

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 Sujun 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)

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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	126	-	126
Total income		608,913	-	608,913
Expenditure on:				
Raising funds	5	(5,796)	-	(5,796)
Charitable activities	6	(575,617)	-	(575,617)
Total expenditure		(581,413)	-	(581,413)
Net income		27,500	-	27,500
Net movement in funds		27,500	-	27,500
Reconciliation of funds				
Total funds brought forward		298,617	23,722	322,339
Total funds carried forward	17	326,117	23,722	349,839
	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		489,259	-	489,259
Expenditure on:				
Raising funds	5	(7,399)	-	(7,399)
Charitable activities	6	(468,880)	-	(468,880)
Total expenditure		(476,279)	-	(476,279)
Net income		12,980	-	12,980
Net movement in funds		12,980	-	12,980
Reconciliation of funds				
Total funds brought forward		285,637	23,722	309,359
Total funds carried forward	17	298,617	23,722	322,339

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
	<u>608,787</u>	<u>608,787</u>	<u>489,056</u>

4 Investment income

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

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		<u>5,796</u>	<u>5,796</u>
Total for 2020		<u>7,399</u>	<u>7,399</u>

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		<u>575,617</u>	<u>575,617</u>
Total for 2020		<u>468,880</u>	<u>468,880</u>

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	<u>11,017</u>	<u>11,017</u>
At 31 December 2021	<u>11,017</u>	<u>11,017</u>
Depreciation		
At 1 January 2021	9,580	9,580
Charge for the year	<u>479</u>	<u>479</u>
At 31 December 2021	<u>10,059</u>	<u>10,059</u>
Net book value		
At 31 December 2021	<u>958</u>	<u>958</u>
At 31 December 2020	<u>1,437</u>	<u>1,437</u>

12 Fixed asset investments

	2021 £	2020 £
Other investments	<u>133,539</u>	<u>139,335</u>

13 Debtors

	2021 £	2020 £
Other debtors	<u>7,441</u>	<u>8,513</u>

14 Cash and cash equivalents

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

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	(4,019)	(4,019)
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	(41,634)	(41,634)
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	214,688	(2,770)	211,918
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	166,262	48,426	214,688
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
	<u>608,787</u>	<u>489,058</u>
<i>Investment income</i>		
Interest on cash deposits	126	201
	<u>126</u>	<u>201</u>
<i>Raising funds</i>		
(Gain)/loss on programme related investments	(5,796)	(7,399)
	<u>(5,796)</u>	<u>(7,399)</u>
<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)

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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>

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