follows:

	2020 No	2019 No
Average number of employees	3	3

3 (2019 - 3) of the above employees participated in the Defined Contribution Pension Schemes.

Contributions to the employee pension schemes for the year totalled £7,625 (2019 - £6,787).

No employee received emoluments of more than £60,000 during the year.

Chartered Institute of Ergonomics & Human Factors

Notes to the Financial Statements for the Year Ended 31 December 2020

10 Taxation

The charity is a registered charity and is therefore exempt from taxation.

11 Tangible fixed assets

	Furniture and equipment £	Total £
Cost		
At 1 January 2020	9,101	9,101
Additions	1,916	1,916
At 31 December 2020	11,017	11,017
Depreciation		
At 1 January 2020	8,550	8,550
Charge for the year	1,030	1,030
At 31 December 2020	9,580	9,580
Net book value		
At 31 December 2020	1,437	1,437
At 31 December 2019	551	551

Chartered Institute of Ergonomics & Human Factors

Notes to the Financial Statements for the Year Ended 31 December 2020

12 Fixed asset investments

	2020 £	2019 £
Other investments	139,335	146,734

13 Debtors

	2020 £	2019 £
Other debtors	8,513	13,978

14 Cash and cash equivalents

	2020 £	2019 £
Cash on hand	11	12
Cash at bank	214,677	166,249
	<u>214,688</u>	<u>166,261</u>

15 Creditors: amounts falling due within one year

	2020 £	2019 £
Other taxation and social security	-	4,502
VAT grant repayable	-	2,886
Accruals	3,999	3,999
Deferred income	37,635	6,778
	<u>41,634</u>	<u>18,165</u>

Chartered Institute of Ergonomics & Human Factors

Notes to the Financial Statements for the Year Ended 31 December 2020

16 Contingent assets

The Institute holds a 50% equity holding in the journal 'Applied Ergonomics' which was valued in 2015 at £1,200,000. A longstanding contractual relationship exists with the journal 'Ergonomics' but without an equity holding. Both journals together generate the royalty income shown in the SOFA.

The total value of contingent assets is £1,200,000.

17 Funds

	Balance at 1 January 2020 £	Incoming resources £	Resources expended £	Balance at 31 December 2020 £
Unrestricted funds				
General	285,637	489,259	(476,279)	298,617
Restricted funds	23,722	-	-	23,722
Total funds	309,359	489,259	(476,279)	322,339

	Balance at 1 January 2019 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 December 2019 £
Unrestricted funds					
General	256,554	491,502	(462,419)	-	285,637
Restricted funds	24,694	-	-	(972)	23,722
Total funds	281,248	491,502	(462,419)	(972)	309,359

18 Analysis of net assets between funds

	Unrestricted funds General £	Total funds at 31 December 2020 £
Tangible fixed assets	1,437	1,437
Fixed asset investments	139,335	139,335
Current assets	223,201	223,201
Current liabilities	(41,634)	(41,634)
Total net assets	322,339	322,339

Chartered Institute of Ergonomics & Human Factors

Notes to the Financial Statements for the Year Ended 31 December 2020

	Unrestricted funds General £	Total funds at 31 December 2019 £
Tangible fixed assets	551	551
Fixed asset investments	146,734	146,734
Current assets	180,239	180,239
Current liabilities	(18,165)	(18,165)
Total net assets	309,359	309,359

19 Analysis of net funds

	At 1 January 2020 £	Financing cash flows £	At 31 December 2020 £
Cash at bank and in hand	166,262	48,426	214,688
Net debt	166,262	48,426	214,688
	At 1 January 2019 £	Financing cash flows £	At 31 December 2019 £
Cash at bank and in hand	153,411	12,851	166,262
Net debt	153,411	12,851	166,262