

**The Chemical Engineers
Benevolent Fund**

Trustees' report & financial statements
For the year ended 31 December 2023

Registered charity no. 221601

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Trustees Report

The Trustees are pleased to present their annual report together with the financial statements of the Chemical Engineers Benevolent Fund for the year ending 31 December 2023.

The financial statements comply with 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).

Reference and Administrative Details

The Chemical Engineers' Benevolent Fund is registered with the Charity Commission for England & Wales, charity number 221601.

Correspondence address

c/o Institution of Chemical Engineers, Davis Building, Railway Terrace, Rugby, CV21 3HQ

Professional Advisors

Bankers

NatWest Bank PLC, Silbury House, Silbury Boulevard, Milton Keynes, MK9 2ZF

Legal Advisors

Mills & Reeve, 100 Hills Road, Cambridge, CB2 1PH

Investment Managers

Ruffer LLP, 80 Victoria Street, London, SW1E 5JL

Legal & General Investment Management, 1 Coleman Street, London, EC2R 5AA

Schroders Asset Management, 1 London Wall Place, London, EC2Y 5AU

Independent Financial Advisors

Highclere Wealth Financial Advisors, 7 Lower Woodspeen Court, Newbury RG20 8BL

Independent Examiner

Magma Audit LLP, part of the Dains Group. Magma House, 16 Davy Court, Castle Mound Way, Rugby, CV23 0UZ

Secretary

Jo Downham, Institution of Chemical Engineers, Davis Building, Railway Terrace, Rugby, CV21 3HQ

Trustees

The names of the Trustees serving through the year were as follows:

Prof Stephen Richardson

Dame Julia Higgins

Prof Geoff Maitland

Dr John Stewart May (appointed 16 September 2024)

Mr James McGillivray

Dr Trish Melton

Prof Jonathan Seville (resigned 16 September 2024)

Objects and activities

The objects of the Benevolent Fund are to provide assistance to chemical engineers and their immediate dependants, who, in the opinion of the Trustees, are either in necessitous or straightened circumstances, whether temporarily or otherwise or are in need of financial assistance, owing to age, illness, accident, or mental or bodily infirmity.

The fulfilment of these objects is clearly of public benefit.

Beneficiaries

Potential beneficiaries are defined as:

- Any person who is or has followed the profession of a Chemical Engineer; or
- The member of the family (i.e. wife, husband, father, mother, stepfather, stepmother, son, daughter, grandson, granddaughter, brother, sister, half-brother or half-sister) of someone who has died or is in straightened circumstances but at some time in life, followed the profession of a Chemical Engineer.

Types of assistance

Principally, assistance will be of a financial nature. Most commonly gifts, grants or loans will be made.

Gifts are sums of money given for non-specific purposes.

Grants are sums of money given for specific purposes.

Loans are sums lent for general purposes and due to be repaid at or over a mutually agreed time span and may not be subject to interest.

It is fully the Trustees' decision as to how much is given or lent. Any appeal will be considered on its merits, taking into account the beneficiary, the need, and the circumstances.

Considering appeals for assistance

The Trustees will make investigations into the circumstances of the appeal to ensure that the broad requirements as set out above are met. These investigations may be carried out by the Trustees or a member of the profession of Chemical Engineering or a member of the staff of The Institution of Chemical Engineers as felt most appropriate by the Trustees.

The fund's assets

Money is paid into the fund by the generous donations of individuals. Members of the Institution of Chemical Engineers are invited to donate to the fund through their annual subscription renewal with the Institution.

Public Benefit

The Trustees are satisfied that the aims of the Benevolent Fund are carried out wholly in pursuit of its charitable aims. The Trustees have regard to guidance on public benefit published by the Charity Commission when exercising their powers and duties and where such guidance is relevant. The Trustees have considered the general guidance on public benefit and have taken it into account when reviewing the charity's aims, objectives, and future planning activities. The whole of the Fund's activities are for the prevention and relief of poverty.

Achievements and performance

During the year, the Benevolent Fund fulfilled its charitable purpose by making gifts, grants, and loans to beneficiaries. The Trustees continued to review all appeals for assistance. Appeals are considered from all geographical locations, not just from within the UK, and from both members and non-members of the Institution of Chemical Engineers.

The major source of funds received by the Benevolent Fund continues to be from donations made by members of the Institution of Chemical Engineers when paying their annual subscription renewal to the Institution. Other donations are occasionally received from members and non-members of the Institution in their will.

In 2023, the charity began recruitment for its first dedicated staff member, to be employed via IChemE, in the role of Benevolent Fund Manager. The charity held interviews in December 2023 and appointed Paul Day, previously of the Chartered Accountants Benevolent Association, to the post, commencing employment in February 2024.

Plans for Future Periods

The Trustees will continue to make financial grants to new and existing beneficiaries. The Benevolent Fund Manager will:

- Implement new internal processes including a CRM system to manage applications and casework;
- Expand upon the service delivery of just grants, offering advice and casework, and services in other areas besides financial support;
- Lead an overhaul of the Benevolent Fund's external communications, including brand, website and social media presence.

Financial Review

The financial statements for the year ended 31 December 2023 are set out on pages 9 to 10.

Total income for the year was £61,741 (2022: £68,155)

The principal sources of income for the year continued to be donations from the members of the Institution of Chemical Engineers through the opt-out donation on their annual subscription renewal notices totalling £55,181 (2022: £56,443) and income from investments totalling £6,560 (2022: £11,712). There were no other donations or legacy income received in the year (2022: £0).

Total expenditure for the year was £115,617 (2022: £65,040). This included payments to beneficiaries totalling £44,812 (2022: £42,887), support costs of £14,072 (2022: £15,361) and investment management fees, including the cost of the Fund's independent financial advisor, of £6,250 (2022: £6,792). In addition, during the year the Trustees reviewed the status of the loans paid out in previous years and agreed that due to the likelihood of repayment, some of the loans made should be written off. An amount of £50,483 (2022: £nil) is included in expenditure as a bad debt.

A further £10,800 (2022: £30,176) was paid out in interest free loans in 2023. Repayments totalling £7,978 (2022: £16,366) were received in the year. The carrying amount of any outstanding loans is included within debtors (see note 7).

The investment portfolio reported unrealised gains of £14,232 (2022 losses of £38,172).

This resulted in a total net expenditure of £39,644 (2022: 35,057 deficit) reducing the total reserves fund balance at the end of the year to £857,199 (2022: £896,843).

Reserves Policy

The Trustees review the Fund's reserves policy and level of reserves held on an annual basis. The purpose of the reserves fund is to ensure that the Benevolent Fund can continue to fulfil its charitable objects.

The Fund does not currently seek any income funds other than the donations from members of the Institution of Chemical Engineers as part of the opt-out donation on the annual subscription notice to its members.

Any other donations and legacy income received are ad-hoc and therefore cannot currently be relied upon as a regular source of income.

The reserves policy is to hold a minimum level of £500,000 to provide security to the Fund and ensure its ability to continue to provide financial assistance to new and existing beneficiaries:

- in the event of a decline in annual donations during periods of economic uncertainty at a time when demands on the Fund could be expected to increase; and
- during downturns in the market causing fluctuations in investment income and in the market value of its investment assets.

At the end of the year, the level of reserves held was £857,199 (2022: £896,843) and the Trustees therefore consider that the required level of reserves has been met.

The level of reserves held at year-end is higher than the level set out in the policy. However, this puts the Fund into a strong position to be able to deliver its new strategy, putting in place additional resources for beneficiaries and the relevant staff posts to build and deliver the Fund's strategic aims.

As part of the strategic review, the Trustees will reconsider the reserves policy and appropriate reserves level to hold to ensure the long-term viability of the Fund.

Investment Policy

The Fund's investment strategy adopted by the Trustees is:

- to target a minimum return of CPI over a three-year rolling period and a return of CPI + 2% pa over a five-year rolling period;
- to maintain a smaller balance of cash at the bank, sufficient to cover the current level of expenditure, with the remaining funds transferred to the investment fund portfolio;
- to split the funds three ways between Ruffer LLP, Legal & General Investment Management and Schroder Asset Management;
- to manage the investment fund portfolio on the Novia platform;
- to annually review the level of cash held to determine whether to transfer any surplus funds to the investment fund portfolio;
- To retain the services of an independent financial adviser for monitoring and advising on the investment fund performance and liaising with the investment fund managers.

The Benevolent Fund's investment strategy is reviewed regularly with an independent financial advisor.

All investment income received during the year has been re-invested.

During the year, the investment funds received £6,560 (2022: £11,712) in interest and dividends. Total investment management fees, including the service fee for the independent financial advisor, were £6,250 (2022: £6,792). The funds generated unrealised gains of £14,232 (2022: losses of £38,172) as at 31 December 2023.

The total return for the year, taking into account all income, management fees and market value movements was an increase of 2% (2022: a decrease of 4%).

The total market value of the investment funds at 31 December 2023 was £766,301 (2022: £751,759).

Fundraising

The Fund does not actively undertake any fundraising activities from the general public or use the services of professional fundraisers or commercial participators. The Fund is not bound by any regulatory scheme and is not subject to any voluntary code of practice regulating fundraising. No complaints have been received by the Fund in relation to fundraising activities.

Structure, Governance and Management

Governing Document

The Chemical Engineers Benevolent Fund was founded in 1928. A Trust Deed, executed in 1934, fully established the Fund and the nature of its Trusteeship and is the governing document under which the Fund operates.

Appointment of Trustees

The Trustees are appointed by the Fund's Board of Trustees but must be approved by a resolution of the Board of Trustees of the Institution of Chemical Engineers. The Trust Deed provides for a minimum of three trustees. All new Trustees receive an induction pack containing information on the Charity, recent accounts, and minutes of meetings.

Structure and Management

The Trustees usually meet twice a year to discuss all areas of activity of the Benevolent Fund. This includes considering any new appeals for assistance, reviewing ongoing claims, discussing activities for raising funds, reviewing the risk register, and reviewing the performance of the investment funds and level of reserves.

During 2023, the day-to-day processing and handling of appeals of assistance prior to the Trustees consideration was carried out by the staff of the Institution of Chemical Engineers. The Trustees will make investigations into the circumstances of any appeals to ensure that the broad requirements of the fund are met. These investigations are carried out either by the Trustees, a member of the profession of Chemical Engineers or a member of staff.

The treasury function of the Benevolent Fund is carried out by the finance department of the Institution of Chemical Engineers on a voluntary basis. During 2023, the Benevolent Fund did not employ any staff directly but administrative support for the day-to-day running of the Fund was provided by the Institution and the relevant staff costs are cross charged to the Fund at cost. In 2024, the Fund will appoint its own dedicated staff member, employed via the Institution of Chemical Engineers.

All Trustees give their time on a voluntary basis and receive no benefits from the Benevolent Fund.

Risk Management

The Trustees have continued to assess the major risks to which the charity is exposed, particularly those relating to its operation and finances, and to implement appropriate risk management strategies to manage those risks. A formal risk register is maintained and is reviewed at each Trustee meeting.

The principal risks faced by the Fund and the control and mitigation measures put in place to manage those risks are as follows:

Fall in investment value	Continue annual review of investment strategy. Maintain diversified portfolio and relevant risk level. Use Independent Financial Advisor to assist Trustees in setting investment policy and monitoring performance of fund managers.
Potential claimants are not aware of the fund or how it can help	Work with the Institution of Chemical Engineers for assistance with raising the Fund's profile. Strategic review underway to look at types of assistance and services offered, to look at ways of increasing the number of applications received and working with other organisations to raise its profile in the charity sector.
Lack of volunteers to visit beneficiaries	Engage with IChemE's local boards and regional groups to seek volunteers to assist the Trustees. As part of the new strategy a volunteer value proposition will be developed with the ambition of increasing the number of volunteers to support an increase in requests for assistance.
Inability to assess overseas claims	Robust application procedures in place to enable Trustees to assess claims remotely. Where possible work with local Boards and regional groups of the Institution of Chemical Engineers, or with other local bodies to seek local volunteers where possible to visit / assess claims locally.

The Trustees are satisfied that reasonable steps are being taken to limit the probability and the impact of risk.

Statement of Trustees responsibilities

The Trustees are responsible for preparing the Trustees' annual report and financial statements in accordance with applicable law and regulations.

Charity law requires the Trustees to prepare financial statements for each financial year in accordance with the United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under Charity 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 charity and of the incoming resources and application of resources, including income and expenditure, of the charity for that period.

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


- select suitable accounting policies and then apply them consistently;
- 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity, and enable the Trustees to ensure that the financial statements comply with the Charities Act 2011. 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.

Approved by the Trustees on 29 October 2024 and signed on their behalf by:



Prof Stephen Richardson
Chair



Prof Geoff Maitland
Trustee

Independent Examiner's Report to the Trustees of the Chemical Engineers Benevolent Fund

I report to the trustees (who are also Directors for the purpose of company law) on my examination of the financial statements of The Chemical Engineers Benevolent Fund ('the charity') for the year ended 31 December 2023 which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

Having satisfied myself that the financial statements of the Charity are not required to be audited under Part 16 of the Act and are eligible for independent examination, I report in respect of my examination of the Charity's financial statements carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently I express no opinion as to whether the financial statements present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.

Independent examiner's statement

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

- accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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 financial statements to be reached.

Signed:

Date:

Magma Audit LLP
Magma House
16 Davy Court
Castle Mound Way
Rugby
CV23 0UZ

Statement of financial activities
for the year ended 31 December 2023

	<i>Note</i>	Unrestricted Funds 2023 £	Unrestricted Funds 2022 £
INCOME			
Donations and legacies	2	55,181	56,443
Investment income	3	6,560	11,712
		<hr/>	<hr/>
TOTAL INCOME		61,741	68,155
EXPENDITURE ON			
Investment manager's fees and costs		(6,250)	(6,792)
Charitable activities:			
Payments to beneficiaries	4	(44,812)	(42,887)
Other	5	(64,555)	(15,361)
		<hr/>	<hr/>
TOTAL EXPENDITURE		(115,617)	(65,040)
Net losses / (gains) on investment assets	6	14,232	(38,172)
		<hr/>	<hr/>
Net (Expenditure) / Income		(39,644)	(35,057)
Other recognised gains / (losses)		-	-
		<hr/>	<hr/>
Net movement in funds		(39,644)	(35,057)
Fund balances brought forward at 1 January		896,843	931,900
		<hr/>	<hr/>
Fund balances carried forward at 31 December		857,199	896,843
		<hr/>	<hr/>

The Fund had no recognised gains and losses other than the above results for the year. All items relate to continuing operations.

The notes on pages 11 to 14 form part of these financial statements.

Balance sheet
at 31 December 2023

		2023 £	2022 £
Fixed assets:			
Investments	6	766,301	751,759
Current assets:			
Debtors	7	89,237	113,342
Cash at bank and in hand		4,623	34,502
		<hr/>	<hr/>
		93,860	147,844
Creditors: Amounts falling due within one year	8	(2,962)	(2,760)
		<hr/>	<hr/>
Net current assets		90,898	145,084
		<hr/>	<hr/>
Total assets less current liabilities		857,199	896,843
		<hr/> <hr/>	<hr/> <hr/>
Represented by:			
Unrestricted funds		857,199	896,843
		<hr/> <hr/>	<hr/> <hr/>

These financial statements were approved by the board of Trustees on 29 October 2024 and signed on their behalf by:



Prof S Richardson
Chair



Prof Geoff Maitland
Trustee

Notes to the financial statements

1 Accounting policies

Basis of accounting

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019) – (Charities SORP (FRS 102)); and the Charities Acts 2011.

The Benevolent Fund constitutes a public entity as defined by FRS 102.

Going concern

The Trustees have assessed whether the use of a going concern basis is appropriate when preparing these financial statements and have concluded that there are no material uncertainties about the Benevolent Fund's ability to continue as a going concern.

In arriving at this decision, the Trustees have reviewed the impact on the income, expenditure and cashflow of the Benevolent Fund during 2023, together with the budgets and cashflow predictions for the next twelve-month period. The level of reserves held by the Benevolent Fund is adequate to provide financial resilience and meet any liabilities as they fall due.

The principal accounting policies adopted by the Benevolent Fund are set out below:

Income

Income is recognised when the Benevolent Fund has entitlement to the income, any performance conditions attached to the income have been met, it is probable that the income will be received, and the amount can be measured reliably.

Donations

Donations are included in the statement of financial activities when the general income recognition criteria have been met.

Legacies

Legacy gifts are recognised on a case-by-case basis following the granting of probate when the administrator of the estate has communicated in writing both the amount and settlement date.

Tax reclaims on donations and gifts

Gift Aid receivable is included in income where there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or terms of the appeal have specified otherwise.

Volunteer help

The value of any volunteer help received is not included in the accounts but is described in the Trustees' annual report.

Investment income

Investment income comprises the returns receivable on fixed asset investments for the year and is recognised once the dividend has been declared and notification has been received of the dividend due. This is normally upon notification by the investment fund managers.

Notes to the financial statements *(continued)*

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal and constructive obligation committing the Benevolent Fund to the expenditure, it is probable that settlement will be required, and the amount of the obligation can be reasonably measured.

Irrecoverable value added tax is charged against the expenditure heading for which it was incurred.

Grants to beneficiaries are recognised when approved by the Trustees, when a commitment has been made to the beneficiary and there are no conditions to be met relating to the grant which remain in the control of the charity. Any grants which are subsequently repaid are treated as donations.

Support costs represent the general administration in supporting the operational activities of the Benevolent Fund.

Governance costs relate to the general running of the Benevolent Fund.

Loans to beneficiaries

Loans to beneficiaries are recognised and measured at the amount paid, with the carrying amount adjusted in subsequent years to reflect repayments and impairments.

The Benevolent Fund may not charge interest on its loans to beneficiaries.

Investments

Fixed asset investments are initially recorded at their transaction value and subsequently measured at their market value as at the balance sheet date using the closing quoted market price.

The statement of financial activity includes any realised or unrealised gains or losses on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

2 Income from donations and legacies

	2023 £	2022 £
Donations	55,181	56,443
	<hr/>	<hr/>
	55,181	56,443
	<hr/>	<hr/>

3 Investment income

	2023 £	2022 £
Interest receivable	676	-
Dividends receivable	5,884	11,712
	<hr/>	<hr/>
	6,560	11,712
	<hr/>	<hr/>

Notes to the financial statements (*continued*)

4 Payments to beneficiaries

	2023 £	2022 £
Grants awarded to individuals in the year	44,812	42,887

5 Other costs

	2023 £	2022 £
Support costs:		
Staff support	8,425	9,027
Services for beneficiaries	-	480
Other costs	2,747	928
Governance costs:		
Independent examination fees	2,900	2,880
Legal and professional fees	-	2,046
Loans to beneficiaries:		
Bad debt write off	50,483	-
	64,555	15,361

6 Fixed asset investments

	2023 £	2022 £
Market value at 1 January	751,759	785,011
Acquisitions at cost	237,290	11,712
Disposals at cost	(236,980)	(6,792)
Net (loss)/gain on revaluation	14,232	(38,172)
Market value at 31 December	766,301	751,759
Historical cost at 31 December	585,018	584,708

All investments are carried at their market value. Investments are held with Ruffer LLP, Legal & General Investment Management and Schroder Asset Management.

7 Debtors

	2023 £	2022 £
Amounts due within one year:		
Amounts held by IChemE	40,400	17,464
Prepayments	619	-
	<hr/>	<hr/>
	41,019	17,464
Amounts due after one year:		
Unsecured loans to beneficiaries	48,218	95,878
	<hr/>	<hr/>
	89,237	113,342
	<hr/> <hr/>	<hr/> <hr/>

8 Creditors: amounts falling due within one year

	2023 £	2022 £
Other Creditors	2,962	2,760
	<hr/>	<hr/>
	2,962	2,760
	<hr/> <hr/>	<hr/> <hr/>

9 Related party transactions

The Chemical Engineers Benevolent Fund enters into transactions with the Institution of Chemical Engineers. The Institution of Chemical Engineers collects donations from its members on behalf of the Benevolent Fund which are passed directly over to the Fund throughout the year.

The Institution also provides the secretariat and treasury function for the Benevolent Fund providing financial and IT services on a voluntary basis. Administrative staff support is provided to the Benevolent Fund by the Institution, which is cross charged to the Fund at cost, based on the number of hours allocated to that activity.

During 2023, the donations collected by the Institution of Chemical Engineers was £54,815 (2022: £56,395) and the fee paid for staff administrative support was £9,414 (2022: £9,027).

Debtors includes an amount of £40,400 (2022: £17,463) due from the Institution of Chemical Engineers at year end.