

THE INSTITUTE OF ACOUSTICS LIMITED

England & Wales · Charity number 267026

Details

Other names	IOA
Status	Registered
Legal form	Charitable company
Company number	01157249
Registered	1974-03-19
Register	View on the Charity Commission register

Contact

Address	Institute of Acoustics Silbury Court 406 Silbury Boulevard Milton Keynes MK9 2AF
Phone	03309999675
Email	ioa@ioa.org.uk
Website	www.ioa.org.uk

Activities

Objects: TO PROMOTE AND ADVANCE THE ART, SCIENCE AND TECHNOLOGY OF ACOUSTICS IN ALL THEIR ASPECTS.

Activities: The Institute is the professional body representing acoustics in the United Kingdom, and provides a range of services for members. The Institute's principal objectives are: Education, Conferences and Meetings, Publications.

Classification

- **How:** Makes Grants To Individuals, Provides Services
- **What:** Education/training
- **Who:** Other Defined Groups

Geography

- Belgium
- Denmark
- Dubai
- France
- Germany
- Ireland
- Italy
- Netherlands
- Northern Ireland
- Scotland
- Spain
- United States
- Throughout England And Wales

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£1,310,903	£1,457,120	£1,348,355	7
2023-12-31	£1,252,769	£1,342,590	£1,502,747	7
2022-12-31	£1,139,264	£1,178,729	£1,592,568	6
2021-12-31	£994,194	£962,642	£1,632,033	6
2020-12-31	£946,583	£901,012	£1,600,481	6

Trustees

Name	Role	Appointed
Alistair William McIntosh Somerville	Chair	2020-05-14
Charles Daniel Goodhand		2021-06-07
Daniel Krzysztof Saunders		2024-09-12
Dr Yoyou Liu		2020-05-14
Fiona Elizabeth Rogerson		2020-05-14
Hilary Notley		2022-08-24
James McIntyre		2023-10-16
Josephine Emma Nixon		2025-10-20
Laura Josette Webb		2024-09-12
Mark Scaife		2024-09-12
Matthew Charles Torjussen		2023-10-16
Michael Breslin		2025-10-20
Paul James Shields		2024-09-12
Peter Rogers		2022-08-24
Prof David Waddington		2022-08-24
Reena Motilal Mahtani Mirchandani		2020-05-14
Richard Adrian Perkins		2023-10-16

THE INSTITUTE OF ACOUSTICS LIMITED

England & Wales - Charity number 267026

Accounts

Company Registration No: 01157249 (England and Wales)

Charity No: 267026

**THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee
and not having a Share Capital)**

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST DECEMBER 2024

**Faulkner House
Victoria Street
St Albans
Herts AL1 3SE**

**RAYNER ESSEX LLP
CHARTERED ACCOUNTANTS**

CONTENTS

	Page
Legal and Administrative Information	2
Trustees' Report (including Directors' report)	3 to 8
Auditors' Report	9 to 12
Statement of Financial Activities	13
Balance Sheet	14
Statement of Cash Flows	15
Notes to the Financial Statements	16 to 24

THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee and not having a Share Capital)

LEGAL AND ADMINISTRATIVE INFORMATION

FOR THE YEAR ENDED 31ST DECEMBER 2024

Constitution The Institute of Acoustics is a company limited by guarantee and has no share capital. The liability of each member in the event of winding-up is limited to £1.

The company is a registered charity governed by its Memorandum and Articles of Association, last revised Nov 2012, which establishes the objects and powers of the charitable company.

Trustees

Continuing trustees

C Barlow
H Notley
F E Rogerson
R M M Mirchandani
D Goodhand
P J Rogers
A Lamacraft
A W M Somerville
Y Liu
D Waddington
J McIntyre
R Perkins
M Torjussen

Resigned trustees (12 September 2024)

J Hill
P A Lepper
S W Turner
M R Lester

Appointed trustees (12 September 2024)

D Saunders
M Scaife
P Shields
L Webb

President Prof D Waddington

Secretary A Chesney

Honorary Treasurer M R Lester

Honorary Secretary F E Rogerson

Company Number 01157249

Charity Number 267026

Registered and Principal Office:
Silbury Court
406 Silbury Boulevard
Milton Keynes
MK9 2AF

Auditors Rayner Essex LLP
Faulkner House
Victoria Street
St Albans
Herts AL1 3SE

Solicitors Pictons Solicitors LLP
28 Dunstable Road
Luton
Bedfordshire LU1 1DY

Bankers Lloyds TSB Plc
Knightsbridge Branch
9-13 Brompton Road
London SW3 1DD

The trustees present their report and the independently audited financial statements of the charity for the year ended 31 December 2024.

The legal and administrative information set out on page 2 forms part of this report. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Institute's governing document, the Companies Act 2006, 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).

Objectives and Activities

The objects of the charity are to promote those working in acoustics. The Institute's principal objectives are:

- **Education**
The Institute administers its Diploma in Acoustics and Noise Control together with Certificates in Workplace Noise Assessment, Environmental Noise Measurement, the Measurement of Sound Transmission within Buildings and the Management of Occupational Exposure to Hand Arm Vibration. All courses are held at regular intervals at Centres throughout the country. In addition, the Diploma in Acoustics and Noise Control is also available by tutored distance learning.
- **Conferences and Meetings**
A substantial annual programme of technical conferences and meetings occurs, some of which have an international flavour. These are a mixture of face-to-face, hybrid and fully online events.
- **Publications**
'Acoustics Bulletin' is published bi-monthly and carries articles of professional, academic and technical interest. Proceedings record the papers presented at the Institute's formal meetings held during the year. A well-stocked Library is available to members and the Institute's Web Site is a regularly updated source of information.
- **Engineering Council**
As a nominated body of the Engineering Council, the Institute can award Chartered Engineer and Incorporated Engineer status to suitably qualified members.
- **International**
The Institute is a member of the International Institute of Noise Control Engineering (I/INCE), the European Acoustics Association (EAA) and the International Congress of Sound and Vibration (ICSV).
- **Future Development**
Future development of the Institute will focus on promoting the profession and acoustics, providing policy advice related to acoustics, supporting the professional development needs of members, increasing membership, developing the education facilities and promoting acoustics in education and maintaining and extending present activities. The Institute is investing in its digital presence and has commissioned the development of a new personalised website and is recruiting a Director of Education to drive the digital delivery of our education offer.

Achievements and Performance

The Institute has continued to serve the interests of its members through its established programmes in the areas of education, professional development, meetings and publications, and by providing representation in areas such as the Engineering Council, Standardisation and International affairs. Strategic development of the Institute continued to be a priority and various actions were implemented.

The Trustees confirm that in the exercise of their powers as charity trustees, they have had due regard to the published guidance from the Charities Commission on the operation of the public benefit requirements and the aims of the charity are carried out for the public benefit.

The Trustees also agreed a programme of investment in 2024, making use of the Institute's financial reserves to further the objectives of the Institute. During the year:

- A new responsive website was commissioned which will go live in 2025.
- One day and evening face-to-face meetings took place. In addition, shorter online workshops and webinars were held, which remain popular. The year saw the Institute run 3 face-to-face conferences: Acoustics 2024 in Manchester, ICU in Bath and Reproduced Sound in Bristol. Many of these events contained a celebratory element of the Institute's 50th Anniversary.
- Face-to-face teaching was offered at the IOA office but the majority of Diploma students chose to attend online. Online sessions remain popular as students avoid travel time and costs. Students are also able to watch the lessons again in their own time via the Moodle learning platform. In 2024, 57 students passed the diploma with 191 candidates passing other courses.
- The Parliamentary Liaison Group has continued to make success at Parliamentary level in growing a network of influence. This has included communicating the report of the House of Lords Science and Technology committee on the effects of Artificial Light and Noise on Human Health to incoming MPs. Members of the Institute continued to attend meetings of various All Party Parliamentary Groups (APPG) including the Parliamentary and Scientific Committee and the APPG on Health Homes and Buildings. The initial groundwork was completed in pursuit of the ambition of establishing some form of APPG on Sound and Noise Management, with a keen eye on the efforts of those like the CIEH, who, having secured the backing and will include some areas of noise.
- The Institute continued to support STEM activities, including:
 - Funding Edinburgh Science to work with schools in Scotland.
 - Funding and working with SpringPod to continue to deliver online workshops to school pupils.
 - In Our Lottie Doll social media campaign promoting women in acoustics continued on X, Instagram, Facebook, TikTok or LinkedIn.
 - We continued to run our Secondary and Primary Schools competitions; the winners of the Secondary Competition being presented with their award at the Noise Abatement Society's John Connell Awards at the Palace of Westminster.
- The Institute continued its journey to becoming a digital organisation. IT systems in the Office were upgraded. The design of the new website was approved in the summer of 2024 and work commenced to build the site on Magnolia CMS. The new site will be built by Spring 2025. It will not be launched until sufficient content has been uploaded, anticipated to be late summer 2025.

Achievements and performance (continued)

- The Diploma in Acoustics and Noise Control is now in its sixth year since extensive revision in 2008. During the year 91 students were awarded the Diploma with 250 students passing other courses offered by the Institute.
- Seven candidates successfully presented themselves for CEng Professional Review Interview, of whom 3 were 'Individual route' candidates with diverse backgrounds. One Candidate successfully presented themselves for an IEng Professional Review Interview.
- Membership again saw a small increase from 3092 in December 2023 to 3146 in December 2024 (excluding students).
- The Institute is represented internationally through the following members: Paul Lepper (EAA Board), Jo Webb (ICA Board), Barry Gibbs (I-INCE Board and IIAV)), Adrian Brown (IIAV), Rupert Thornley-Taylor (IIAV).
- The Institute remains a member of the Parliamentary and Scientific Committee.

Financial Review

Due to the decision made by the Trustees to invest in various areas of development to further the objectives of the Institute. The statement of financial activities shows that incoming resources were lower than resources expended by £146,217. (Similar investment occurred in 2023 resulting in resources expended exceeding income by £89,821). The balance sheet indicates that total funds of the charity were £1,356,530 (2023: £1,502,747) of which all funds were unrestricted funds bar £NIL (2023: All funds unrestricted bar £628). These were represented by tangible fixed assets of £250,194 (2023: £304,875) and other net assets of £1,106,336 (2023: £1,197,872).

Investment policy

Other than retaining a level of funds to meet the reserve policy of the Institute, most of the funds are to be utilised in meeting the main objectives of the Institute. The trustees do not believe it to be prudent to utilise the funds in long term investments and instead have decided to invest the available funds in short-term bank deposit accounts to ensure the liquidity of these funds. As available funds increase over and above the amount required by the reserve policy the trustees will review the investment policy to ensure that the returns the Institute receives is maximised whilst not detracting funds from its main objectives.

Reserves policy

The trustees have adopted a reserves policy that they consider appropriate to ensure the continued ability of the Institute to meet its objectives in the light of the predominant risks to the organisation.

The target reserves are based on continuing operations for one year having had a 25% reduction in membership and having sufficient funds to ensure Diploma students' courses are maintained for two years. At 31 December 2024 the target was approximately £650,000, with a minimum reserve of £400,000, and the free reserves excluding fixed assets were £1,106,336 (2023: £1,197,872). Out of this £nil (2023: £nil) is restricted to use on bursaries.

The trustees have agreed a business plan to ensure that the appropriate level of reserves will be maintained into the future.

THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee and not having a Share Capital)

TRUSTEES' ANNUAL REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31ST DECEMBER 2024

Plans for Future Periods

The Institute is investing in the development of its provision of education and the diploma courses and is looking at developing its overseas market. At the same time the Institute is investing in its digital presence online to support this expansion. A sizable amount of the reserves will be used in the next 2 years to enable this development.

Vote of thanks

Thanks are due again to our Professional Advisors, Dennis Baylis our Advertisement Manager, Blane Judd our Engineering Manager, Keith Attenborough our Education Manager, our dedicated staff at Head Office in Milton Keynes, and those members involved in the numerous Committees, Regional Branches and Specialist Groups who have done so much in a voluntary capacity behind the scenes. It is their continued support and effort that assures our future success.

Structure, governance and management

Recruitment and Appointment of Trustees

The directors of the charitable company are its trustees for the purpose of charity law and throughout this report are collectively referred to as trustees.

Trustees are elected at the Annual General Meeting and shall hold office for a period of two years. The trustees are eligible for re-election at the end of the two-year period, up to an additional four years (up to six years if up to six years are in an Honorary position).

Due to the nature of the Institute's objectives the trustees seek to ensure that the trustees either have a related qualification or are working within the acoustics sector. The trustees believe that by appropriately reflecting their members in the make-up of the board of trustees that this gives the Institute and its staff an enhanced understanding of the members' requirements.

Trustee induction and training

Most trustees are already familiar with the practical work of the Institute. Additionally new trustees are invited and encouraged to meet with specific trustees to discuss and familiarise themselves with the Institute and the context in which it operates. This includes the future plans and objectives of the Institute.

Risk management

The trustees regularly review an assessment of the risks to which the Institute is exposed, particularly business, operational and financial risks, and introduce procedures and reporting regimes to manage and reduce the identified risks.

Organisational structure

The Institute of Acoustics is a registered charity and is constituted as a company, limited by guarantee. Its objects and powers and other constitutional matters are set out in its Memorandum and Articles of Association. It is governed by a Board of Trustees who are responsible for setting the strategic direction of the organisation and for establishing policy. A scheme of delegation is in place for the day to day running of the charity.

The Institute is the professional body representing acoustics in the United Kingdom, and provides a range of services for members.

The Trustees confirm that in the exercise of their powers as charity trustees, they have had due regard to the published guidance from the Charities Commission on the operation of the public benefit requirements and the aims of the charity are carried out for the public benefit.

The Institute is currently in the process of Petitioning the Privy Council to become a Chartered Organisation.

THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee and not having a Share Capital)

TRUSTEES' ANNUAL REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31ST DECEMBER 2024

Trustees

The Trustees during the year under review were:

C Barlow	R M M Mirchandani
D Saunders	H Notley
F E Rogerson	D Goodhand
M Scaife	P J Rogers
P Shields	A Lamacraft
L Webb	A W M Somerville
D Waddington	Y Liu
J McIntyre	
R Perkins	
M Torjussen	

Trustees' Responsibilities

The trustees are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires Trustees, as directors of the company, to prepare financial statements for each financial year which give a true and fair view of the state of the charity's affairs and of the incoming resources and application of resources including the income and expenditure of the charitable company 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 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 charity will continue in business.

The Trustees are responsible for keeping proper accounting records which 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 Companies Act 2006. They are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. The Trustees are also responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website.

In addition, the trustees confirm that:

- in the exercise of their powers as charity trustees, they have had due regard to the published guidance from the Charity Commission on the operation of the public benefit requirements; and
- the aims of the charity are carried out for the public benefit.

Auditors

In accordance with section the articles, a resolution proposing that Rayner Essex LLP be reappointed as auditors of the company will be put to the Annual General Meeting.

THE INSTITUTE OF ACOUSTICS LIMITED
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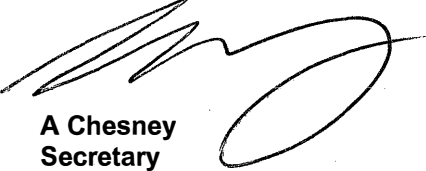
TRUSTEES' ANNUAL REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31ST DECEMBER 2024

Statement of disclosure to auditor

- (a) so far as the trustees are aware, there is no relevant audit information of which the Institute's auditors are unaware, and
- (b) they have taken all the steps that they ought to have taken as trustees in order to make themselves aware of any relevant audit information and to establish that the Institute's auditors are aware of that information.

The report of the Trustees' was approved by the Board on 18 June 2025 and signed on its behalf.



A Chesney
Secretary

THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee and not having a Share Capital)

**INDEPENDENT AUDITORS' REPORT TO THE
MEMBERS OF THE INSTITUTE OF ACOUSTICS LIMITED**

Opinion

We have audited the financial statements of The Institute of Acoustics Limited (the 'Charity') for the year ended 31 December 2024 which comprise the statement of financial activities, the balance sheet, cash flow statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standards 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 charitable company's affairs as at 31 December 2024 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company 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 company'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, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves or a material misstatement of the other information. 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.

THE INSTITUTE OF ACOUSTICS LIMITED
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INDEPENDENT AUDITORS' REPORT TO THE
MEMBERS OF THE INSTITUTE OF ACOUSTICS LIMITED (CONTINUED)

Opinions on other matters prescribed by the Companies Act 2006

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

- the information given in the trustees' report (incorporating the trustees' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report (incorporating the directors' report) has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees Annual Report.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit, or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

Responsibilities of the trustees

As explained more fully in the trustees' responsibilities statement (set out on page 6 and 7), 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 they 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 charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

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

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

The extent to which the audit was considered capable of detecting irregularities including fraud.

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

THE INSTITUTE OF ACOUSTICS LIMITED
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INDEPENDENT AUDITORS' REPORT TO THE
MEMBERS OF THE INSTITUTE OF ACOUSTICS LIMITED (CONTINUED)

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the company through discussions with the Chief Executive and other management, and from our knowledge and experience of the charity sector;
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the company, including the Companies Act 2006, the Charities Act 2011, the Charity SORP, taxation legislation and data protection, anti-bribery, employment, environmental and other relevant regulations;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions;
- assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation
- reading the minutes of meetings of those charged with governance;
- enquiring of management as to actual and potential litigation and claims; and
- reviewing correspondence with the Charity Commission.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

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

THE INSTITUTE OF ACOUSTICS LIMITED
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INDEPENDENT AUDITORS' REPORT TO THE
MEMBERS OF THE INSTITUTE OF ACOUSTICS LIMITED (CONTINUED)

Use of our report

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Antony Federer FCA FCCA CF (Senior Statutory Auditor)
for and on behalf of Rayner Essex LLP

14 July 2025

Chartered Accountants
Statutory Auditor

Faulkner House
Victoria Street
St Albans
Herts
AL1 3SE

THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee and not having a Share Capital)

STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating Income & Expenditure Account)

FOR THE YEAR ENDED 31ST DECEMBER 2024

	Notes	Unrestricted Funds £	Restricted Funds £	2024 Total Funds £	2023 Total Funds £
Incoming resources from:					
Donations & legacies:					
Donations		-	-	-	-
Legacies		-	-	-	-
Charitable activities:					
Subscriptions		568,365	-	568,365	536,321
Meetings		207,462	-	207,462	181,892
Internoise event		-	-	-	-
Publications		118,185	-	118,185	133,576
Branch and groups		900	-	900	88
Education		386,352	-	386,352	365,459
Engineering Division		16,399	-	16,399	18,544
Investments:					
Investment Income	3	8,550	-	8,550	12,757
Other:					
Sundry Income		4,690	-	4,690	4,132
Total incoming resources	2	1,310,903	-	1,310,903	1,252,769
Resources expended					
Costs of generating funds	4	356,410	-	352,806	345,179
Charitable activities	4	1,100,710	-	1,100,710	997,411
Total resources expended	4	1,457,120	-	1,457,120	1,342,590
Net incoming resources before other recognised gains and losses	5	(146,217)	(-)	(146,217)	(89,821)
Other recognised Gains and Losses		-	-	-	-
Net movement in funds	5	(146,217)	(-)	(146,217)	(89,821)
Reconciliation of funds					
Fund Balances Brought Forward	11	1,502,747	-	1,502,747	1,592,568
Transfers between funds		-	-	-	-
Fund balances carried forward	11	1,356,530	-	1,356,530	1,502,747

All activities are classified as continuing. There were no recognised gains or losses for 2024 or 2023 other than those recorded in the Statement of Financial Activities.

All incoming resources and resources expended in 2024 were unrestricted bar net outgoing resources of £nil (2023: net ongoing resources: £628).

The notes on pages 16 to 24 form part of these financial statements.

THE INSTITUTE OF ACOUSTICS LIMITED
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BALANCE SHEET

AS AT 31ST DECEMBER 2024

	Notes	2024		2023	
		£	£	£	£
Fixed Assets					
Tangible assets	8		250,194		304,875
Current Assets					
Debtors	9	258,369		159,441	
Cash at bank and in hand		1,102,100		1,271,661	
Total Current Assets		1,360,469		1,431,102	
Creditors: Amounts Falling Due within One Year	10	(254,133)		(233,230)	
Net Current Assets			1,106,336		1,197,872
Total Assets Less Current Liabilities			1,356,530		1,502,747
The Funds of the Charity					
Reserves – unrestricted	11		1,356,530		1,502,747
Reserves - restricted	11				-
Total Funds			1,356,530		1,502,747

These financial statements have been prepared in accordance with Companies Act 2006.

The financial statements were approved by the trustees and authorised for issue on 18 June 2025 and are signed on its behalf by:



Prof D Waddington
President

Company Registration No. 01157249

Charity Registration No. 267026

The notes on pages 16 to 24 form part of these financial statements.

THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee and not having a Share Capital)

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31ST DECEMBER 2024

	2024	2023
	£	£
Cash flows from operating activities		
Net income (expenditure) for the year	(146,217)	(89,821)
Adjustments for:		
Depreciation	129,041	115,809
Loss of disposal of fixed assets	-	-
Investment income	(8,550)	(12,757)
(Increase)/reduction in debtors	(98,928)	(55,708)
Increase/(reduction) in creditors	20,903	24,481
Net cash provided/ (used) in operating activities	(103,751)	(17,996)
Cash flows from investing activities		
Purchase of tangible fixed assets	(74,360)	(67,160)
Sale of tangible fixed assets	-	-
Investment income	8,550	12,757
Net cash (used in) investing activities	(65,810)	(54,403)
Net increase / (decrease) in cash and cash equivalents	(169,561)	(72,399)
Cash and cash equivalents at the beginning of the year	1,271,661	1,344,060
Cash and cash equivalents at the end of the year	<u>1,102,100</u>	<u>1,271,661</u>
Cash and cash equivalents is made up of the following:		
Cash at bank and in hand	1,102,100	1,271,661
Total	<u>1,102,100</u>	<u>1,271,661</u>

The notes on pages 16 to 24 form part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST DECEMBER 2024

1. Accounting Policies

Charity information

The Institute of Acoustics Limited by guarantee incorporated in England and Wales. The registered office and principal place of business is Silbury Court, 406 Silbury Boulevard, Milton Keynes, MK9 2AF.

Basis of preparation

The Institute meets the definition of a public benefit entity as defined under FRS 102. The financial statements have been prepared in accordance with the Institute's governing document, the Companies Act 2006, 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 financial statements are prepared in sterling which is the functional currency of the company.

Monetary amounts in the financial statements are rounded to the nearest £.

Charitable funds

Unrestricted funds are funds which the trustees are free to use for any purpose in furtherance of the charity's objectives.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or through the terms of an appeal.

Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Membership income is invoiced at the start of each financial year and fully recognised in the year.
- Meeting and conference income is recognised in the year that the meeting or conference is held.
- Publication income is recognised when the publications are sold.
- Education income is recognised in the year when the courses are run.
- Donations are recognised on receipt and are treated as unrestricted funds unless they are specifically restricted by the donor
- Legacy entitlement is taken on a case by case basis as the earlier of the date when the charity is aware that probate has been granted, and either:
 - the estate has been finalised and estate accounts have been received by the charity
 - notification has been made by the executor(s) to the charity that a distribution will be made; or
 - when a distribution is received from the estateIn estimating the value of legacies at the year end the trustees have exercised their judgement based on the available information and the appropriate application of the Charities SORP

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST DECEMBER 2024

1. Accounting Policies (continued)

Resources expended

All expenditure is accounted for on an accruals basis as a liability is incurred. Expenditure excludes VAT. Any VAT that cannot be reclaimed is reported separately.

- Costs of generating funds comprise the costs associated with the handling of the membership.
- Charitable expenditure comprises those costs incurred by the charity in achieving its objectives including the holding or supporting of conferences. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.
- All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, other costs are apportioned on an appropriate basis.

Where costs are apportioned, these are either allocated directly as a result of the usage of the resource, such as floor space or staff time, or where this is not possible the allocation is based on a percentage basis as agreed by the trustees.

Support costs

The support costs of the charity are allocated between charitable activities and costs of raising funds. Governance costs have been allocated to resources expended on charitable activities.

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

Short term debtors are measured at transaction price, less any impairment losses.

Basic financial liabilities

Short term creditors are measured at the transaction price.

Cash and Cash equivalents

Cash and cash equivalents comprise cash at bank and in hand and demand deposits with banks.

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST DECEMBER 2024

Depreciation

Depreciation is calculated to write down the cost or valuation less estimated residual value of all tangible fixed assets over their expected useful lives. The rates generally applicable are:

Computer equipment	20%-33% straight line
Audio Visual system	10% straight line
Office equipment	10% straight line
Leasehold improvements	10% straight Line

Leased Assets

Assets under finance leases and hire purchase contracts are capitalised in the Balance Sheet and depreciated over their expected useful lives. The interest element of leasing payments represents a constant proportion of the capital balance outstanding and is charged to the Profit and Loss Account over the period of the lease. All other leases are regarded as operating leases and the payments made under them are charged to the Profit and Loss Accounts on a straight-line basis over the lease term.

Taxation

The Charity is a registered charity and is not liable to United Kingdom income tax or capital gains tax on its wholly charitable activities.

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. In particular cash balances are considered sufficient to mitigate uncertainties.

The Trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern. Thus the Charity continue to adopt the going concern basis of accounting in preparing the financial statements.

Judgments in applying accounting policies and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgments, estimates and assumptions that affect the amounts reported for assets and liabilities as at the balance sheet date and the amounts reported for revenues and expenses during the year. The nature of estimation means the actual outcomes could differ from those estimates. There were no material estimations necessary other than the decision on depreciation rates.

2. Incoming resources

The income was derived from the charity's principal activities which were carried out mainly in the UK. The Institute's main sources of income centre around the subscriptions receivable from its members and income derived from the meetings and educational activities that are provided to its members.

3. Investment income

	2024	2023
	£	£
Interest receivable	8,550	12,757

THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee and not having a Share Capital)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST DECEMBER 2024

4. Total resources expended

	Costs of generating funds £	Conferences and Education £	Other £	Governance £	2024 Total Funds £	2023 Total Funds £
Costs directly allocated to activities						
Meetings	-	175,824	-	-	175,284	172,516
Internoise event	-	-	-	-	-	-
Publications	104,114	-	-	-	104,114	102,596
Education	-	133,206	-	-	133,206	108,383
Branch and Group Activities	-	6,358	-	-	6,358	1,973
Engineering Division	-	-	26,058	-	26,058	25,704
Subscriptions	-	18,297	-	-	18,297	19,342
STEM	-	38,518	-	-	38,518	41,301
Legal fees	-	-	-	12,431	12,431	10,482
Audit	-	-	-	13,475	13,475	11,280
Accountancy & taxation	-	-	-	6,060	6,060	9,200
Marketing expenses	115,507	-	-	-	115,507	115,636
Bad debts	-	-	-	-	-	-
	<u>219,621</u>	<u>372,203</u>	<u>26,058</u>	<u>31,966</u>	<u>649,848</u>	<u>618,413</u>
Support costs allocated to activities						
Staff costs	80,957	161,914	16,191	64,765	323,827	292,916
Rent, rates and service charge	6,210	15,526	1,552	7,763	31,051	63,687
Light, heat and insurance	2,539	5,076	507	2,031	10,153	7,546
Hire of equipment	-	10,234	-	-	10,234	8,165
Computer fees	12,062	96,509	-	12,062	120,633	108,764
Printing, stationery & duplicating	453	3,618	-	453	4,524	5,884
Postage (including Bulletin)	664	5,304	-	664	6,632	3,404
Telephone	819	7,361	-	-	8,180	8,135
Committee and management expenses	2,285	11,426	-	31,991	45,702	30,980
Sundry expenses	1,002	2,503	250	1,253	5,008	4,919
Bank and credit card charges	4,706	10,979	-	-	15,685	13,537
Depreciation	12,904	103,233	-	12,904	129,041	115,809
Irrecoverable VAT	8,398	62,980	4,198	8,974	83,974	49,164
Travel	744	1,248	248	248	2,488	1,796
Repairs and maintenance	3,046	5,068	1,013	1,013	10,140	9,471
	<u>356,410</u>	<u>875,182</u>	<u>50,017</u>	<u>175,511</u>	<u>1,457,120</u>	<u>1,342,590</u>

Included within Committee and management under conferences and education is £nil (2023: £628) bursary expenditure relating to restricted funds. Within meeting expenditure is £16,328 of income (2023: £16,239) in respect of restricted grant spending towards the costs of the International Conference on Underwater Acoustics. The remaining expenditure is unrestricted.

STEM relates to discretionary expenditure promoting Science Technology Engineering and Mathematics in schools.

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST DECEMBER 2024

5. Net Movement In Funds

The movement of funds is stated after charging or (crediting):

	2024	2023
	£	£
Depreciation of owned assets	129,041	115,809
Auditors' remuneration	13,475	11,280
Operating leases – premises	26,700	53,610
Hire of equipment	10,234	8,165
	<u>129,450</u>	<u>188,864</u>

6. Taxation

No provision for UK corporation tax has been made since the Trustees are of the opinion that all of the charity's income is applied for charitable purposes.

7. Trustees and Employees

The Trustees received no remuneration during the year but 14 (2023: 13) Trustees have been reimbursed for travel and subsistence costs incurred by them on behalf of the Institute, totalling £18,736 (2023: £9,722). During the year a company connected to a trustee was paid £38,190 (2023: £26,955) for the provision of centre based education. This was awarded after a tender process undertaken by staff who are not trustees, standard trading rules applied.

	2024	2023
	£	£
Wages and salaries	282,580	255,734
Employers' national insurance	24,668	21,162
Employers' pension costs	16,579	15,020
	<u>323,827</u>	<u>291,916</u>

The average monthly number of employees, excluding Trustees, during the year was as follows:

	2024	2023
	Number	Number
Direct charitable activities	5	5
Management and administration	2	2
	<u>7</u>	<u>7</u>

One individual employee (2023: one) received employee benefits of £60,000 or higher, (£60,000 - £70,000 band- 1)

The cost to the Institute regarding key management personnel was £92,853 (2023: £84,063)

THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee and not having a Share Capital)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST DECEMBER 2024

8. Tangible Fixed Assets	Leasehold Improvements	Computer Equipment	Office Equipment	Total
		£	£	£
Cost				
At 1st January 2024	163,429	642,839	27,475	833,743
Additions	-	74,360	-	74,360
Disposals	-	-	-	-
At 31st December 2024	<u>163,429</u>	<u>717,199</u>	<u>27,475</u>	<u>908,103</u>
Depreciation				
At 1st January 2024	97,046	415,334	16,488	528,868
Charge for the year	16,308	109,985	2,748	129,041
Disposals	-	-	-	-
At 31st December 2024	<u>97,046</u>	<u>525,319</u>	<u>19,236</u>	<u>657,909</u>
Net Book Value				
At 31st December 2024	<u>50,075</u>	<u>191,880</u>	<u>8,239</u>	<u>250,194</u>
At 31st December 2023	<u>66,383</u>	<u>227,505</u>	<u>10,987</u>	<u>304,875</u>
9. Debtors			2024	2023
			£	£
Trade debtors			104,431	47,105
Prepayments and accrued income			151,900	83,312
VAT recoverable			1,995	28,976
Other debtors			43	48
			<u>258,369</u>	<u>159,441</u>
10. Creditors: Amounts Falling Due Within One Year			2024	2023
			£	£
Trade creditors			47,554	73,529
Other taxes and social security			11,452	9,580
Accruals			42,485	31,714
Deferred income			152,642	118,407
			<u>254,133</u>	<u>233,230</u>

The deferred income is education income which has not yet been recognised as the events to which they relate are post year end. All deferred income from 2023 has been recognised in 2024.

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST DECEMBER 2024

11. Funds

Unrestricted – general fund

At 1st January 2024	£ 1,502,747
Net incoming (outgoing resources)	(146,217)
	<hr/>
At 31st December 2024	1,356,530
	<hr/> <hr/>

The comparative note is as follows:

At 1st January 2023	£ 1,591,940
Net incoming (outgoing resources)	(89,193)
	<hr/>
At 31st December 2023	1,502,747
	<hr/> <hr/>

Restricted – bursary fund

At 1st January 2024	£ -
Net incoming (outgoing resources)	-
	<hr/>
At 31st December 2024	-
	<hr/> <hr/>

The comparative note is as follows:

At 1st January 2023	£ 628
Net incoming (outgoing resources)	(628)
	<hr/>
At 31st December 2023	-
	<hr/> <hr/>

£628 of the brought forward Bursary fund was spent for the purpose given which was that of bursaries.

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST DECEMBER 2024

12. Analysis of Assets between Funds

Fund balances at 31 December 2024 are represented by:

	Bursary Restricted	Total General	Total
	Fund	Fund	£
	£	£	£
Fixed Assets	-	250,194	250,194
Debtors	-	258,369	258,369
Cash at bank and in hand	-	1,102,100	1,102,100
Creditors	-	(254,133)	(254,133)
		<u> </u>	<u> </u>
At 31st December 2024	-	1,356,530	1,356,530
		<u> </u>	<u> </u>

13. Analysis of changes in net (debt)/funds

The charity had no debt during the year.

14. Operating Lease Commitments

At 31st December 2024 the charity had total commitments under non-cancellable operating leases as set out below:

	Land & Buildings		Other	
	2024	2023	2024	2023
	£	£	£	£
Operating leases which expire:				
1-2 years	54,810	54,810	1,060	7,709
2-5 years	164,430	196,395	1,965	943
After five years	-	-	-	-
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	219,240	251,203	3,025	8,652
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

15. Members liability

The liability of the members is restricted to £1 on the event of the winding up of the Institute.

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST DECEMBER 2024

16. Comparative Resources Expended year ended 31 December 2023

Total resources expended

	Costs of generating funds £	Conferences and Education £	Other £	Governance £	2023 Total Funds £	2022 Total Funds £
Costs directly allocated to activities						
Meetings	-	172,516	-	-	172,516	41,450
Internoise event	-	-	-	-	-	52,355
Publications	102,596	-	-	-	102,596	104,009
Education	-	108,383	-	-	108,383	110,402
Branch and Group Activities	-	1,973	-	-	1,973	2,755
Engineering Division	-	-	25,704	-	25,704	24,760
Subscriptions	-	19,342	-	-	19,342	19,212
STEM	-	41,301	-	-	41,301	47,490
Legal fees	-	-	-	10,482	10,482	6,735
Audit	-	-	-	11,280	11,280	9,000
Accountancy & taxation	-	-	-	9,200	9,200	9,629
Marketing expenses	115,636	-	-	-	115,636	116,988
Bad debts	-	-	-	-	-	-
	<u>218,232</u>	<u>343,515</u>	<u>25,704</u>	<u>30,962</u>	<u>618,413</u>	<u>544,785</u>
Support costs allocated to activities						
Staff costs	73,230	146,458	14,645	58,583	292,916	263,686
Rent, rates and service charge	12,738	31,844	3,183	15,922	63,687	63,903
Light, heat and insurance	1,886	3,773	377	1,510	7,546	8,543
Hire of equipment	-	8,165	-	-	8,165	8,224
Computer fees	10,876	87,012	-	10,876	108,764	64,385
Printing, stationery & duplicating	589	4,706	-	589	5,884	4,317
Postage (including Bulletin)	340	2,723	-	341	3,404	5,445
Telephone	814	7,321	-	-	8,135	7,955
Committee and management expenses	1,549	7,746	-	21,685	30,980	28,702
Sundry expenses	984	2,459	245	1,231	4,919	3,469
Bank and credit card charges	4,062	9,475	-	-	13,537	9,159
Depreciation	11,581	92,647	-	11,581	115,809	101,263
Irrecoverable VAT	4,917	36,873	2,458	4,916	49,164	56,486
Travel	537	901	179	179	1,796	1,013
Repairs and maintenance	2,844	4,733	948	946	9,471	7,394
	<u>345,179</u>	<u>790,351</u>	<u>47,739</u>	<u>159,321</u>	<u>1,342,590</u>	<u>1,178,729</u>

Included within Committee and management under conferences and education is £628 (2022: £7,022) bursary expenditure relating to restricted funds. Within meeting expenditure is £16,239 in respect of restricted grant spending on the International Conference on Underwater Acoustics. The remaining expenditure is unrestricted.

STEM relates to discretionary expenditure promoting Science Technology Engineering and Mathematics in schools.

THE INSTITUTE OF ACOUSTICS LIMITED

England & Wales - Charity number 267026

Accounts

Company Registration No: 01157249 (England and Wales)

Charity No: 267026

THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee
and not having a Share Capital)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST DECEMBER 2023.

**Faulkner House
Victoria Street
St Albans
Herts AL1 3SE**

**RAYNER ESSEX LLP
CHARTERED ACCOUNTANTS**

CONTENTS

	Page
Legal and Administrative Information	2
Trustees' Report (including Directors' report)	3 to 7
Auditors' Report	8 to 11
Statement of Financial Activities	12
Balance Sheet	13
Statement of Cash Flows	14
Notes to the Financial Statements	15 to 23

THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee and not having a Share Capital)

LEGAL AND ADMINISTRATIVE INFORMATION

FOR THE YEAR ENDED 31ST DECEMBER 2023

Constitution The Institute of Acoustics is a company limited by guarantee and has no share capital. The liability of each member in the event of winding-up is limited to £1.

The company is a registered charity governed by its Memorandum and Articles of Association, last revised Nov 2012, which establishes the objects and powers of the charitable company.

Trustees

Continuing trustees	Resigned trustees (16 October 2023)
C Barlow	B Fenech
H Notley	G Heald
J Hill	K R Holland
F E Rogerson	
P A Lepper	
M R Lester	
S W Turner	
R M M Mirchandani	
D Goodhand	
P J Rogers	Appointed trustees (16 October 2023)
A Lamacraft	J McIntyre
A W M Somerville	R Perkins
Y Liu	M Torjussen
D Waddington	

President A W M Somerville

Secretary A Chesney

Honorary Treasurer M R Lester

Honorary Secretary F E Rogerson

Company Number 01157249

Charity Number 267026

Registered and Principal Office:
Silbury Court
406 Silbury Boulevard
Milton Keynes
MK9 2AF

Auditors Rayner Essex LLP
Faulkner House
Victoria Street
St Albans
Herts AL1 3SE

Solicitors Pictons Solicitors LLP
28 Dunstable Road
Luton
Bedfordshire LU1 1DY

Bankers Lloyds TSB Plc
Knightsbridge Branch
9-13 Brompton Road
London SW3 1DD

THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee and not having a Share Capital)

TRUSTEES' ANNUAL REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31ST DECEMBER 2023

The trustees present their report and the independently audited financial statements of the charity for the year ended 31 December 2023.

The legal and administrative information set out on page 2 forms part of this report. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Institute's governing document, the Companies Act 2006, 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).

Objectives and Activities

The objects of the charity are to promote those working in acoustics. The Institute's principal objectives are:

- **Education**
The Institute administers its own Diploma in Acoustics and Noise Control together with Certificates in Workplace Noise Assessment, Environmental Noise Measurement, the Measurement of Sound Transmission within Buildings, the Management of Occupational Exposure to Hand Arm Vibration and Certificate of Proficiency in Anti-Social Behaviour etc. (Scotland) Act 2004 - Noise Measurements. Courses are held at regular intervals at Centres.
- **Conferences and Meetings**
A substantial annual programme of technical conferences and meetings takes place, some of which have an international flavour. These include many one-day meetings together with evening meetings organised by the Specialist Groups and Regional Branches. These are a mixture of face-to face, hybrid and fully online events.
- **Publications**
'Acoustics Bulletin' is published bi-monthly and carries articles of professional, academic and technical interest. A Register of Members is available on the IOA website. Proceedings record the papers presented at the Institute's Annual Conference, Reproduced Sound and Underwater Acoustics conferences held during the year. A well-stocked Library is available to members and the Institute's Web Site is a regularly updated source of information.
- **Engineering Council**
As a nominated body of the Engineering Council the Institute can award Chartered Engineer and Incorporated Engineer status to suitably qualified members.
- **International**
The Institute is a member of the International Institute of Noise Control Engineering (I/INCE), the European Acoustics Association (EAA) and the International Congress of Sound and Vibration (ICSV). In 2023 the Institute ran two conferences overseas, namely, Synthetic Sonar and Radar in Italy and Auditorium Acoustics in Athens.
- **Future Development**
Future development of the Institute will focus on promoting the profession and the science of acoustics, providing advice related to acoustics, supporting the professional development needs of members, increasing membership, developing the education facilities and promoting acoustics in education and maintaining and extending present activities throughout the country. In addition, the Diploma in Acoustics and Noise Control is available by tutored distance learning. This will increasingly be achieved through the Institute becoming a digital organisation. In 2023, the Institute was given leave by the Privy Council to petition to become a chartered Institute. Work towards making that petition will occur in 2024.

THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee and not having a Share Capital)

TRUSTEES' ANNUAL REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31ST DECEMBER 2023

Achievements and Performance

The Institute has continued to serve the interests of its members through its established programmes in the areas of education, professional development, meetings and publications, and by providing representation in areas such as the Engineering Council, Standardisation and International affairs. Strategic development of the Institute continued to be a priority and various actions were implemented.

The Trustees confirm that in the exercise of their powers as charity trustees, they have had due regard to the published guidance from the Charities Commission on the operation of the public benefit requirements and the aims of the charity are carried out for the public benefit.

The Trustees also agreed a programme of investment in 2023 in various areas, making use of some of the Institute's financial reserves to further the objective of the Institute. During the year:

- One day and evening face-to-face meetings took place. In addition, shorter online workshops and webinars were held which have proved popular. The year saw the institute run 4 face-to-face conferences in the Autumn of 2023: Synthetic Sonar and Radar in Italy, Auditorium Acoustics in Athens, Acoustics 2023 in Winchester and Reproduced Sound in Bristol.
- Face-to-face teaching was offered at the IOA office but the majority of Diploma students chose to attend online. Online sessions are popular as students avoid travel time and costs. Students are also able to watch the lessons again in their own time via the Moodle learning platform. In 2023, 67 candidates passed the diploma with 211 candidates passing other courses.
- The Parliamentary Liaison Group has made steady success at Parliamentary level in growing a network of influence. The Institute has responded to relevant Government consultations and continues to have informal liaison with policy officials in Westminster and the devolved administrations. Although, pro-active work to try and establish an All Party Parliamentary Group relating to Sound, Noise and Health was put on hold until post the 2024 election, the immediate Past-President Stephen Turner accepted an invitation to become an individual member of the Parliamentary and Scientific Committee. By attending these meetings, he used the opportunity to raise awareness about the importance and value of acoustics to society.
- Early in 2023, the IOA was invited to give written evidence to an Inquiry being held by the House of Lords Scientific and Technology Committee into the effects of noise on human health. The Committee then invited the IOA to give oral evidence to the Inquiry which was given by Stephen Turner and Paul Rogers on behalf of the Institute. Later in the year, along with the Chair of the Welsh Branch Rosie Pitt, they also gave oral and written evidence to the Welsh Senedd, Committee of Climate Change & Energy on the proposed Air Quality & Soundscape Bill.
- The Institute continued to support STEM activities, including:
 - funding Edinburgh Science to work with schools in Scotland.
 - Funding and working with SpringPod to deliver online workshops to 526 school pupils of which 65% were from an ethnic minority, 56% were female, 21% were on free school meals and 5% had a disability.
 - In partnership with Women in Engineering, a social media campaign with a Lottie doll to promote women in acoustics. Approximately 30 organisations took part with between 25,000 – 30,000 people viewing the campaign through either X, Instagram, Facebook, TikTok or LinkedIn.
 - Running successful Primary and Secondary Schools competitions; the winners of the Secondary School Competition being presented with their award at the Noise Abatement Society's John Connell Awards at the Palace of Westminster.
- A Major review of the purpose and structure of the website was conducted in 2023 with a view to the Institute become even more digital in its operations and reach. The results will be reviewed by Council in 2024.

THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee and not having a Share Capital)

TRUSTEES' ANNUAL REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31ST DECEMBER 2023

Achievements and performance (continued)

- Membership again saw a small increase from 3008 in December 2022 to 3092 in December 2023 (excluding students and affiliates).
- The Institute also established a new grade of membership specifically aimed at those working in acoustics research.
- Eight candidates presented themselves for the CEng Professional Review Interview, of whom all were 'individual route' candidates with diverse backgrounds. One 'individual route' candidate presented themselves for IEng Professional Review Interview,.
- The Institute is represented internationally through the following members: Paul Lepper (IOA VP International), Adrian Brown (Director IIAV), , Graham Parry (Director IIAV), Jo Webb (ICA Board), and). Barry Gibbs (I-INCE).

Financial Review

Due to the decision made by the Trustees to invest in various areas of development to further the objectives of the Institute. The statement of financial activities shows that incoming resources were lower than resources expended by £89,193. (Similar investment occurred in 2022 resulting in resources expended exceeding income by £39,465). The balance sheet indicates that total funds of the charity were £1,502,747 (2022: £1,592,568) of which all funds were unrestricted funds bar £NIL (2022: All funds unrestricted bar £628). These were represented by tangible fixed assets of £304,875 (2022: £353,524) and other net assets of £1,197,872 (2022: £1,239,044).

Investment policy

Other than retaining a level of funds to meet the reserve policy of the Institute, most of the funds are to be utilised in meeting the main objectives of the Institute. The trustees do not believe it to be prudent to utilise the funds in long term investments and instead have decided to invest the available funds in short-term bank deposit accounts to ensure the liquidity of these funds. As available funds increase over and above the amount required by the reserve policy the trustees will review the investment policy to ensure that the returns the Institute receives is maximised whilst not detracting funds from its main objectives.

Reserves policy

The trustees have adopted a reserves policy that they consider appropriate to ensure the continued ability of the Institute to meet its objectives in the light of the predominant risks to the organisation.

The target reserves are based on continuing operations for one year having had a 25% reduction in membership and having sufficient funds to ensure Diploma students' courses are maintained for two years. At 31 December 2023 the target was approximately £650,000, with a minimum reserve of £400,000, and the free reserves excluding fixed assets were £1,197,872 (2022: £1,239,044). Out of this £NIL (2022: £628) is restricted to use on bursaries.

The trustees have agreed a business plan to ensure that the appropriate level of reserves will be maintained into the future.

Plans for Future Periods

The Institute is looking at continuing to develop its provision of education and the diploma courses that are run so that they are continually held with high regard within the sector. This will include the creation of online CPD courses. The Institute has digitized the proceedings within the library, these are being made available online in batches.

Vote of thanks

Thanks are due again to our Professional Advisors, Dennis Baylis our Advertisement Manager, Blane Judd our Engineering Manager, Keith Attenborough our Education Manager, our dedicated staff at Head Office in Milton Keynes, and those members involved in the numerous Committees, Regional Branches and Specialist Groups who have done so much in a voluntary capacity behind the scenes. It is their continued support and effort that assures our future success.

THE INSTITUTE OF ACOUSTICS LIMITED
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TRUSTEES' ANNUAL REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31ST DECEMBER 2023

Structure, governance and management

Recruitment and Appointment of Trustees

The directors of the charitable company are its trustees for the purpose of charity law and throughout this report are collectively referred to as trustees.

Trustees are elected at the Annual General Meeting and shall hold office for a period of two years. The trustees are eligible for re-election at the end of the two-year period, up to an additional four years (up to six years if up to six years are in an Honorary position).

Due to the nature of the Institute's objectives the trustees seek to ensure that the trustees either have a related qualification or are working within the acoustics sector. The trustees believe that by appropriately reflecting their members in the make-up of the board of trustees that this gives the Institute and its staff an enhanced understanding of the members' requirements.

Trustee induction and training

Most trustees are already familiar with the practical work of the Institute. Additionally new trustees are invited and encouraged to meet with specific trustees to discuss and familiarise themselves with the Institute and the context in which it operates. This includes the future plans and objectives of the Institute.

Risk management

The trustees regularly review an assessment of the risks to which the Institute is exposed, particularly business, operational and financial risks, and introduce procedures and reporting regimes to manage and reduce the identified risks.

Organisational structure

The Institute of Acoustics is a registered charity and is constituted as a company, limited by guarantee. Its objects and powers and other constitutional matters are set out in its Memorandum and Articles of Association. It is governed by a Board of Trustees who are responsible for setting the strategic direction of the organisation and for establishing policy. A scheme of delegation is in place for the day to day running of the charity.

The Institute is the professional body representing acoustics in the United Kingdom, and provides a range of services for members.

The Trustees confirm that in the exercise of their powers as charity trustees, they have had due regard to the published guidance from the Charities Commission on the operation of the public benefit requirements and the aims of the charity are carried out for the public benefit.

Trustees

The Trustees during the year under review were:

C Barlow	R M M Mirchandani
J Hill	H Notley
F E Rogerson	D Goodhand
P A Lepper	P J Rogers
M R Lester	A Lamacraft
S W Turner	A W M Somerville
D Waddington	Y Liu
J McIntyre	
R Perkins	
M Torjussen	

THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee and not having a Share Capital)

TRUSTEES' ANNUAL REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31ST DECEMBER 2023

Trustees' Responsibilities

The trustees are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires Trustees, as directors of the company, to prepare financial statements for each financial year which give a true and fair view of the state of the charity's affairs and of the incoming resources and application of resources including the income and expenditure of the charitable company 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 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 charity will continue in business.

The Trustees are responsible for keeping proper accounting records which 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 Companies Act 2006. They are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. The Trustees are also responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website.

In addition, the trustees confirm that:

- in the exercise of their powers as charity trustees, they have had due regard to the published guidance from the Charity Commission on the operation of the public benefit requirements; and
- the aims of the charity are carried out for the public benefit.

Auditors

In accordance with section the articles, a resolution proposing that Rayner Essex LLP be reappointed as auditors of the company will be put to the Annual General Meeting.

Statement of disclosure to auditor

- (a) so far as the trustees are aware, there is no relevant audit information of which the Institute's auditors are unaware, and
- (b) they have taken all the steps that they ought to have taken as trustees in order to make themselves aware of any relevant audit information and to establish that the Institute's auditors are aware of that information.

The report of the Trustees' was approved by the Board on *15/5/2024* and signed on its behalf.


A Chesney
Secretary

**INDEPENDENT AUDITORS' REPORT TO THE
MEMBERS OF THE INSTITUTE OF ACOUSTICS LIMITED**

Opinion

We have audited the financial statements of The Institute of Acoustics Limited (the 'Charity') for the year ended 31 December 2023 which comprise the statement of financial activities, the balance sheet, cash flow statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standards 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 charitable company's affairs as at 31 December 2023 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company 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 company'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, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves or a material misstatement of the other information. 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.

THE INSTITUTE OF ACOUSTICS LIMITED
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INDEPENDENT AUDITORS' REPORT TO THE
MEMBERS OF THE INSTITUTE OF ACOUSTICS LIMITED (CONTINUED)

Opinions on other matters prescribed by the Companies Act 2006

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

- the information given in the trustees' report (incorporating the trustees' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report (incorporating the directors' report) has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees Annual Report.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit, or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

Responsibilities of the trustees

As explained more fully in the trustees' responsibilities statement (set out on page 6 and 7), 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 they 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 charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

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

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

The extent to which the audit was considered capable of detecting irregularities including fraud.

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

THE INSTITUTE OF ACOUSTICS LIMITED
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INDEPENDENT AUDITORS' REPORT TO THE
MEMBERS OF THE INSTITUTE OF ACOUSTICS LIMITED (CONTINUED)

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the company through discussions with the Chief Executive and other management, and from our knowledge and experience of the charity sector;
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the company, including the Companies Act 2006, the Charities Act 2011, the Charity SORP, taxation legislation and data protection, anti-bribery, employment, environmental and other relevant regulations;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions;
- assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation
- reading the minutes of meetings of those charged with governance;
- enquiring of management as to actual and potential litigation and claims; and
- reviewing correspondence with the Charity Commission.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

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

THE INSTITUTE OF ACOUSTICS LIMITED
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INDEPENDENT AUDITORS' REPORT TO THE
MEMBERS OF THE INSTITUTE OF ACOUSTICS LIMITED (CONTINUED)

Use of our report

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Antony Federer FCA FCCA CF (Senior Statutory Auditor)
for and on behalf of Rayner Essex LLP

16/5/2024

Chartered Accountants
Statutory Auditor

Faulkner House
Victoria Street
St Albans
Herts
AL1 3SE

THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee and not having a Share Capital)

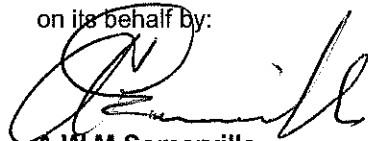
BALANCE SHEET

AS AT 31ST DECEMBER 2023

	Notes	2023		2022	
		£	£	£	£
Fixed Assets					
Tangible assets	8	304,875			353,524
Current Assets					
Debtors	9	159,441		103,733	
Cash at bank and in hand		<u>1,271,661</u>		<u>1,344,060</u>	
Total Current Assets		1,431,102		1,447,793	
Creditors: Amounts Falling Due within One Year	10	<u>(233,230)</u>		<u>(208,749)</u>	
Net Current Assets			<u>1,197,872</u>		<u>1,239,044</u>
Total Assets Less Current Liabilities			<u>1,502,747</u>		<u>1,592,568</u>
The Funds of the Charity					
Reserves – unrestricted	11		1,502,747		1,591,940
Reserves - restricted	11		-		628
Total Funds			<u>1,502,747</u>		<u>1,592,568</u>

These financial statements have been prepared in accordance with Companies Act 2006.

The financial statements were approved by the trustees and authorised for issue on *15/5/2024* and are signed on its behalf by:


A W M Somerville
President

Company Registration No. 01157249

Charity Registration No. 267026

The notes on pages 15 to 23 form part of these financial statements.

THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee and not having a Share Capital)

STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating Income & Expenditure Account)

FOR THE YEAR ENDED 31ST DECEMBER 2023

	Notes	Unrestricted Funds £	Restricted Funds £	2023 Total Funds £	2022 Total Funds £
Incoming resources from:					
Donations & legacies:					
Donations		-	-	-	-
Legacies		-	-	-	4,000
Charitable activities:					
Subscriptions		536,321	-	536,321	503,295
Meetings		181,892	-	181,892	51,959
Internoise event		-	-	-	15,000
Publications		133,576	-	133,576	142,170
Branch and groups		88	-	88	
Education		365,459	-	365,459	397,594
Engineering Division		18,544	-	18,544	14,058
Investments:					
Investment Income	3	12,757	-	12,757	6,876
Other:					
Sundry Income		4,132	-	4,132	4,312
Total incoming resources	2	1,252,769	-	1,252,769	1,139,264
Resources expended					
Costs of generating funds	4	345,179	-	345,179	333,223
Charitable activities	4	996,783	628	997,411	845,506
Total resources expended	4	1,341,962	628	1,342,590	1,178,729
Net incoming resources before other recognised gains and losses	5	(89,193)	(628)	(89,821)	(39,465)
Other recognised Gains and Losses		-	-	-	-
Net movement in funds	5	(89,193)	(628)	(89,821)	(39,465)
Reconciliation of funds					
Fund Balances Brought Forward	11	1,591,940	628	1,592,568	1,632,033
Transfers between funds		-	-	-	-
Fund balances carried forward	11	1,502,747	-	1,502,747	1,592,568

All activities are classified as continuing. There were no recognised gains or losses for 2023 or 2022 other than those recorded in the Statement of Financial Activities.

All incoming resources and resources expended in 2023 were unrestricted bar net outgoing resources of £628 (2022: net incoming resources: £7,022).

The notes on pages 15 to 23 form part of these financial statements.

THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee and not having a Share Capital)

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31ST DECEMBER 2023

	2023	2022
	£	£
Cash flows from operating activities		
Net income (expenditure) for the year	(89,821)	(39,465)
Adjustments for:		
Depreciation	115,809	101,263
Loss of disposal of fixed assets	-	-
Investment income	(12,757)	(6,876)
(Increase)/reduction in debtors	(55,708)	30,607
Increase/(reduction) in creditors	24,481	(24,220)
Net cash provided/ (used) in operating activities	(17,996)	61,309
Cash flows from investing activities		
Purchase of tangible fixed assets	(67,160)	(86,575)
Sale of tangible fixed assets	-	-
Investment income	12,757	6,876
Net cash (used in) investing activities	(54,403)	(79,699)
Net increase / (decrease) in cash and cash equivalents	(72,399)	(18,390)
Cash and cash equivalents at the beginning of the year	1,344,060	1,362,450
Cash and cash equivalents at the end of the year	<u>1,271,661</u>	<u>1,344,060</u>
Cash and cash equivalents is made up of the following:		
Cash at bank and in hand	1,271,661	1,344,060
Total	<u>1,271,661</u>	<u>1,344,060</u>

The notes on pages 15 to 23 form part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS

AS AT 31ST DECEMBER 2023

1. Accounting Policies

Charity information

The Institute of Acoustics Limited by guarantee incorporated in England and Wales. The registered office and principal place of business is Silbury Court, 406 Silbury Boulevard, Milton Keynes, MK9 2AF.

Basis of preparation

The Institute meets the definition of a public benefit entity as defined under FRS 102. The financial statements have been prepared in accordance with the Institute's governing document, the Companies Act 2006, 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 financial statements are prepared in sterling which is the functional currency of the company.

Monetary amounts in the financial statements are rounded to the nearest £.

Charitable funds

Unrestricted funds are funds which the trustees are free to use for any purpose in furtherance of the charity's objectives.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or through the terms of an appeal.

Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Membership income is invoiced at the start of each financial year and fully recognised in the year.
- Meeting and conference income is recognised in the year that the meeting or conference is held.
- Publication income is recognised when the publications are sold.
- Education income is recognised in the year when the courses are run.
- Donations are recognised on receipt and are treated as unrestricted funds unless they are specifically restricted by the donor
- Legacy entitlement is taken on a case by case basis as the earlier of the date when the charity is aware that probate has been granted, and either:
 - the estate has been finalised and estate accounts have been received by the charity
 - notification has been made by the executor(s) to the charity that a distribution will be made; or
 - when a distribution is received from the estateIn estimating the value of legacies at the year end the trustees have exercised their judgement based on the available information and the appropriate application of the Charities SORP

NOTES TO THE FINANCIAL STATEMENTS

AS AT 31ST DECEMBER 2023

1. Accounting Policies (continued)

Resources expended

All expenditure is accounted for on an accruals basis as a liability is incurred. Expenditure excludes VAT. Any VAT that cannot be reclaimed is reported separately.

- Costs of generating funds comprise the costs associated with the handling of the membership.
- Charitable expenditure comprises those costs incurred by the charity in achieving its objectives including the holding or supporting of conferences. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.
- All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, other costs are apportioned on an appropriate basis.

Where costs are apportioned, these are either allocated directly as a result of the usage of the resource, such as floor space or staff time, or where this is not possible the allocation is based on a percentage basis as agreed by the trustees.

Support costs

The support costs of the charity are allocated between charitable activities and costs of raising funds. Governance costs have been allocated to resources expended on charitable activities.

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

Short term debtors are measured at transaction price, less any impairment losses.

Basic financial liabilities

Short term creditors are measured at the transaction price.

Cash and Cash equivalents

Cash and cash equivalents comprise cash at bank and in hand and demand deposits with banks.

NOTES TO THE FINANCIAL STATEMENTS

AS AT 31ST DECEMBER 2023

Depreciation

Depreciation is calculated to write down the cost or valuation less estimated residual value of all tangible fixed assets over their expected useful lives. The rates generally applicable are:

Computer equipment	20%-33% straight line
Audio Visual system	10% straight line
Office equipment	10% straight line
Leasehold improvements	10% straight Line

Leased Assets

Assets under finance leases and hire purchase contracts are capitalised in the Balance Sheet and depreciated over their expected useful lives. The interest element of leasing payments represents a constant proportion of the capital balance outstanding and is charged to the Profit and Loss Account over the period of the lease. All other leases are regarded as operating leases and the payments made under them are charged to the Profit and Loss Accounts on a straight-line basis over the lease term.

Taxation

The Charity is a registered charity and is not liable to United Kingdom income tax or capital gains tax on its wholly charitable activities.

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. In particular cash balances are considered sufficient to mitigate uncertainties.

The Trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern. Thus the Charity continue to adopt the going concern basis of accounting in preparing the financial statements.

Judgments in applying accounting policies and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgments, estimates and assumptions that affect the amounts reported for assets and liabilities as at the balance sheet date and the amounts reported for revenues and expenses during the year. The nature of estimation means the actual outcomes could differ from those estimates. There were no material estimations necessary other than the decision on depreciation rates.

2. Incoming resources

The income was derived from the charity's principal activities which were carried out mainly in the UK. The Institute's main sources of income centre around the subscriptions receivable from its members and income derived from the meetings and educational activities that are provided to its members.

3. Investment income

	2023	2022
	£	£
Interest receivable	<u>12,757</u>	<u>6,876</u>

THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee and not having a Share Capital)

NOTES TO THE FINANCIAL STATEMENTS

AS AT 31ST DECEMBER 2023

4. Total resources expended

	Costs of generating funds £	Conferences and Education £	Other £	Governance £	2023 Total Funds £	2022 Total Funds £
Costs directly allocated to activities						
Meetings	-	172,516	-	-	172,516	41,450
Internoise event	-	-	-	-	-	52,355
Publications	102,596	-	-	-	102,596	104,009
Education	-	108,383	-	-	108,383	110,402
Branch and Group Activities	-	1,973	-	-	1,973	2,755
Engineering Division	-	-	25,704	-	25,704	24,760
Subscriptions	-	19,342	-	-	19,342	19,212
STEM	-	41,301	-	-	41,301	47,490
Legal fees	-	-	-	10,482	10,482	6,735
Audit	-	-	-	11,280	11,280	9,000
Accountancy & taxation	-	-	-	9,200	9,200	9,629
Marketing expenses	115,636	-	-	-	115,636	116,988
Bad debts	-	-	-	-	-	-
	<u>218,232</u>	<u>343,515</u>	<u>25,704</u>	<u>30,962</u>	<u>618,413</u>	<u>544,785</u>
Support costs allocated to activities						
Staff costs	73,230	146,458	14,645	58,583	292,916	263,686
Rent, rates and service charge	12,738	31,844	3,183	15,922	63,687	63,903
Light, heat and insurance	1,886	3,773	377	1,510	7,546	8,543
Hire of equipment	-	8,165	-	-	8,165	8,224
Computer fees	10,876	87,012	-	10,876	108,764	64,385
Printing, stationery & duplicating	589	4,706	-	589	5,884	4,317
Postage (including Bulletin)	340	2,723	-	341	3,404	5,445
Telephone	814	7,321	-	-	8,135	7,955
Committee and management expenses	1,549	7,746	-	21,685	30,980	28,702
Sundry expenses	984	2,459	245	1,231	4,919	3,469
Bank and credit card charges	4,062	9,475	-	-	13,537	9,159
Depreciation	11,581	92,647	-	11,581	115,809	101,263
Irrecoverable VAT	4,917	36,873	2,458	4,916	49,164	56,486
Travel	537	901	179	179	1,796	1,013
Repairs and maintenance	2,844	4,733	948	946	9,471	7,394
	<u>345,179</u>	<u>790,351</u>	<u>47,739</u>	<u>159,321</u>	<u>1,342,590</u>	<u>1,178,729</u>

Included within Committee and management under conferences and education is £628 (2022: £7,022) bursary expenditure relating to restricted funds. Within meeting expenditure is £16,239 in respect of restricted grant spending on the International Conference on Underwater Acoustics. The remaining expenditure is unrestricted.

STEM relates to discretionary expenditure promoting Science Technology Engineering and Mathematics in schools.

NOTES TO THE FINANCIAL STATEMENTS

AS AT 31ST DECEMBER 2023

5. Net Movement In Funds

The movement of funds is stated after charging or (crediting):

	2023	2022
	£	£
Depreciation of owned assets	115,809	101,263
Auditors' remuneration	11,280	9,000
Operating leases – premises	54,810	54,667
Hire of equipment	8,165	8,224
	<u>115,809</u>	<u>101,263</u>

6. Taxation

No provision for UK corporation tax has been made since the Trustees are of the opinion that all of the charity's income is applied for charitable purposes.

7. Trustees and Employees

The Trustees received no remuneration during the year but 13 (2022:12) Trustees have been reimbursed for travel and subsistence costs incurred by them on behalf of the Institute, totalling £9,722 (2022: £10,338). During the year a company connected to a trustee was paid £26,955 (2022: £25,540) for the provision of centre based education. This was awarded after a tender process undertaken by staff who are not trustees, standard trading rules applied.

	2023	2022
	£	£
Wages and salaries	255,734	229,764
Employers' national insurance	22,162	20,599
Employers' pension costs	15,020	13,323
	<u>292,916</u>	<u>263,686</u>

The average monthly number of employees, excluding Trustees, during the year was as follows:

	2023	2022
	Number	Number
Direct charitable activities	5	4
Management and administration	2	2
	<u>7</u>	<u>6</u>

One individual employee (2022: one) received employee benefits of £60,000 or higher, (£60,000 - £70,000 band- 1)

The cost to the Institute regarding key management personnel was £84,063 (2022: 79,478)

THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee and not having a Share Capital)

NOTES TO THE FINANCIAL STATEMENTS

AS AT 31ST DECEMBER 2023

8. Tangible Fixed Assets	Leasehold Improvements	Computer Equipment £	Office Equipment £	Total £
Cost				
At 1st January 2023	161,461	577,647	27,475	766,583
Additions	1,968	65,192	-	67,160
Disposals	-	-	-	-
	<u>163,429</u>	<u>642,839</u>	<u>27,475</u>	<u>833,743</u>
At 31st December 2023				
Depreciation				
At 1st January 2023	80,735	318,584	13,740	413,059
Charge for the year	16,311	96,750	2,748	115,809
Disposals	-	-	-	-
	<u>97,046</u>	<u>415,334</u>	<u>16,488</u>	<u>528,868</u>
At 31st December 2023				
Net Book Value				
At 31st December 2023	<u>66,383</u>	<u>227,505</u>	<u>10,987</u>	<u>304,875</u>
At 31st December 2022	<u>80,726</u>	<u>259,063</u>	<u>13,735</u>	<u>353,524</u>
9. Debtors			2023	2022
			£	£
Trade debtors			47,105	50,036
Prepayments and accrued income			83,312	53,598
VAT recoverable			28,976	51
Other debtors			48	48
			<u>159,441</u>	<u>103,733</u>
10. Creditors: Amounts Falling Due Within One Year			2023	2022
			£	£
Trade creditors			73,529	15,006
Other taxes and social security			9,580	8,320
Accruals			31,714	39,769
Deferred income			118,407	145,654
			<u>233,230</u>	<u>208,749</u>

The deferred income is education income which has not yet been recognised as the events to which they relate are post year end. All deferred income from 2022 has been recognised in 2023.

THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee and not having a Share Capital)

NOTES TO THE FINANCIAL STATEMENTS

AS AT 31ST DECEMBER 2023

11. Funds

Unrestricted – general fund

	£
At 1st January 2023	1,591,940
Net incoming (outgoing resources)	<u>(89,193)</u>
At 31st December 2023	<u>1,502,747</u>

The comparative note is as follows:

	£
At 1st January 2022	1,624,383
Net incoming (outgoing resources)	<u>(32,443)</u>
At 31st December 2022	<u>1,591,940</u>

Restricted – bursary fund

	£
At 1st January 2023	628
Net incoming (outgoing resources)	<u>(628)</u>
At 31st December 2023	<u>-</u>

£628 of the brought forward Bursary fund was spent for the purpose given which was that of bursaries.

The comparative note is as follows:

	£
At 1st January 2022	7,650
Net incoming (outgoing resources)	<u>(7,022)</u>
At 31st December 2022	<u>628</u>

£7,022 of the comparative fund was spent, and all of the restricted grant received in the year from the Office of Naval Research was spent for the purpose given which was the International Conference on Underwater Acoustics.

NOTES TO THE FINANCIAL STATEMENTS

AS AT 31ST DECEMBER 2023

12. Analysis of Assets between Funds

Fund balances at 31 December 2023 are represented by:

	Bursary Restricted	Total General	Total
	Fund	Fund	£
	£	£	£
Fixed Assets	-	304,875	304,875
Debtors	-	159,441	159,441
Cash at bank and in hand	-	1,271,661	1,271,661
Creditors	-	(233,230)	(233,230)
At 31st December 2023	-	<u>1,502,747</u>	<u>1,502,747</u>

13. Analysis of changes in net (debt)/funds

The charity had no debt during the year.

14. Operating Lease Commitments

At 31st December 2023 the charity had total commitments under non-cancellable operating leases as set out below:

	Land & Buildings		Other	
	2023	2022	2023	2022
	£	£	£	£
Operating leases which expire:				
1-2 years	54,810	31,972	7,709	7,709
2-5 years	196,395		943	8,652
After five years	-	-	-	-
	<u>251,203</u>	<u>31,972</u>	<u>8,652</u>	<u>16,361</u>

15. Members liability

The liability of the members is restricted to £1 on the event of the winding up of the Institute.

THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee and not having a Share Capital)

NOTES TO THE FINANCIAL STATEMENTS

AS AT 31ST DECEMBER 2023

16. Comparative Resources Expended year ended 31 December 2022

Total resources expended

	Costs of generating funds £	Conferences and Education £	Other £	Governance £	2022 Total Funds £	2021 Total Funds £
Costs directly allocated to activities						
Meetings	-	41,450	-	-	41,450	22,165
Internoise event	-	52,355	-	-	52,355	-
Publications	104,009	-	-	-	104,009	93,890
Education	-	110,402	-	-	110,402	90,858
Branch and Group Activities	-	2,755	-	-	2,755	1,326
Engineering Division	-	-	24,760	-	24,760	21,881
Subscriptions	-	19,212	-	-	19,212	19,194
STEM	-	47,490	-	-	47,490	-
Legal fees	-	-	-	6,735	6,735	5,068
Audit	-	-	-	9,000	9,000	8,500
Accountancy & taxation	-	-	-	9,629	9,629	11,505
Marketing expenses	116,988	-	-	-	116,988	79,654
Bad debts	-	-	-	-	-	9,203
	<u>220,997</u>	<u>273,664</u>	<u>24,760</u>	<u>25,364</u>	<u>544,785</u>	<u>363,244</u>
Support costs allocated to activities						
Staff costs	65,922	131,843	13,184	52,737	263,686	258,432
Rent, rates and service charge	12,781	31,952	3,194	15,976	63,903	59,900
Light, heat and insurance	2,136	4,271	427	1,709	8,543	7,520
Hire of equipment	-	8,224	-	-	8,224	11,122
Computer fees	6,438	51,509	-	6,438	64,385	61,096
Printing, stationery & duplicating	432	3,453	-	432	4,317	2,876
Postage (including Bulletin)	545	4,355	-	545	5,445	5,019
Telephone	796	7,159	-	-	7,955	7,741
Committee and management expenses	1,435	7,176	-	20,091	28,702	34,467
Sundry expenses	694	1,734	173	868	3,469	1,938
Bank and credit card charges	2,748	6,411	-	-	9,159	8,746
Depreciation	10,126	81,011	-	10,126	101,263	89,178
Irrecoverable VAT	5,649	42,364	2,824	5,649	56,486	43,934
Travel	303	508	101	101	1,013	813
Repairs and maintenance	2,221	3,695	739	739	7,394	6,616
	<u>333,223</u>	<u>659,329</u>	<u>45,402</u>	<u>140,775</u>	<u>1,178,729</u>	<u>962,642</u>

Included within Committee and management under conferences and education is £7,022 (2021: £2,350) bursary expenditure relating to restricted funds. Within meeting expenditure is £16,239 in respect of restricted grant spending on the International Conference on Underwater Acoustics. The remaining expenditure is unrestricted.

STEM relates to discretionary expenditure promoting Science Technology Engineering and Mathematics in schools.

THE INSTITUTE OF ACOUSTICS LIMITED

England & Wales - Charity number 267026

Accounts

Company Registration No: 01157249 (England and Wales)

Charity No: 267026

**THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee
and not having a Share Capital)**

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST DECEMBER 2022

**Faulkner House
Victoria Street
St Albans
Herts AL1 3SE**

**RAYNER ESSEX LLP
CHARTERED ACCOUNTANTS**

THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee and not having a Share Capital)

TRUSTEES ANNUAL REPORT FOR THE PURPOSES OF SECTION 162 OF THE CHARITIES ACT 2011 AND DIRECTORS' REPORT FOR THE PURPOSE OF SECTION 415 OF THE COMPANIES ACT 2006

FOR THE YEAR ENDED 31ST DECEMBER 2022

Trustees' Responsibilities

The trustees are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires Trustees, as directors of the company, to prepare financial statements for each financial year which give a true and fair view of the state of the charity's affairs and of the profit or loss for the year. 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 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 charity will continue in business.

The Trustees are responsible for keeping proper accounting records which 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 Companies Act 2006. They are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. The Trustees are also responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website.

In addition, the trustees confirm that:

- in the exercise of their powers as charity trustees, they have had due regard to the published guidance from the Charity Commission on the operation of the public benefit requirements; and
- the aims of the charity are carried out for the public benefit.

Auditors

In accordance with section 487(2) of the Companies Act 2006, a resolution proposing that Rayner Essex LLP be reappointed as auditors of the company will be put to the Annual General Meeting.

Statement of disclosure to auditor

- (a) so far as the trustees are aware, there is no relevant audit information of which the Institute's auditors are unaware, and
- (b) they have taken all the steps that they ought to have taken as trustees in order to make themselves aware of any relevant audit information and to establish that the Institute's auditors are aware of that information.

The report of the Trustees' was approved by the Board on 15 March 2023 and signed on its behalf.


A Chesney
Secretary

INDEPENDENT AUDITORS' REPORT TO THE

MEMBERS OF THE INSTITUTE OF ACOUSTICS LIMITED

Opinion

We have audited the financial statements of The Institute of Acoustics Limited (the 'charitable company') for the year ended 31 December 2022 which comprise the statement of financial activities, the balance sheet, cash flow statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standards 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 charitable company's affairs as at 31 December 2022 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company 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 company'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

In connection with our audit of the financial statements, 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 audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

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

- the information given in the trustees' report (incorporating the trustees' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report (incorporating the directors' report) has been prepared in accordance with applicable legal requirements.

INDEPENDENT AUDITORS' REPORT TO THE

MEMBERS OF THE INSTITUTE OF ACOUSTICS LIMITED

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees Annual Report.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit, or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

Responsibilities of the trustees

As explained more fully in the trustees' responsibilities statement (set out on page 6 and 7), 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 they 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 charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

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

The extent to which the audit was considered capable of detecting irregularities including fraud.

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the company through discussions with the Chief Executive and other management, and from our knowledge and experience of the charity sector;
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the company, including the Companies Act 2006, The Charities Act 2011, and taxation legislation and data protection, anti-bribery, employment, environmental and other relevant regulations;

THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee and not having a Share Capital)

INDEPENDENT AUDITORS' REPORT TO THE

MEMBERS OF THE INSTITUTE OF ACOUSTICS LIMITED

- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions;
- assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation
- reading the minutes of meetings of those charged with governance;
- enquiring of management as to actual and potential litigation and claims; and
- reviewing correspondence with HMRC and relevant regulators.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

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

THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee and not having a Share Capital)

INDEPENDENT AUDITORS' REPORT TO THE

MEMBERS OF THE INSTITUTE OF ACOUSTICS LIMITED

Use of our report

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Antony Federer FCA FCCA CF (Senior Statutory Auditor)
for and on behalf of Rayner Essex LLP

15 March 2023

Chartered Accountants
Statutory Auditor

Faulkner House
Victoria Street
St Albans
Herts
AL1 3SE

THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee and not having a Share Capital)

STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating Income & Expenditure Account)

FOR THE YEAR ENDED 31ST DECEMBER 2022

	Notes	Unrestricted Funds £	Restricted Funds £	2022 Total Funds £	2021 Total Funds £
Incoming resources from:					
Donations & legacies:					
Donations		-	-	-	10,000
Legacies		4,000	-	4,000	9,334
Charitable activities:					
Subscriptions		503,295	-	503,295	485,214
Meetings		35,720	16,239	51,959	26,910
Internoise event		15,000	-	15,000	-
Publications		142,170	-	142,170	102,854
Education		397,594	-	397,594	333,807
Engineering Division		14,058	-	14,058	16,607
Investments:					
Investment Income	3	6,876	-	6,876	6,841
Other:					
Sundry Income		4,312	-	4,312	2,627
Total Incoming resources	2	<u>1,123,025</u>	<u>16,239</u>	<u>1,139,264</u>	<u>994,194</u>
Resources expended					
Costs of generating funds	4	333,223	-	333,223	279,633
Charitable activities	4	822,245	23,261	845,506	683,009
Total resources expended	4	<u>1,155,468</u>	<u>23,261</u>	<u>1,178,729</u>	<u>962,642</u>
Net incoming resources before other recognised gains and losses	5	(32,443)	(7,022)	(39,465)	31,552
Other recognised Gains and Losses					
		-	-	-	-
Net movement in funds	5	(32,443)	(7,022)	(39,465)	31,552
Reconciliation of funds					
Fund Balances Brought Forward	11	1,624,383	7,650	1,632,033	1,600,481
Transfers between funds		-	-	-	-
Fund balances carried forward	11	<u>1,591,940</u>	<u>628</u>	<u>1,592,568</u>	<u>1,632,033</u>

All activities are classified as continuing. There were no recognised gains or losses for 2022 or 2021 other than those recorded in the Statement of Financial Activities.

All incoming resources and resources expended in 2022 were unrestricted bar net outgoing resources of £7,022 (2021: net incoming resources: £7,650).

The notes on pages 15 to 23 form part of these financial statements.

THE INSTITUTE OF ACOUSTICS LIMITED
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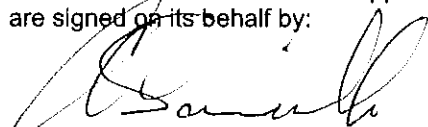
BALANCE SHEET

AS AT 31ST DECEMBER 2022

	Notes	2022		2021	
		£	£	£	£
Fixed Assets					
Tangible assets	8		353,524		368,212
Current Assets					
Debtors	9	103,733		134,340	
Cash at bank and in hand		<u>1,344,060</u>		<u>1,362,450</u>	
Total Current Assets			<u>1,447,793</u>		<u>1,496,790</u>
Creditors: Amounts Falling Due within One Year	10		<u>(208,749)</u>		<u>(232,969)</u>
Net Current Assets			<u>1,239,044</u>		<u>1,263,821</u>
Total Assets Less Current Liabilities			<u>1,592,568</u>		<u>1,632,033</u>
The Funds of the Charity					
Reserves – unrestricted	11	1,591,940		1,624,383	
Reserves - restricted	11		<u>628</u>		<u>7,650</u>
Total Funds			<u>1,592,568</u>		<u>1,632,033</u>

These financial statements have been prepared in accordance with FRS102 SORP.

The financial statements were approved by the board of directors and authorised for issue on 15 March 2023 and are signed on its behalf by:



A W M Somerville
President

Company Registration No. 01157249

Charity Registration No. 267026

The notes on pages 15 to 23 form part of these financial statements.

THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee and not having a Share Capital)

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31ST DECEMBER 2022

	2022	2021
	£	£
Cash flows from operating activities		
Net income (expenditure) for the year	(39,465)	31,552
Adjustments for:		
Depreciation	101,263	89,178
Loss of disposal of fixed assets		-
Investment income	(6,876)	(6,841)
(Increase)/reduction in debtors	30,607	(56,810)
Increase/(reduction) in creditors	(24,220)	52,798
Net cash provided/ (used) in operating activities	61,309	109,877
Cash flows from investing activities		
Purchase of tangible fixed assets	(86,575)	(64,726)
Sale of tangible fixed assets	-	-
Investment income	6,876	6,841
Net cash (used in) investing activities	(79,699)	(57,885)
Net increase / (decrease) in cash and cash equivalents	(18,390)	51,992
Cash and cash equivalents at the beginning of the year	1,362,450	1,310,458
Cash and cash equivalents at the end of the year	1,344,060	1,362,450
Cash and cash equivalents is made up of the following:		
Cash at bank and in hand	1,344,060	1,362,450
Total	1,344,060	1,362,450

The notes on pages 15 to 23 form part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS

AS AT 31ST DECEMBER 2022

1. Accounting Policies

Basis of preparation

The Institute meets the definition of a public benefit entity under FRS 102. The financial statements have been prepared under the historical cost convention, 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 United Kingdom and the Republic of Ireland (FRS 102), the Companies Act 2006 and the UK Generally Accepted Practice as it applies from 1 January 2015.

Fund accounting

Unrestricted general funds are available for use at the discretion of the trustees in furtherance of the general objects of the charitable company.

Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Membership income is invoiced at the start of each financial year and fully recognised in the year.
- Meeting and conference income is recognised in the year that the meeting or conference is held.
- Publication income is recognised when the publications are sold.
- Education income is recognised in the year when the courses are run.
- Donations are recognised on receipt and are treated as unrestricted funds unless they are specifically restricted by the donor
- Legacy entitlement is taken on a case by case basis as the earlier of the date when the charity is aware that probate has been granted, and either:
 - the estate has been finalised and estate accounts have been received by the charity
 - notification has been made by the executor(s) to the charity that a distribution will be made; or
 - when a distribution is received from the estateIn estimating the value of legacies at the year end the trustees have exercised their judgement based on the available information and the appropriate application of the Charities SORP
-

Resources expended

All expenditure is accounted for on an accruals basis as a liability is incurred. Expenditure excludes VAT. Any VAT that cannot be reclaimed is reported separately.

- Costs of generating funds comprise the costs associated with the handling of the membership.
- Charitable expenditure comprises those costs incurred by the charity in achieving its objectives including the holding or supporting of conferences. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

NOTES TO THE FINANCIAL STATEMENTS

AS AT 31ST DECEMBER 2022

1. Accounting Policies (continued)

- All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, other costs are apportioned on an appropriate basis.

Where costs are apportioned, these are either allocated directly as a result of the usage of the resource, such as floor space or staff time, or where this is not possible the allocation is based on a percentage basis as agreed by the trustees.

Support costs

The support costs of the charity are allocated between charitable activities and costs of raising funds. Governance costs have been allocated to resources expended on charitable activities.

Funds

Unrestricted funds are funds which the trustees are free to use for any purpose in furtherance of the charity's objectives.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or through the terms of an appeal.

Debtors

Short term debtors are measured at transaction price, less any impairment losses.

Cash and Cash equivalents

Cash and cash equivalents comprise cash at bank and in hand and demand deposits with banks.

Liabilities

Short term creditors are measured at the transaction price.

Depreciation

Depreciation is calculated to write down the cost or valuation less estimated residual value of all tangible fixed assets over their expected useful lives. The rates generally applicable are:

Computer equipment	20%-33% straight line
Audio Visual system	10% straight line
Office equipment	10% straight line
Leasehold improvements	10% straight Line

Leased Assets

Assets under finance leases and hire purchase contracts are capitalised in the Balance Sheet and depreciated over their expected useful lives. The interest element of leasing payments represents a constant proportion of the capital balance outstanding and is charged to the Profit and Loss Account over the period of the lease. All other leases are regarded as operating leases and the payments made under them are charged to the Profit and Loss Accounts on a straight-line basis over the lease term.

Going concern

The trustees are not aware of material uncertainties regarding going concern, the level of reserves and in particular cash balances are considered sufficient to mitigate uncertainties.

NOTES TO THE FINANCIAL STATEMENTS

AS AT 31ST DECEMBER 2022

Judgments in applying accounting policies and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgments, estimates and assumptions that affect the amounts reported for assets and liabilities as at the balance sheet date and the amounts reported for revenues and expenses during the year. The nature of estimation means the actual outcomes could differ from those estimates. There were no material estimations necessary other than the decision on depreciation rates.

2. Incoming resources

The income was derived from the charity's principal activities which were carried out mainly in the UK. The Institute's main sources of income centre around the subscriptions receivable from its members and income derived from the meetings and educational activities that are provided to its members.

3. Investment income

	2022	2021
	£	£
Interest receivable	<u>6,876</u>	<u>6,841</u>

NOTES TO THE FINANCIAL STATEMENTS

AS AT 31ST DECEMBER 2022

4. Total resources expended

	Costs of generating funds £	Conferences and Education £	Other £	Governance £	2022 Total Funds £	2021 Total Funds £
Costs directly allocated to activities						
Meetings	-	41,450	-	-	41,450	22,165
Internoise event	-	52,355	-	-	52,355	-
Publications	104,009	-	-	-	104,009	93,890
Education	-	110,402	-	-	110,402	90,858
Branch and Group Activities	-	2,755	-	-	2,755	1,326
Engineering Division	-	-	24,760	-	24,760	21,881
Subscriptions	-	19,212	-	-	19,212	19,194
STEM	-	47,490	-	-	47,490	-
Legal fees	-	-	-	6,735	6,735	5,068
Audit	-	-	-	9,000	9,000	8,500
Accountancy & taxation	-	-	-	9,629	9,629	11,505
Marketing expenses	116,988	-	-	-	116,988	79,654
Bad debts	-	-	-	-	-	9,203
	<u>220,997</u>	<u>273,664</u>	<u>24,760</u>	<u>25,364</u>	<u>544,785</u>	<u>363,244</u>
Support costs allocated to activities						
Staff costs	65,922	131,843	13,184	52,737	263,686	258,432
Rent, rates and service charge	12,781	31,952	3,184	15,976	63,903	59,900
Light, heat and insurance	2,136	4,271	427	1,709	8,543	7,520
Hire of equipment	-	8,224	-	-	8,224	11,122
Computer fees	6,438	51,509	-	6,438	64,385	61,096
Printing, stationery & duplicating	432	3,453	-	432	4,317	2,876
Postage (including Bulletin)	545	4,355	-	545	5,445	5,019
Telephone	796	7,159	-	-	7,955	7,741
Committee and management expenses	1,435	7,176	-	20,091	28,702	34,467
Sundry expenses	694	1,734	173	868	3,469	1,938
Bank and credit card charges	2,748	6,411	-	-	9,159	8,746
Depreciation	10,128	81,011	-	10,126	101,263	89,178
Irrecoverable VAT	5,649	42,364	2,824	5,649	56,486	43,934
Travel	303	508	101	101	1,013	813
Repairs and maintenance	2,221	3,695	739	739	7,394	6,616
	<u>333,223</u>	<u>659,329</u>	<u>45,402</u>	<u>140,775</u>	<u>1,178,729</u>	<u>962,642</u>

Included within Committee and management under conferences and education is £7,022 (2021: £2,350) bursary expenditure relating to restricted funds. Within meeting expenditure is £16,239 in respect of restricted grant spending on the International Conference on Underwater Acoustics. The remaining expenditure is unrestricted.

STEM relates to discretionary expenditure promoting Science Technology Engineering and Mathematics in schools.

NOTES TO THE FINANCIAL STATEMENTS

AS AT 31ST DECEMBER 2022

5. Net Movement In Funds

The movement of funds is stated after charging or (crediting):

	2022	2021
	£	£
Depreciation of owned assets	101,263	89,178
Auditors' remuneration	9,000	8,500
Operating leases – premises	54,667	48,186
Hire of equipment	8,224	11,122
	<u>173,154</u>	<u>157,086</u>

6. Taxation

No provision for UK corporation tax has been made since the Trustees are of the opinion that all of the charity's income is applied for charitable purposes.

7. Trustees and Employees

The Trustees received no remuneration during the year but 12 (2021:7) Trustees have been reimbursed for travel and subsistence costs incurred by them on behalf of the Institute, totalling £10,338 (2021: £3,159). During the year a company connected to a trustee was paid £nil (2021:£3,600) for an online CPD video. This was awarded after a tender process undertaken by staff who are not trustees, standard trading rules applied.

	2022	2021
	£	£
Wages and salaries	229,764	225,385
Employers' national insurance	20,599	19,898
Employers' pension costs	13,323	13,149
	<u>263,686</u>	<u>258,432</u>

The average monthly number of employees, excluding Trustees, during the year was as follows:

	2022	2021
	Number	Number
Direct charitable activities	4	4
Management and administration	2	2
	<u>6</u>	<u>6</u>

One individual employee (2021: one) received employee benefits of £60,000 or higher, (£60,000 - £70,000 band- 1)

The cost to the Institute regarding key management personnel was £79,478 (2021: 77,297)

THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee and not having a Share Capital)

NOTES TO THE FINANCIAL STATEMENTS

AS AT 31ST DECEMBER 2022

8. Tangible Fixed Assets	Leasehold Improvements	Computer Equipment £	Office Equipment £	Total £
Cost				
At 1st January 2022	161,461	491,072	27,475	680,008
Additions	-	86,575	-	86,575
Disposals	-	-	-	-
At 31st December 2022	<u>161,461</u>	<u>577,647</u>	<u>27,475</u>	<u>766,583</u>
Depreciation				
At 1st January 2022	64,588	236,216	10,992	311,796
Charge for the year	16,147	82,368	2,748	101,263
Disposals	-	-	-	-
At 31st December 2022	<u>80,735</u>	<u>318,584</u>	<u>13,740</u>	<u>413,059</u>
Net Book Value				
At 31st December 2022	<u>80,726</u>	<u>259,063</u>	<u>13,735</u>	<u>353,524</u>
At 31st December 2021	<u>96,873</u>	<u>254,856</u>	<u>16,483</u>	<u>368,212</u>
9. Debtors				
		2022	2021	
		£	£	
Trade debtors		50,036	57,334	
Prepayments and accrued income		53,598	75,249	
VAT recoverable		51	1,709	
Other debtors		48	48	
		<u>103,733</u>	<u>134,340</u>	
10. Creditors: Amounts Falling Due Within One Year				
		2022	2021	
		£	£	
Trade creditors		15,006	38,845	
Other taxes and social security		8,320	9,017	
Accruals		39,769	61,129	
Deferred income		145,654	123,978	
		<u>208,749</u>	<u>232,969</u>	

NOTES TO THE FINANCIAL STATEMENTS

AS AT 31ST DECEMBER 2022

11. Funds

Unrestricted – general fund

	£
At 1st January 2022	1,624,383
Net incoming (outgoing resources)	<u>(32,443)</u>
At 31st December 2022	<u>1,591,940</u>

The comparative note is as follows:

	£
At 1st January 2021	1,600,481
Net incoming (outgoing resources)	<u>23,902</u>
At 31st December 2021	<u>1,624,383</u>

Restricted – bursary fund

	£
At 1st January 2022	7,650
Net incoming (outgoing resources)	<u>(7,022)</u>
At 31st December 2022	<u>628</u>

£7,022 of the brought forward Bursary fund was spent, and all of the restricted grant received in year from the Office of Naval Research was spent for the purpose given which was the International Conference on Underwater Acoustics.

The comparative note is as follows:

	£
At 1st January 2021	10,000
Net incoming (outgoing resources)	<u>(2,350)</u>
At 31st December 2021	<u>7,650</u>

The comparative all relates to Bursary Fund

NOTES TO THE FINANCIAL STATEMENTS

AS AT 31ST DECEMBER 2022

12. Analysis of Assets between Funds

Fund balances at 31 December 2022 are represented by:

	Bursary Restricted Fund	Total General Fund	Total
	£	£	£
Fixed Assets		353,524	353,524
Debtors		103,733	103,733
Cash at bank and in hand	628	1,343,432	1,344,060
Creditors		(208,749)	(208,749)
At 31st December 2022	628	1,591,940	1,592,568

13. Operating Lease Commitments

At 31st December 2022 the charity had total commitments under non-cancellable operating leases as set out below:

	Land & Buildings		Other	
	2022	2021	2022	2021
	£	£	£	£
Operating leases which expire:				
1-2 years	31,972	52,983	7,709	9,324
2-5 years		31,972	8,652	16,494
After five years	-	-	-	-
	<u>31,972</u>	<u>84,955</u>	<u>16,361</u>	<u>25,818</u>

14. Members liability

The liability of the members is restricted to £1 on the event of the winding up of the Institute.

NOTES TO THE FINANCIAL STATEMENTS

AS AT 31ST DECEMBER 2022

15. Comparative Resources Expended year ended 31 December 2021

Total resources expended

	Costs of generating funds £	Conferences and Education £	Other £	Governance £	2021 Total Funds £	2020 Total Funds £
Costs directly allocated to activities						
Meetings	-	22,165	-	-	22,165	19,976
Publications	93,890	-	-	-	93,890	90,150
Education	-	90,858	-	-	90,858	79,611
Branch and Group Activities	-	1,326	-	-	1,326	2,014
Engineering Division	-	-	21,881	-	21,881	24,603
Subscriptions	-	19,194	-	-	19,194	21,510
Legal fees	-	-	-	5,068	5,068	1,006
Audit	-	-	-	8,500	8,500	8,500
Accountancy & taxation	-	-	-	11,505	11,505	11,670
Marketing expenses	79,654	-	-	-	79,654	99,127
Bad debts	-	9,203	-	-	9,203	-
	<u>173,544</u>	<u>142,746</u>	<u>21,881</u>	<u>25,073</u>	<u>363,244</u>	<u>358,167</u>
Support costs allocated to activities						
Staff costs	64,771	129,543	12,954	51,164	258,432	246,669
Rent, rates and service charge	11,980	29,950	2,994	14,976	59,900	53,570
Light, heat and insurance	1,505	3,760	376	1,879	7,520	6,486
Hire of equipment	-	11,122	-	-	11,122	11,394
Computer fees	6,109	48,878	-	6,109	61,096	42,311
Printing, stationery & duplicating	287	2,302	-	287	2,876	3,203
Postage (Including Bulletin)	502	4,015	-	502	5,019	4,093
Telephone	774	6,967	-	-	7,741	5,440
Committee and management expenses	1,606	8,774	-	24,087	34,467	30,386
Sundry expenses	393	969	96	480	1,938	1,070
Bank and credit card charges	2,624	6,122	-	-	8,746	9,631
Depreciation	8,917	71,344	-	8,917	89,178	74,074
Irrecoverable VAT	4,393	32,951	2,197	4,393	43,934	48,755
Travel	244	407	81	81	813	1,102
Repairs and maintenance	1,984	3,310	661	661	6,616	4,661
	<u>279,633</u>	<u>503,160</u>	<u>41,240</u>	<u>138,609</u>	<u>962,642</u>	<u>901,012</u>

THE INSTITUTE OF ACOUSTICS LIMITED

England & Wales - Charity number 267026

Accounts

Company Registration No: 01157249 (England and Wales)

Charity No: 267026

**THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee
and not having a Share Capital)**

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST DECEMBER 2021

**Faulkner House
Victoria Street
St Albans
Herts AL1 3SE**

**RAYNER ESSEX LLP
CHARTERED ACCOUNTANTS**

CONTENTS

	Page
Legal and Administrative Information	2
Trustees' Report	3 to 7
Auditors' Report	8 to 11
Statement of Financial Activities	12
Balance Sheet	13
Statement of Cash Flows	14
Notes to the Financial Statements	15 to 23

THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee and not having a Share Capital)

LEGAL AND ADMINISTRATIVE INFORMATION
FOR THE YEAR ENDED 31ST DECEMBER 2021

Constitution The Institute of Acoustics is a company limited by guarantee and has no share capital. The liability of each member in the event of winding-up is limited to £1.

The company is a registered charity governed by its Memorandum and Articles of Association, last revised June 2013, which establishes the objects and powers of the charitable company.

Trustees

C Barlow	Y Liu
B Fenech	R M M Mirchandani
B M Gibbs	G Parry
J Hill	F E Rogerson
K R Holland	H S Sagoo
A Lamacraft	A W M Somerville
P A Lepper	V Stewart
M R Lester	S W Turner

D Goodhand (appointed 7 July 21)

President S W Turner

Secretary A Chesney

Honorary Treasurer M R Lester

Honorary Secretary F E Rogerson

Company Number 01157249

Charity Number 267026

**Registered and
Principal Office:** Silbury Court
406 Silbury Boulevard
Milton Keynes
MK9 2AF

Auditors Rayner Essex LLP
Faulkner House
Victoria Street
St Albans
Herts AL1 3SE

Solicitors Pictons Solicitors LLP
28 Dunstable Road
Luton
Bedfordshire LU1 1DY

Bankers Lloyds TSB Plc
Knightsbridge Branch
9-13 Brompton Road
London SW3 1DD

THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee and not having a Share Capital)

TRUSTEES ANNUAL REPORT FOR THE PURPOSES OF SECTION 162 OF THE CHARITIES ACT 2011 AND DIRECTORS' REPORT FOR THE PURPOSE OF SECTION 415 OF THE COMPANIES ACT 2006

FOR THE YEAR ENDED 31ST DECEMBER 2021

The trustees present their report and the independently audited financial statements of the charity for the year ended 31 December 2021. This report is the Directors' Report required by s417 of the Companies Act 2006.

The legal and administrative information set out on page 2 forms part of this report. The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting: 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 (FRS102) (effective 1 January 2015).

Structure, Governance and Management

Recruitment and Appointment of Trustees

The directors of the charitable company are its trustees for the purpose of charity law and throughout this report are collectively referred to as trustees.

Trustees are elected at the Annual General Meeting and shall hold office for a period of two years. The trustees are eligible for re-election at the end of the two year period, up to an additional four years (up to six years if up to six years are in an Honorary position).

Due to the nature of the Institute's objectives the trustees seek to ensure that the trustees either have a related qualification or are working within the acoustics sector. The trustees believe that by appropriately reflecting their members in the make-up of the board of trustees that this gives the Institute and its staff an enhanced understanding of the members' requirements.

Trustee induction and training

Most trustees are already familiar with the practical work of the Institute. Additionally new trustees are invited and encouraged to meet with specific trustees to discuss and familiarise themselves with the Institute and the context in which it operates. This includes the future plans and objectives of the Institute.

Risk management

The trustees regularly review an assessment of the risks to which the Institute is exposed, particularly business, operational and financial risks, and introduce procedures and reporting regimes to manage and reduce the identified risks.

Organisational structure

The Institute of Acoustics is a registered charity and is constituted as a company, limited by guarantee. Its objects and powers and other constitutional matters are set out in its Memorandum and Articles of Association. It is governed by a Board of Trustees who are responsible for setting the strategic direction of the organisation and for establishing policy. A scheme of delegation is in place for the day to day running of the charity.

The Institute is the professional body representing acoustics in the United Kingdom, and provides a range of services for members.

Objectives and Activities

The Institute's principal objectives are:

- **Education**
The Institute administers its own Diploma in Acoustics and Noise Control together with Certificates in Workplace Noise Assessment, Environmental Noise Measurement, the Measurement of Sound Transmission within Buildings, the Management of Occupational Exposure to Hand Arm Vibration and Certificate of Proficiency in Anti-Social Behaviour etc. (Scotland) Act 2004 - Noise Measurements. Courses are held at regular intervals at Centres

throughout the country. In addition, the Diploma in Acoustics and Noise Control is available by tutored distance learning.

Objectives and Activities (continued)

- **Conferences and Meetings**

A substantial annual programme of technical conferences and meetings takes place, which have an international flavour. In addition, there are many one-day meetings together with evening meetings organised by the Specialist Groups and Regional Branches. In 2020 these had to be held online.

- **Publications**

'Acoustics Bulletin' is published bi-monthly and carries articles of professional, academic and technical interest. A Register of Members is available on the IOA website. Proceedings record the papers presented at the Institute's Annual Conference, Reproduced Sound and Underwater Acoustics conferences held during the year. A well-stocked Library is available to members and the Institute's Web Site is a regularly updated source of information.

- **Engineering Council**

As a nominated body of the Engineering Council the Institute can award Chartered Engineer and Incorporated Engineer status to suitably qualified members.

- **International**

The Institute is a member of the International Institute of Noise Control Engineering (I/INCE), the European Acoustics Association (EAA) and the International Congress of Sound and Vibration (ICSV). The Institute is scheduled to host InterNoise 2022 in Glasgow.

- **Future Development**

Future development of the Institute will focus on promoting the profession and the science of acoustics, providing advice related to acoustics, supporting the professional development needs of members, increasing membership, developing the education facilities and promoting acoustics in education and maintaining and extending present activities.

Achievements and Performance

The Institute has continued to serve the interests of its members through its established programmes in the areas of education, professional development, meetings and publications, and by providing representation in areas such as the Engineering Council, Standardisation and International affairs. Strategic development of the Institute continued to be a priority and various actions were implemented.

The Trustees confirm that in the exercise of their powers as charity trustees, they have had due regard to the published guidance from the Charities Commission on the operation of the public benefit requirements and the aims of the charity are carried out for the public benefit.

During the year:

- The Covid-19 restrictions continued to impact the work of the Institute in 2021. Online and hybrid meetings replaced face to face meetings, however the use of online facilities meant that participation at meetings doubled from 2020 numbers and reversed a steady decline from 2018. The Annual Conference successfully tried a system of members meeting in a number of hubs across the country that were connected online, with some members joining from home. Committee and Council meetings were also successfully held via Zoom.

THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee and not having a Share Capital)

TRUSTEES ANNUAL REPORT FOR THE PURPOSES OF SECTION 162 OF THE CHARITIES ACT 2011 AND DIRECTORS' REPORT FOR THE PURPOSE OF SECTION 415 OF THE COMPANIES ACT 2006

FOR THE YEAR ENDED 31ST DECEMBER 2021

- Diploma teaching post lockdown was mainly conducted online with the diploma videos available for students; there were some face to face sessions in the autumn. Online sessions proved to be popular, and students were able to watch the lessons again in their own time via the Moodle learning platform. As enrolments were down in 2020 due to Covid, only 63 candidates passed the diploma in 2020. The partial lifting of Covid restrictions during the year meant that more short courses were run than in 2020 with 147 candidates passing other courses.
- The Institute continued to attend the Parliamentary and Scientific Committee remotely throughout 2021, with engagement on hot topics and highlighting the relevance of acoustics to society. Networking links were made, which enabled the Institute to continue to contribute to a number of policy debates. Particular advancements have been made in relation to briefing notes on topics including Drones, Heat Pumps during 2021 to inform decision makers, including joint working with other professional bodies to provide guidance to enforcers and the public, including CIEH. The Institute continues to engage with a number of government departments as and when it is appropriate to (DfE, DCLG, Defra and DECC) in order to influence future policies affecting acoustics.
- The Institute continued to support STEM activities funding Edinburgh Science to work online with schools in Scotland and Sheffield, and with volunteers supporting online events in England.
- Further development work on the website and integration of the CRM with the new Accounting package MS NAV was conducted during the year. It is planned to upgrade the website to Drupal 9 in 2022.
- Ten candidates presented themselves for the CEng Professional Review Interview, of whom four were 'Standard Route' candidates, holding accredited degrees, and four were 'individual route' candidates with diverse backgrounds. 2 Candidates were not recommended but are working towards 2021 interviews. Three candidates were elected for IEng.
- The feared large loss of members due to the impact of Covid on the economy did not materialise with membership actually increasing from 2955 to 2964 (excludes students and affiliates)
- The Institute is represented internationally through the following members: Paul Lepper (EAA General Secretary), Adrian Brown (Director IIAV), Jian Kang (Director, IIAV), Graham Parry (Director IIAV), Jo Webb (ICA Board), and). Barry Gibbs (I-INCE).

Financial Review

The financial statements have been prepared in accordance with the Companies Act 2006 the Statement of Recommended Practice: Accounting and Reporting by Charities (issued March 2005), FRS102 and the Institute's governing document.

The statement of financial activities shows that incoming resources exceeded resources expended by £31,552 (2020: £45,571). The balance sheet indicates that total funds of the charity were £1,632,033 (2020: £1,600,481) of which all funds were unrestricted funds bar £7,650 (2020: All funds unrestricted). These were represented by tangible fixed assets of £368,212 (2020: £392,664) and other net assets of £1,263,821 (2020: £1,207,817).

THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee and not having a Share Capital)

TRUSTEES ANNUAL REPORT FOR THE PURPOSES OF SECTION 162 OF THE CHARITIES ACT 2011 AND DIRECTORS' REPORT FOR THE PURPOSE OF SECTION 415 OF THE COMPANIES ACT 2006

FOR THE YEAR ENDED 31ST DECEMBER 2021

Investment policy

Other than retaining a level of funds to meet the reserve policy of the Institute, most of the funds are to be utilised in meeting the main objectives of the Institute. The trustees do not believe it to be prudent to utilise the funds in long term investments and instead have decided to invest the available funds in short-term bank deposit accounts to ensure the liquidity of these funds. As available funds increase over and above the amount required by the reserve policy the trustees will review the investment policy to ensure that the returns the Institute receives is maximised whilst not detracting funds from its main objectives.

Reserves policy

The trustees have adopted a reserves policy that they consider appropriate to ensure the continued ability of the Institute to meet its objectives in the light of the predominant risks to the organisation.

The target reserves are based on continuing operations for one year having had a 25% reduction in membership and having sufficient funds to ensure Diploma students' courses are maintained for two years. At 31 December 2021 the target was approximately £650,000, with a minimum reserve of £400,000, and the free reserves excluding fixed assets were £1,263,821 (2020: £1,207,817). Out of this £7,650 is restricted to use on bursaries.

The trustees have agreed a business plan to ensure that the appropriate level of reserves will be maintained into the future.

Plans for Future Periods

The Institute is looking at continuing to develop its provision of education and the diploma courses that are run so that they are continually held with high regard within the sector. This will include the creation of online CPD courses.

The Institute has digitized the proceedings within the library, these are being made available online in batches.

Vote of thanks

Thanks are due again to our Professional Advisors, Dennis Baylis our Advertisement Manager, Blane Judd our Engineering Manager, Keith Attenborough our Education Manager, our dedicated staff at Head Office in Milton Keynes, and those members involved in the numerous Committees, Regional Branches and Specialist Groups who have done so much in a voluntary capacity behind the scenes. It is their continued support and effort that assures our future success.

Trustees

The Trustees during the year under review were:

C Barlow	Y Liu
B Fenech	R M M Mirchandani
B M Gibbs	G Parry
J Hill	F E Rogerson
K R Holland	H S Sagoo
A Lamacraft	A W M Somerville
P A Lepper	V Stewart
M R Lester	S W Turner

D Goodhand (appointed 7 July 21)

THE INSTITUTE OF ACOUSTICS LIMITED
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TRUSTEES ANNUAL REPORT FOR THE PURPOSES OF SECTION 162 OF THE CHARITIES ACT 2011 AND DIRECTORS' REPORT FOR THE PURPOSE OF SECTION 415 OF THE COMPANIES ACT 2006

FOR THE YEAR ENDED 31ST DECEMBER 2021

Trustees' Responsibilities

The trustees are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires Trustees, as directors of the company, to prepare financial statements for each financial year which give a true and fair view of the state of the charity's affairs and of the profit or loss for the year. 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 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 charity will continue in business.

The Trustees are responsible for keeping proper accounting records which 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 Companies Act 2006. They are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. The Trustees are also responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website.

In addition, the trustees confirm that:

- in the exercise of their powers as charity trustees, they have had due regard to the published guidance from the Charity Commission on the operation of the public benefit requirements; and
- the aims of the charity are carried out for the public benefit.

Auditors

In accordance with section 487(2) of the Companies Act 2006, a resolution proposing that Rayner Essex LLP be reappointed as auditors of the company will be put to the Annual General Meeting.

Statement of disclosure to auditor

- (a) so far as the trustees are aware, there is no relevant audit information of which the Institute's auditors are unaware, and
- (b) they have taken all the steps that they ought to have taken as trustees in order to make themselves aware of any relevant audit information and to establish that the Institute's auditors are aware of that information.

The report of the Trustees' was approved by the Board on 16 March 2022 and signed on its behalf.


A Chesney
Secretary

THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee and not having a Share Capital)

INDEPENDENT AUDITORS' REPORT TO THE

MEMBERS OF THE INSTITUTE OF ACOUSTICS LIMITED

Opinion

We have audited the financial statements of The Institute of Acoustics Limited (the 'charitable company') for the year ended 31 December 2021 which comprise the statement of financial activities, the balance sheet, cash flow statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standards 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 charitable company's affairs as at 31 December 2021 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company 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.

The impact of uncertainties due to Covid-19 on our audit

Uncertainties related to the global effects of Covid-19 are relevant to understanding our audit of the financial statements. All audits assess and challenge the reasonableness of estimates made by the trustees, such as impairment of fixed assets, recoverability of debtors, intangibles assets and related disclosures and the appropriateness of the going concern basis of preparation of the financial statements. All of these depend on assessments of the future economic environment and the company's future prospects and performance.

Covid-19 is one of the most significant global economic events presently and at the date of this report its effects are subject to unprecedented levels of uncertainty of outcomes, with the full range of possible effects unknown. No audit should be expected to predict the unknowable factors or all possible future implications for a company and this is particularly the case in relation to Covid-19.

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 company'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.

However, as not all future events or conditions can be predicted, such as the impact of Covid-19, and as subsequent events may result in outcomes that are inconsistent with judgements that were reasonable at the time they were made, the absence of reference to a material uncertainty in this auditor report is not a guarantee that the company will continue in operation as a going concern.

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

THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee and not having a Share Capital)

INDEPENDENT AUDITORS' REPORT TO THE

MEMBERS OF THE INSTITUTE OF ACOUSTICS LIMITED

Other information

In connection with our audit of the financial statements, 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 audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

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

- the information given in the trustees' report (incorporating the trustees' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report (incorporating the directors' report) has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees Annual Report.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of the trustees

As explained more fully in the trustees' responsibilities statement (set out on page 6 and 7), 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 they 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 charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

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

**THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee and not having a Share Capital)**

INDEPENDENT AUDITORS' REPORT TO THE

MEMBERS OF THE INSTITUTE OF ACOUSTICS LIMITED

The extent to which the audit was considered capable of detecting irregularities including fraud.

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the company through discussions with the Chief Executive and other management, and from our knowledge and experience of the charity sector;
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the company, including the Companies Act 2006, The Charities Act 2011, and taxation legislation and data protection, anti-bribery, employment, environmental and other relevant regulations;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions;
- assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation
- reading the minutes of meetings of those charged with governance;
- enquiring of management as to actual and potential litigation and claims; and
- reviewing correspondence with HMRC and relevant regulators.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

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

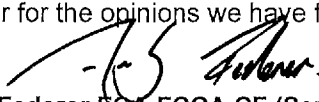
THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee and not having a Share Capital)

INDEPENDENT AUDITORS' REPORT TO THE

MEMBERS OF THE INSTITUTE OF ACOUSTICS LIMITED

Use of our report

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.


Antony Federer FCA FCCA CF (Senior Statutory Auditor)
for and on behalf of Rayner Essex LLP

16 March 2022

Chartered Accountants
Statutory Auditor

Faulkner House
Victoria Street
St Albans
Herts
AL1 3SE

THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee and not having a Share Capital)

STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating Income & Expenditure Account)

FOR THE YEAR ENDED 31ST DECEMBER 2021

	Notes	Unrestricted Funds £	Restricted Funds £	2021 Total Funds £	2020 Total Funds £
Incoming resources from:					
Donations & legacies:					
Donations		-	10,000	10,000	-
Legacies		9,334	-	9,334	-
Charitable activities:					
Subscriptions		485,214	-	485,214	477,331
Meetings		26,910	-	26,910	14,721
Publications		102,854	-	102,854	113,262
Education		333,807	-	333,807	309,183
Branch and Group Activities		-	-	-	-
Engineering Division		16,607	-	16,607	16,285
Investments:					
Investment Income	3	6,841	-	6,841	11,241
Other:					
Sundry Income		2,627	-	2,627	4,560
Total incoming resources	2	<u>984,194</u>	<u>10,000</u>	<u>994,194</u>	<u>946,583</u>
Resources expended					
Costs of generating funds	4	279,633	-	279,633	287,252
Charitable activities	4	680,659	2,350	683,009	613,760
Total resources expended	4	<u>960,292</u>	<u>2,350</u>	<u>962,642</u>	<u>901,012</u>
Net incoming resources before other recognised gains and losses	5	23,902	7,650	31,552	45,571
Other recognised Gains and Losses		-	-	-	-
Net movement in funds	5	23,902	7,650	31,552	45,571
Reconciliation of funds					
Fund Balances Brought Forward	11	1,600,481	-	1,600,481	1,554,910
Transfers between funds		-	-	-	-
Fund balances carried forward	11	<u>1,624,383</u>	<u>7,650</u>	<u>1,632,033</u>	<u>1,600,481</u>

All activities are classified as continuing. There were no recognised gains or losses for 2021 or 2020 other than those recorded in the Statement of Financial Activities.

All incoming resources and resources expended in 2020 were unrestricted.

The notes on pages 15 to 23 form part of these financial statements.

THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee and not having a Share Capital)

BALANCE SHEET

AS AT 31ST DECEMBER 2021

	Notes	2021		2020	
		£	£	£	£
Fixed Assets					
Tangible assets	8		368,212		392,664
Current Assets					
Debtors	9	134,340		77,530	
Cash at bank and in hand		1,362,450		1,310,458	
Total Current Assets		1,496,790		1,387,988	
Creditors: Amounts Falling Due within One Year	10	(232,969)		(180,171)	
Net Current Assets			1,263,821		1,207,817
Total Assets Less Current Liabilities			1,632,033		1,600,481
The Funds of the Charity					
Reserves – unrestricted	11	1,624,383		1,600,481	
Reserves - restricted	11	7,650		-	
Total Funds		1,632,033		1,600,481	

These financial statements have been prepared in accordance with FRS102 SORP.

The financial statements were approved by the board of directors and authorised for issue on 16 March 2022 and are signed on its behalf by:

S W Turner
President

Company Registration No. 01157249

Charity Registration No. 267026

The notes on pages 15 to 23 form part of these financial statements.

THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee and not having a Share Capital)

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31ST DECEMBER 2021

	2021	2020
	£	£
Cash flows from operating activities		
Net income (expenditure) for the year	31,552	45,571
Adjustments for:		
Depreciation	89,178	74,074
Loss of disposal of fixed assets	-	-
Investment income	(6,841)	(11,241)
(Increase)/reduction in debtors	(56,810)	66,419
Increase/(reduction) in creditors	52,798	(103,336)
	<u>109,877</u>	<u>71,487</u>
Cash flows from investing activities		
Purchase of tangible fixed assets	(64,726)	(121,053)
Sale of tangible fixed assets	-	-
Investment income	6,841	11,241
	<u>(57,885)</u>	<u>(109,812)</u>
Net increase / (decrease) in cash and cash equivalents	51,992	(38,325)
Cash and cash equivalents at the beginning of the year	1,310,458	1,348,783
	<u>1,362,450</u>	<u>1,310,458</u>
Cash and cash equivalents at the end of the year	<u>1,362,450</u>	<u>1,310,458</u>
Cash and cash equivalents is made up of the following:		
Cash at bank and in hand	1,362,450	1,310,458
	<u>1,362,450</u>	<u>1,310,458</u>
Total	<u>1,362,450</u>	<u>1,310,458</u>

The notes on pages 15 to 23 form part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS

AS AT 31ST DECEMBER 2021

1. Accounting Policies

Basis of preparation

The Institute meets the definition of a public benefit entity under FRS 102. The financial statements have been prepared under the historical cost convention, 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 United Kingdom and the Republic of Ireland (FRS 102), the Companies Act 2006 and the UK Generally Accepted Practice as it applies from 1 January 2015.

Fund accounting

Unrestricted general funds are available for use at the discretion of the trustees in furtherance of the general objects of the charitable company.

Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Membership income is invoiced at the start of each financial year and fully recognised in the year.
- Meeting and conference income is recognised in the year that the meeting or conference is held.
- Publication income is recognised when the publications are sold.
- Education income is recognised in the year when the courses are run.
- Donations are recognised on receipt and are treated as unrestricted funds unless they are specifically restricted by the donor
- Legacy entitlement is taken on a case by case basis as the earlier of the date when the charity is aware that probate has been granted, and either:
 - the estate has been finalised and estate accounts have been received by the charity
 - notification has been made by the executor(s) to the charity that a distribution will be made; or
 - when a distribution is received from the estateIn estimating the value of legacies at the year end the trustees have exercised their judgement based on the available information and the appropriate application of the Charities SORP
-

Resources expended

All expenditure is accounted for on an accruals basis as a liability is incurred. Expenditure excludes VAT. Any VAT that cannot be reclaimed is reported separately.

- Costs of generating funds comprise the costs associated with the handling of the membership.
- Charitable expenditure comprises those costs incurred by the charity in achieving its objectives including the holding or supporting of conferences. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

NOTES TO THE FINANCIAL STATEMENTS

AS AT 31ST DECEMBER 2021

1. Accounting Policies (continued)

- All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, other costs are apportioned on an appropriate basis. Where costs are apportioned these are either allocated directly as a result of the usage of the resource, such as floor space or staff time, or where this is not possible the allocation is based on a percentage basis as agreed by the trustees.

Support costs

The support costs of the charity are allocated between charitable activities and costs of raising funds. Governance costs have been allocated to resources expended on charitable activities.

Funds

Unrestricted funds are funds which the trustees are free to use for any purpose in furtherance of the charity's objectives.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or through the terms of an appeal.

Debtors

Short term debtors are measured at transaction price, less any impairment losses.

Cash and Cash equivalents

Cash and cash equivalents comprise cash at bank and in hand and demand deposits with banks.

Liabilities

Short term creditors are measured at the transaction price.

Depreciation

Depreciation is calculated to write down the cost or valuation less estimated residual value of all tangible fixed assets over their expected useful lives. The rates generally applicable are:

Computer equipment	20%-33% straight line
Audio Visual system	10% straight line
Office equipment	10% straight line
Leasehold improvements	10% straight Line

Leased Assets

Assets under finance leases and hire purchase contracts are capitalised in the Balance Sheet and depreciated over their expected useful lives. The interest element of leasing payments represents a constant proportion of the capital balance outstanding and is charged to the Profit and Loss Account over the period of the lease. All other leases are regarded as operating leases and the payments made under them are charged to the Profit and Loss Accounts on a straight-line basis over the lease term.

Going concern

The trustees are not aware of material uncertainties regarding going concern, the level of reserves and in particular cash balances are considered sufficient to mitigate the uncertainties arising from the COVID -19 pandemic.

THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee and not having a Share Capital)

NOTES TO THE FINANCIAL STATEMENTS

AS AT 31ST DECEMBER 2021

Judgments in applying accounting policies and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgments, estimates and assumptions that affect the amounts reported for assets and liabilities as at the balance sheet date and the amounts reported for revenues and expenses during the year. The nature of estimation means the actual outcomes could differ from those estimates. There were no material estimations necessary other than the decision on depreciation rates.

2. Incoming resources

The income was derived from the charity's principal activities which were carried out mainly in the UK. The Institute's main sources of income centre around the subscriptions receivable from its members and income derived from the meetings and educational activities that are provided to its members.

3. Investment income

	2021	2020
	£	£
Interest receivable	6,841	11,241
	<u> </u>	<u> </u>

THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee and not having a Share Capital)

NOTES TO THE FINANCIAL STATEMENTS

AS AT 31ST DECEMBER 2021

4. Total resources expended

	Costs of generating funds £	Conferences and Education £	Other £	Governance £	2021 Total Funds £	2020 Total Funds £
Costs directly allocated to activities						
Meetings	-	22,165	-	-	22,165	19,976
Publications	93,890	-	-	-	93,890	90,150
Education	-	90,858	-	-	90,858	79,611
Branch and Group Activities	-	1,326	-	-	1,326	2,014
Engineering Division	-	-	21,881	-	21,881	24,603
Subscriptions	-	19,194	-	-	19,194	21,510
Legal fees	-	-	-	5,068	5,068	1,006
Audit	-	-	-	8,500	8,500	8,500
Accountancy & taxation	-	-	-	11,505	11,505	11,670
Marketing expenses	79,654	-	-	-	79,654	99,127
Bad debts	-	9,203	-	-	9,203	-
	<u>173,544</u>	<u>142,746</u>	<u>21,881</u>	<u>25,073</u>	<u>363,244</u>	<u>358,167</u>
Support costs allocated to activities						
Staff costs	64,771	129,543	12,954	51,164	258,432	246,669
Rent, rates and service charge	11,980	29,950	2,994	14,976	59,900	53,570
Light, heat and insurance	1,505	3,760	376	1,879	7,520	6,486
Hire of equipment	-	11,122	-	-	11,122	11,394
Computer fees	6,109	48,878	-	6,109	61,096	42,311
Printing, stationery & duplicating	287	2,302	-	287	2,876	3,203
Postage (including Bulletin)	502	4,015	-	502	5,019	4,093
Telephone	774	6,967	-	-	7,741	5,440
Committee and management expenses	1,606	8,774	-	24,087	34,467	30,386
Sundry expenses	393	969	96	480	1,938	1,070
Bank and credit card charges	2,624	6,122	-	-	8,746	9,631
Depreciation	8,917	71,344	-	8,917	89,178	74,074
Irrecoverable VAT	4,393	32,951	2,197	4,393	43,934	48,755
Travel	244	407	81	81	813	1,102
Repairs and maintenance	1,984	3,310	661	661	6,616	4,661
	<u>279,633</u>	<u>503,160</u>	<u>41,240</u>	<u>138,609</u>	<u>962,642</u>	<u>901,012</u>

Included within Committee and management under conferences and education is £2,350 bursary expenditure relating to restricted funds. The remaining expenditure is unrestricted.

THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee and not having a Share Capital)

NOTES TO THE FINANCIAL STATEMENTS

AS AT 31ST DECEMBER 2021

5. Net Movement In Funds

The movement of funds is stated after charging or (crediting):

	2021	2020
	£	£
Depreciation of owned assets	89,178	74,074
Auditors' remuneration	8,500	8,500
Operating leases – premises	48,186	46,211
Hire of equipment	11,122	11,394
	<u>111,986</u>	<u>140,179</u>

6. Taxation

No provision for UK corporation tax has been made since the Trustees are of the opinion that all of the charity's income is applied for charitable purposes.

7. Trustees and Employees

The Trustees received no remuneration during the year but 7 (2020: 11) Trustees have been reimbursed for travel and subsistence costs incurred by them on behalf of the Institute, totalling £3,159 (2020: £3,732). During the year a company connected to a trustee was paid £3,600 (inc. VAT) for an online CPD video. This was awarded after a tender process undertaken by staff who are not trustees, standard trading rules applied.

	2021	2020
	£	£
Wages and salaries	225,385	215,757
Employers' national insurance	19,898	18,426
Employers' pension costs	13,149	12,486
	<u>258,432</u>	<u>246,669</u>

The average monthly number of employees, excluding Trustees, during the year was as follows:

	2021	2020
	Number	Number
Direct charitable activities	4	4
Management and administration	2	2
	<u>6</u>	<u>6</u>

One individual employee (2020: one) received employee benefits of £60,000 or higher, (£60,000 - £70,000 band- 1)

The cost to the Institute regarding key management personnel was £77,297 (2020: 74,658)

THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee and not having a Share Capital)

NOTES TO THE FINANCIAL STATEMENTS

AS AT 31ST DECEMBER 2021

8. Tangible Fixed Assets	Leasehold Improvements	Computer Equipment £	Office Equipment £	Total £
Cost				
At 1st January 2021	161,461	426,346	27,475	615,282
Additions	-	64,726		64,726
Disposals	-	-	-	-
	<u>161,461</u>	<u>491,072</u>	<u>27,475</u>	<u>680,008</u>
At 31st December 2021	<u>161,461</u>	<u>491,072</u>	<u>27,475</u>	<u>680,008</u>
Depreciation				
At 1st January 2021	48,441	165,933	8,244	222,618
Charge for the year				
Disposals	16,147	70,283	2,748	89,178
	<u>64,588</u>	<u>236,216</u>	<u>10,992</u>	<u>311,796</u>
At 31st December 2021	<u>64,588</u>	<u>236,216</u>	<u>10,992</u>	<u>311,796</u>
Net Book Value				
At 31st December 2021	<u>96,873</u>	<u>254,856</u>	<u>16,483</u>	<u>368,212</u>
At 31st December 2020	<u>113,020</u>	<u>260,413</u>	<u>19,231</u>	<u>392,664</u>
9. Debtors				
		2021	2020	
		£	£	
Trade debtors		57,334	50,662	
Prepayments and accrued income		75,249	24,055	
VAT recoverable		1,709	1,608	
Other debtors		48	1,205	
		<u>134,340</u>	<u>77,530</u>	
10. Creditors: Amounts Falling Due Within One Year				
		2021	2020	
		£	£	
Trade creditors		38,845	32,235	
Other taxes and social security		9,017	7,159	
Accruals		61,129	34,149	
Deferred income		123,978	106,628	
		<u>232,969</u>	<u>180,171</u>	

THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee and not having a Share Capital)

NOTES TO THE FINANCIAL STATEMENTS

AS AT 31ST DECEMBER 2021

11. Funds

Unrestricted – general fund

	£
At 1st January 2021	1,600,481
Net incoming (outgoing resources)	23,902
	<u>1,624,383</u>
At 31st December 2021	<u>1,624,383</u>

The comparative note is as follows:

	£
At 1st January 2020	1,554,910
Net incoming (outgoing resources)	45,571
	<u>1,600,481</u>
At 31st December 2020	<u>1,600,481</u>

Restricted – bursary fund

	£
At 1st January 2021	-
Incoming resources	10,000
Expenditure	(2,350)
	<u>7,650</u>
At 31st December 2021	<u>7,650</u>

There was no restricted funds in the prior year.

12. Analysis of Assets between Funds

Fund balances at 31 December 2021 are represented by:

	Bursary Restricted Fund	Total General Fund	Total
	£	£	£
Fixed Assets	-	368,212	368,212
Debtors	-	134,340	134,340
Cash at bank and in hand	7,650	1,354,800	1,362,450
Creditors	-	(232,969)	(232,969)
	<u>7,650</u>	<u>1,624,383</u>	<u>1,632,033</u>
At 31st December 2021	<u>7,650</u>	<u>1,624,383</u>	<u>1,632,033</u>

THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee and not having a Share Capital)

NOTES TO THE FINANCIAL STATEMENTS

AS AT 31ST DECEMBER 2021

13. Operating Lease Commitments

At 31st December 2021 the charity had total commitments under non-cancellable operating leases as set out below:

	Land & Buildings		Other	
	2021	2020	2021	2020
	£	£	£	£
Operating leases which expire:				
1-2 years	52,983	48,938	9,324	10,590
2-5 years	31,972	104,531	42,345	21,510
After five years	-	-	-	-
	<u>84,955</u>	<u>153,469</u>	<u>51,669</u>	<u>32,100</u>

14. Members liability

The liability of the members is restricted to £1 on the event of the winding up of the Institute.

THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee and not having a Share Capital)

NOTES TO THE FINANCIAL STATEMENTS

AS AT 31ST DECEMBER 2021

15. Comparative Resources Expended year ended 31 December 2020

Total resources expended

	Costs of generating funds £	Conferences and Education £	Other £	Governance £	2020 Total Funds £	2019 Total Funds £
Costs directly allocated to activities						
Meetings	-	19,976	-	-	19,976	122,837
Publications	90,150	-	-	-	90,150	98,209
Education	-	79,611	-	-	79,611	92,265
Branch and Group Activities	-	2,014	-	-	2,014	8,735
Engineering Division	-	-	24,603	-	24,603	24,835
Subscriptions	-	21,510	-	-	21,510	45,928
Legal fees	-	-	-	1,006	1,006	367
Audit	-	-	-	8,500	8,500	8,500
Accountancy & taxation	-	-	-	11,670	11,670	11,640
Marketing expenses	99,127	-	-	-	99,127	88,637
Bad debts	-	-	-	-	-	(21,427)
	<u>189,277</u>	<u>123,111</u>	<u>24,603</u>	<u>21,176</u>	<u>358,167</u>	<u>480,526</u>
Support costs allocated to activities						
Staff costs	61,823	123,647	12,364	48,835	246,669	237,847
Rent, rates and service charge	10,714	26,785	2,678	13,393	53,570	39,829
Light, heat and insurance	1,298	3,243	324	1,621	6,486	5,917
Hire of equipment	-	11,394	-	-	11,394	10,761
Computer fees	4,231	33,849	-	4,231	42,311	40,863
Printing, stationery & duplicating	320	2,563	-	320	3,203	5,484
Postage (including Bulletin)	409	3,275	-	409	4,093	6,292
Telephone	544	4,896	-	-	5,440	7,163
Committee and management expenses	1,519	6,078	-	22,789	30,386	38,817
Sundry expenses	217	535	53	265	1,070	3,995
Bank and credit card charges	2,889	6,742	-	-	9,631	10,862
Depreciation	7,407	59,260	-	7,407	74,074	38,366
Irrecoverable VAT	4,875	36,567	2,438	4,875	48,755	51,375
Travel	331	551	110	110	1,102	1,165
Repairs and maintenance	1,398	2,331	466	466	4,661	8,137
	<u>287,252</u>	<u>444,827</u>	<u>43,036</u>	<u>125,897</u>	<u>901,012</u>	<u>987,399</u>

THE INSTITUTE OF ACOUSTICS LIMITED

England & Wales - Charity number 267026

Accounts

Company Registration No: 01157249 (England and Wales)

Charity No: 267026

**THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee
and not having a Share Capital)**

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST DECEMBER 2021

**Faulkner House
Victoria Street
St Albans
Herts AL1 3SE**

**RAYNER ESSEX LLP
CHARTERED ACCOUNTANTS**

CONTENTS

	Page
Legal and Administrative Information	2
Trustees' Report	3 to 7
Auditors' Report	8 to 11
Statement of Financial Activities	12
Balance Sheet	13
Statement of Cash Flows	14
Notes to the Financial Statements	15 to 23

THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee and not having a Share Capital)

LEGAL AND ADMINISTRATIVE INFORMATION
FOR THE YEAR ENDED 31ST DECEMBER 2021

Constitution The Institute of Acoustics is a company limited by guarantee and has no share capital. The liability of each member in the event of winding-up is limited to £1.

The company is a registered charity governed by its Memorandum and Articles of Association, last revised June 2013, which establishes the objects and powers of the charitable company.

Trustees

C Barlow	Y Liu
B Fenech	R M M Mirchandani
B M Gibbs	G Parry
J Hill	F E Rogerson
K R Holland	H S Sagoo
A Lamacraft	A W M Somerville
P A Lepper	V Stewart
M R Lester	S W Turner

D Goodhand (appointed 7 July 21)

President S W Turner

Secretary A Chesney

Honorary Treasurer M R Lester

Honorary Secretary F E Rogerson

Company Number 01157249

Charity Number 267026

**Registered and
Principal Office:** Silbury Court
406 Silbury Boulevard
Milton Keynes
MK9 2AF

Auditors Rayner Essex LLP
Faulkner House
Victoria Street
St Albans
Herts AL1 3SE

Solicitors Pictons Solicitors LLP
28 Dunstable Road
Luton
Bedfordshire LU1 1DY

Bankers Lloyds TSB Plc
Knightsbridge Branch
9-13 Brompton Road
London SW3 1DD

THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee and not having a Share Capital)

TRUSTEES ANNUAL REPORT FOR THE PURPOSES OF SECTION 162 OF THE CHARITIES ACT 2011 AND DIRECTORS' REPORT FOR THE PURPOSE OF SECTION 415 OF THE COMPANIES ACT 2006

FOR THE YEAR ENDED 31ST DECEMBER 2021

The trustees present their report and the independently audited financial statements of the charity for the year ended 31 December 2021. This report is the Directors' Report required by s417 of the Companies Act 2006.

The legal and administrative information set out on page 2 forms part of this report. The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting: 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 (FRS102) (effective 1 January 2015).

Structure, Governance and Management

Recruitment and Appointment of Trustees

The directors of the charitable company are its trustees for the purpose of charity law and throughout this report are collectively referred to as trustees.

Trustees are elected at the Annual General Meeting and shall hold office for a period of two years. The trustees are eligible for re-election at the end of the two year period, up to an additional four years (up to six years if up to six years are in an Honorary position).

Due to the nature of the Institute's objectives the trustees seek to ensure that the trustees either have a related qualification or are working within the acoustics sector. The trustees believe that by appropriately reflecting their members in the make-up of the board of trustees that this gives the Institute and its staff an enhanced understanding of the members' requirements.

Trustee induction and training

Most trustees are already familiar with the practical work of the Institute. Additionally new trustees are invited and encouraged to meet with specific trustees to discuss and familiarise themselves with the Institute and the context in which it operates. This includes the future plans and objectives of the Institute.

Risk management

The trustees regularly review an assessment of the risks to which the Institute is exposed, particularly business, operational and financial risks, and introduce procedures and reporting regimes to manage and reduce the identified risks.

Organisational structure

The Institute of Acoustics is a registered charity and is constituted as a company, limited by guarantee. Its objects and powers and other constitutional matters are set out in its Memorandum and Articles of Association. It is governed by a Board of Trustees who are responsible for setting the strategic direction of the organisation and for establishing policy. A scheme of delegation is in place for the day to day running of the charity.

The Institute is the professional body representing acoustics in the United Kingdom, and provides a range of services for members.

Objectives and Activities

The Institute's principal objectives are:

- **Education**
The Institute administers its own Diploma in Acoustics and Noise Control together with Certificates in Workplace Noise Assessment, Environmental Noise Measurement, the Measurement of Sound Transmission within Buildings, the Management of Occupational Exposure to Hand Arm Vibration and Certificate of Proficiency in Anti-Social Behaviour etc. (Scotland) Act 2004 - Noise Measurements. Courses are held at regular intervals at Centres

throughout the country. In addition, the Diploma in Acoustics and Noise Control is available by tutored distance learning.

Objectives and Activities (continued)

- **Conferences and Meetings**

A substantial annual programme of technical conferences and meetings takes place, which have an international flavour. In addition, there are many one-day meetings together with evening meetings organised by the Specialist Groups and Regional Branches. In 2020 these had to be held online.

- **Publications**

'Acoustics Bulletin' is published bi-monthly and carries articles of professional, academic and technical interest. A Register of Members is available on the IOA website. Proceedings record the papers presented at the Institute's Annual Conference, Reproduced Sound and Underwater Acoustics conferences held during the year. A well-stocked Library is available to members and the Institute's Web Site is a regularly updated source of information.

- **Engineering Council**

As a nominated body of the Engineering Council the Institute can award Chartered Engineer and Incorporated Engineer status to suitably qualified members.

- **International**

The Institute is a member of the International Institute of Noise Control Engineering (I/INCE), the European Acoustics Association (EAA) and the International Congress of Sound and Vibration (ICSV). The Institute is scheduled to host InterNoise 2022 in Glasgow.

- **Future Development**

Future development of the Institute will focus on promoting the profession and the science of acoustics, providing advice related to acoustics, supporting the professional development needs of members, increasing membership, developing the education facilities and promoting acoustics in education and maintaining and extending present activities.

Achievements and Performance

The Institute has continued to serve the interests of its members through its established programmes in the areas of education, professional development, meetings and publications, and by providing representation in areas such as the Engineering Council, Standardisation and International affairs. Strategic development of the Institute continued to be a priority and various actions were implemented.

The Trustees confirm that in the exercise of their powers as charity trustees, they have had due regard to the published guidance from the Charities Commission on the operation of the public benefit requirements and the aims of the charity are carried out for the public benefit.

During the year:

- The Covid-19 restrictions continued to impact the work of the Institute in 2021. Online and hybrid meetings replaced face to face meetings, however the use of online facilities meant that participation at meetings doubled from 2020 numbers and reversed a steady decline from 2018. The Annual Conference successfully tried a system of members meeting in a number of hubs across the country that were connected online, with some members joining from home. Committee and Council meetings were also successfully held via Zoom.

THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee and not having a Share Capital)

TRUSTEES ANNUAL REPORT FOR THE PURPOSES OF SECTION 162 OF THE CHARITIES ACT 2011 AND DIRECTORS' REPORT FOR THE PURPOSE OF SECTION 415 OF THE COMPANIES ACT 2006

FOR THE YEAR ENDED 31ST DECEMBER 2021

- Diploma teaching post lockdown was mainly conducted online with the diploma videos available for students; there were some face to face sessions in the autumn. Online sessions proved to be popular, and students were able to watch the lessons again in their own time via the Moodle learning platform. As enrolments were down in 2020 due to Covid, only 63 candidates passed the diploma in 2020. The partial lifting of Covid restrictions during the year meant that more short courses were run than in 2020 with 147 candidates passing other courses.
- The Institute continued to attend the Parliamentary and Scientific Committee remotely throughout 2021, with engagement on hot topics and highlighting the relevance of acoustics to society. Networking links were made, which enabled the Institute to continue to contribute to a number of policy debates. Particular advancements have been made in relation to briefing notes on topics including Drones, Heat Pumps during 2021 to inform decision makers, including joint working with other professional bodies to provide guidance to enforcers and the public, including CIEH. The Institute continues to engage with a number of government departments as and when it is appropriate to (DfE, DCLG, Defra and DECC) in order to influence future policies affecting acoustics.
- The Institute continued to support STEM activities funding Edinburgh Science to work online with schools in Scotland and Sheffield, and with volunteers supporting online events in England.
- Further development work on the website and integration of the CRM with the new Accounting package MS NAV was conducted during the year. It is planned to upgrade the website to Drupal 9 in 2022.
- Ten candidates presented themselves for the CEng Professional Review Interview, of whom four were 'Standard Route' candidates, holding accredited degrees, and four were 'individual route' candidates with diverse backgrounds. 2 Candidates were not recommended but are working towards 2021 interviews. Three candidates were elected for IEng.
- The feared large loss of members due to the impact of Covid on the economy did not materialise with membership actually increasing from 2955 to 2964 (excludes students and affiliates)
- The Institute is represented internationally through the following members: Paul Lepper (EAA General Secretary), Adrian Brown (Director IIAV), Jian Kang (Director, IIAV), Graham Parry (Director IIAV), Jo Webb (ICA Board), and). Barry Gibbs (I-INCE).

Financial Review

The financial statements have been prepared in accordance with the Companies Act 2006 the Statement of Recommended Practice: Accounting and Reporting by Charities (issued March 2005), FRS102 and the Institute's governing document.

The statement of financial activities shows that incoming resources exceeded resources expended by £31,552 (2020: £45,571). The balance sheet indicates that total funds of the charity were £1,632,033 (2020: £1,600,481) of which all funds were unrestricted funds bar £7,650 (2020: All funds unrestricted). These were represented by tangible fixed assets of £368,212 (2020: £392,664) and other net assets of £1,263,821 (2020: £1,207,817).

THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee and not having a Share Capital)

TRUSTEES ANNUAL REPORT FOR THE PURPOSES OF SECTION 162 OF THE CHARITIES ACT 2011 AND DIRECTORS' REPORT FOR THE PURPOSE OF SECTION 415 OF THE COMPANIES ACT 2006

FOR THE YEAR ENDED 31ST DECEMBER 2021

Investment policy

Other than retaining a level of funds to meet the reserve policy of the Institute, most of the funds are to be utilised in meeting the main objectives of the Institute. The trustees do not believe it to be prudent to utilise the funds in long term investments and instead have decided to invest the available funds in short-term bank deposit accounts to ensure the liquidity of these funds. As available funds increase over and above the amount required by the reserve policy the trustees will review the investment policy to ensure that the returns the Institute receives is maximised whilst not detracting funds from its main objectives.

Reserves policy

The trustees have adopted a reserves policy that they consider appropriate to ensure the continued ability of the Institute to meet its objectives in the light of the predominant risks to the organisation.

The target reserves are based on continuing operations for one year having had a 25% reduction in membership and having sufficient funds to ensure Diploma students' courses are maintained for two years. At 31 December 2021 the target was approximately £650,000, with a minimum reserve of £400,000, and the free reserves excluding fixed assets were £1,263,821 (2020: £1,207,817). Out of this £7,650 is restricted to use on bursaries.

The trustees have agreed a business plan to ensure that the appropriate level of reserves will be maintained into the future.

Plans for Future Periods

The Institute is looking at continuing to develop its provision of education and the diploma courses that are run so that they are continually held with high regard within the sector. This will include the creation of online CPD courses.

The Institute has digitized the proceedings within the library, these are being made available online in batches.

Vote of thanks

Thanks are due again to our Professional Advisors, Dennis Baylis our Advertisement Manager, Blane Judd our Engineering Manager, Keith Attenborough our Education Manager, our dedicated staff at Head Office in Milton Keynes, and those members involved in the numerous Committees, Regional Branches and Specialist Groups who have done so much in a voluntary capacity behind the scenes. It is their continued support and effort that assures our future success.

Trustees

The Trustees during the year under review were:

C Barlow	Y Liu
B Fenech	R M M Mirchandani
B M Gibbs	G Parry
J Hill	F E Rogerson
K R Holland	H S Sagoo
A Lamacraft	A W M Somerville
P A Lepper	V Stewart
M R Lester	S W Turner

D Goodhand (appointed 7 July 21)

THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee and not having a Share Capital)

TRUSTEES ANNUAL REPORT FOR THE PURPOSES OF SECTION 162 OF THE CHARITIES ACT 2011 AND DIRECTORS' REPORT FOR THE PURPOSE OF SECTION 415 OF THE COMPANIES ACT 2006

FOR THE YEAR ENDED 31ST DECEMBER 2021

Trustees' Responsibilities

The trustees are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires Trustees, as directors of the company, to prepare financial statements for each financial year which give a true and fair view of the state of the charity's affairs and of the profit or loss for the year. 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 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 charity will continue in business.

The Trustees are responsible for keeping proper accounting records which 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 Companies Act 2006. They are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. The Trustees are also responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website.

In addition, the trustees confirm that:

- in the exercise of their powers as charity trustees, they have had due regard to the published guidance from the Charity Commission on the operation of the public benefit requirements; and
- the aims of the charity are carried out for the public benefit.

Auditors

In accordance with section 487(2) of the Companies Act 2006, a resolution proposing that Rayner Essex LLP be reappointed as auditors of the company will be put to the Annual General Meeting.

Statement of disclosure to auditor

- (a) so far as the trustees are aware, there is no relevant audit information of which the Institute's auditors are unaware, and
- (b) they have taken all the steps that they ought to have taken as trustees in order to make themselves aware of any relevant audit information and to establish that the Institute's auditors are aware of that information.

The report of the Trustees' was approved by the Board on 16 March 2022 and signed on its behalf.


A Chesney
Secretary

THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee and not having a Share Capital)

INDEPENDENT AUDITORS' REPORT TO THE

MEMBERS OF THE INSTITUTE OF ACOUSTICS LIMITED

Opinion

We have audited the financial statements of The Institute of Acoustics Limited (the 'charitable company') for the year ended 31 December 2021 which comprise the statement of financial activities, the balance sheet, cash flow statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standards 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 charitable company's affairs as at 31 December 2021 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company 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.

The impact of uncertainties due to Covid-19 on our audit

Uncertainties related to the global effects of Covid-19 are relevant to understanding our audit of the financial statements. All audits assess and challenge the reasonableness of estimates made by the trustees, such as impairment of fixed assets, recoverability of debtors, intangibles assets and related disclosures and the appropriateness of the going concern basis of preparation of the financial statements. All of these depend on assessments of the future economic environment and the company's future prospects and performance.

Covid-19 is one of the most significant global economic events presently and at the date of this report its effects are subject to unprecedented levels of uncertainty of outcomes, with the full range of possible effects unknown. No audit should be expected to predict the unknowable factors or all possible future implications for a company and this is particularly the case in relation to Covid-19.

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 company'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.

However, as not all future events or conditions can be predicted, such as the impact of Covid-19, and as subsequent events may result in outcomes that are inconsistent with judgements that were reasonable at the time they were made, the absence of reference to a material uncertainty in this auditor report is not a guarantee that the company will continue in operation as a going concern.

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

THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee and not having a Share Capital)

INDEPENDENT AUDITORS' REPORT TO THE

MEMBERS OF THE INSTITUTE OF ACOUSTICS LIMITED

Other information

In connection with our audit of the financial statements, 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 audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

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

- the information given in the trustees' report (incorporating the trustees' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report (incorporating the directors' report) has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees Annual Report.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of the trustees

As explained more fully in the trustees' responsibilities statement (set out on page 6 and 7), 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 they 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 charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

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

**THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee and not having a Share Capital)**

INDEPENDENT AUDITORS' REPORT TO THE

MEMBERS OF THE INSTITUTE OF ACOUSTICS LIMITED

The extent to which the audit was considered capable of detecting irregularities including fraud.

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the company through discussions with the Chief Executive and other management, and from our knowledge and experience of the charity sector;
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the company, including the Companies Act 2006, The Charities Act 2011, and taxation legislation and data protection, anti-bribery, employment, environmental and other relevant regulations;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions;
- assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation
- reading the minutes of meetings of those charged with governance;
- enquiring of management as to actual and potential litigation and claims; and
- reviewing correspondence with HMRC and relevant regulators.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

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

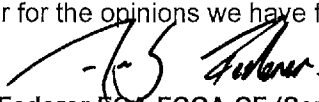
THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee and not having a Share Capital)

INDEPENDENT AUDITORS' REPORT TO THE

MEMBERS OF THE INSTITUTE OF ACOUSTICS LIMITED

Use of our report

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.


Antony Federer FCA FCCA CF (Senior Statutory Auditor)
for and on behalf of Rayner Essex LLP

16 March 2022

Chartered Accountants
Statutory Auditor

Faulkner House
Victoria Street
St Albans
Herts
AL1 3SE

THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee and not having a Share Capital)

STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating Income & Expenditure Account)

FOR THE YEAR ENDED 31ST DECEMBER 2021

	Notes	Unrestricted Funds £	Restricted Funds £	2021 Total Funds £	2020 Total Funds £
Incoming resources from:					
Donations & legacies:					
Donations		-	10,000	10,000	-
Legacies		9,334	-	9,334	-
Charitable activities:					
Subscriptions		485,214	-	485,214	477,331
Meetings		26,910	-	26,910	14,721
Publications		102,854	-	102,854	113,262
Education		333,807	-	333,807	309,183
Branch and Group Activities		-	-	-	-
Engineering Division		16,607	-	16,607	16,285
Investments:					
Investment Income	3	6,841	-	6,841	11,241
Other:					
Sundry Income		2,627	-	2,627	4,560
Total incoming resources	2	<u>984,194</u>	<u>10,000</u>	<u>994,194</u>	<u>946,583</u>
Resources expended					
Costs of generating funds	4	279,633	-	279,633	287,252
Charitable activities	4	680,659	2,350	683,009	613,760
Total resources expended	4	<u>960,292</u>	<u>2,350</u>	<u>962,642</u>	<u>901,012</u>
Net incoming resources before other recognised gains and losses	5	23,902	7,650	31,552	45,571
Other recognised Gains and Losses		-	-	-	-
Net movement in funds	5	23,902	7,650	31,552	45,571
Reconciliation of funds					
Fund Balances Brought Forward	11	1,600,481	-	1,600,481	1,554,910
Transfers between funds		-	-	-	-
Fund balances carried forward	11	<u>1,624,383</u>	<u>7,650</u>	<u>1,632,033</u>	<u>1,600,481</u>

All activities are classified as continuing. There were no recognised gains or losses for 2021 or 2020 other than those recorded in the Statement of Financial Activities.

All incoming resources and resources expended in 2020 were unrestricted.

The notes on pages 15 to 23 form part of these financial statements.

THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee and not having a Share Capital)

BALANCE SHEET

AS AT 31ST DECEMBER 2021

	Notes	2021		2020	
		£	£	£	£
Fixed Assets					
Tangible assets	8		368,212		392,664
Current Assets					
Debtors	9	134,340		77,530	
Cash at bank and in hand		1,362,450		1,310,458	
Total Current Assets		1,496,790		1,387,988	
Creditors: Amounts Falling Due within One Year	10	(232,969)		(180,171)	
Net Current Assets			1,263,821		1,207,817
Total Assets Less Current Liabilities			1,632,033		1,600,481
The Funds of the Charity					
Reserves – unrestricted	11	1,624,383		1,600,481	
Reserves - restricted	11	7,650		-	
Total Funds		1,632,033		1,600,481	

These financial statements have been prepared in accordance with FRS102 SORP.

The financial statements were approved by the board of directors and authorised for issue on 16 March 2022 and are signed on its behalf by:

S W Turner
President

Company Registration No. 01157249

Charity Registration No. 267026

The notes on pages 15 to 23 form part of these financial statements.

THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee and not having a Share Capital)

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31ST DECEMBER 2021

	2021	2020
	£	£
Cash flows from operating activities		
Net income (expenditure) for the year	31,552	45,571
Adjustments for:		
Depreciation	89,178	74,074
Loss of disposal of fixed assets	-	-
Investment income	(6,841)	(11,241)
(Increase)/reduction in debtors	(56,810)	66,419
Increase/(reduction) in creditors	52,798	(103,336)
	<u>109,877</u>	<u>71,487</u>
Cash flows from investing activities		
Purchase of tangible fixed assets	(64,726)	(121,053)
Sale of tangible fixed assets	-	-
Investment income	6,841	11,241
	<u>(57,885)</u>	<u>(109,812)</u>
Net increase / (decrease) in cash and cash equivalents	51,992	(38,325)
Cash and cash equivalents at the beginning of the year	1,310,458	1,348,783
	<u>1,362,450</u>	<u>1,310,458</u>
Cash and cash equivalents at the end of the year	<u>1,362,450</u>	<u>1,310,458</u>
Cash and cash equivalents is made up of the following:		
Cash at bank and in hand	1,362,450	1,310,458
	<u>1,362,450</u>	<u>1,310,458</u>
Total	<u>1,362,450</u>	<u>1,310,458</u>

The notes on pages 15 to 23 form part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS

AS AT 31ST DECEMBER 2021

1. Accounting Policies

Basis of preparation

The Institute meets the definition of a public benefit entity under FRS 102. The financial statements have been prepared under the historical cost convention, 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 United Kingdom and the Republic of Ireland (FRS 102), the Companies Act 2006 and the UK Generally Accepted Practice as it applies from 1 January 2015.

Fund accounting

Unrestricted general funds are available for use at the discretion of the trustees in furtherance of the general objects of the charitable company.

Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Membership income is invoiced at the start of each financial year and fully recognised in the year.
- Meeting and conference income is recognised in the year that the meeting or conference is held.
- Publication income is recognised when the publications are sold.
- Education income is recognised in the year when the courses are run.
- Donations are recognised on receipt and are treated as unrestricted funds unless they are specifically restricted by the donor
- Legacy entitlement is taken on a case by case basis as the earlier of the date when the charity is aware that probate has been granted, and either:
 - the estate has been finalised and estate accounts have been received by the charity
 - notification has been made by the executor(s) to the charity that a distribution will be made; or
 - when a distribution is received from the estateIn estimating the value of legacies at the year end the trustees have exercised their judgement based on the available information and the appropriate application of the Charities SORP
-

Resources expended

All expenditure is accounted for on an accruals basis as a liability is incurred. Expenditure excludes VAT. Any VAT that cannot be reclaimed is reported separately.

- Costs of generating funds comprise the costs associated with the handling of the membership.
- Charitable expenditure comprises those costs incurred by the charity in achieving its objectives including the holding or supporting of conferences. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

NOTES TO THE FINANCIAL STATEMENTS

AS AT 31ST DECEMBER 2021

1. Accounting Policies (continued)

- All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, other costs are apportioned on an appropriate basis. Where costs are apportioned these are either allocated directly as a result of the usage of the resource, such as floor space or staff time, or where this is not possible the allocation is based on a percentage basis as agreed by the trustees.

Support costs

The support costs of the charity are allocated between charitable activities and costs of raising funds. Governance costs have been allocated to resources expended on charitable activities.

Funds

Unrestricted funds are funds which the trustees are free to use for any purpose in furtherance of the charity's objectives.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or through the terms of an appeal.

Debtors

Short term debtors are measured at transaction price, less any impairment losses.

Cash and Cash equivalents

Cash and cash equivalents comprise cash at bank and in hand and demand deposits with banks.

Liabilities

Short term creditors are measured at the transaction price.

Depreciation

Depreciation is calculated to write down the cost or valuation less estimated residual value of all tangible fixed assets over their expected useful lives. The rates generally applicable are:

Computer equipment	20%-33% straight line
Audio Visual system	10% straight line
Office equipment	10% straight line
Leasehold improvements	10% straight Line

Leased Assets

Assets under finance leases and hire purchase contracts are capitalised in the Balance Sheet and depreciated over their expected useful lives. The interest element of leasing payments represents a constant proportion of the capital balance outstanding and is charged to the Profit and Loss Account over the period of the lease. All other leases are regarded as operating leases and the payments made under them are charged to the Profit and Loss Accounts on a straight-line basis over the lease term.

Going concern

The trustees are not aware of material uncertainties regarding going concern, the level of reserves and in particular cash balances are considered sufficient to mitigate the uncertainties arising from the COVID -19 pandemic.

THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee and not having a Share Capital)

NOTES TO THE FINANCIAL STATEMENTS

AS AT 31ST DECEMBER 2021

Judgments in applying accounting policies and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgments, estimates and assumptions that affect the amounts reported for assets and liabilities as at the balance sheet date and the amounts reported for revenues and expenses during the year. The nature of estimation means the actual outcomes could differ from those estimates. There were no material estimations necessary other than the decision on depreciation rates.

2. Incoming resources

The income was derived from the charity's principal activities which were carried out mainly in the UK. The Institute's main sources of income centre around the subscriptions receivable from its members and income derived from the meetings and educational activities that are provided to its members.

3. Investment income

	2021	2020
	£	£
Interest receivable	6,841	11,241
	<u>6,841</u>	<u>11,241</u>

THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee and not having a Share Capital)

NOTES TO THE FINANCIAL STATEMENTS

AS AT 31ST DECEMBER 2021

4. Total resources expended

	Costs of generating funds £	Conferences and Education £	Other £	Governance £	2021 Total Funds £	2020 Total Funds £
Costs directly allocated to activities						
Meetings	-	22,165	-	-	22,165	19,976
Publications	93,890	-	-	-	93,890	90,150
Education	-	90,858	-	-	90,858	79,611
Branch and Group Activities	-	1,326	-	-	1,326	2,014
Engineering Division	-	-	21,881	-	21,881	24,603
Subscriptions	-	19,194	-	-	19,194	21,510
Legal fees	-	-	-	5,068	5,068	1,006
Audit	-	-	-	8,500	8,500	8,500
Accountancy & taxation	-	-	-	11,505	11,505	11,670
Marketing expenses	79,654	-	-	-	79,654	99,127
Bad debts	-	9,203	-	-	9,203	-
	<u>173,544</u>	<u>142,746</u>	<u>21,881</u>	<u>25,073</u>	<u>363,244</u>	<u>358,167</u>
Support costs allocated to activities						
Staff costs	64,771	129,543	12,954	51,164	258,432	246,669
Rent, rates and service charge	11,980	29,950	2,994	14,976	59,900	53,570
Light, heat and insurance	1,505	3,760	376	1,879	7,520	6,486
Hire of equipment	-	11,122	-	-	11,122	11,394
Computer fees	6,109	48,878	-	6,109	61,096	42,311
Printing, stationery & duplicating	287	2,302	-	287	2,876	3,203
Postage (including Bulletin)	502	4,015	-	502	5,019	4,093
Telephone	774	6,967	-	-	7,741	5,440
Committee and management expenses	1,606	8,774	-	24,087	34,467	30,386
Sundry expenses	393	969	96	480	1,938	1,070
Bank and credit card charges	2,624	6,122	-	-	8,746	9,631
Depreciation	8,917	71,344	-	8,917	89,178	74,074
Irrecoverable VAT	4,393	32,951	2,197	4,393	43,934	48,755
Travel	244	407	81	81	813	1,102
Repairs and maintenance	1,984	3,310	661	661	6,616	4,661
	<u>279,633</u>	<u>503,160</u>	<u>41,240</u>	<u>138,609</u>	<u>962,642</u>	<u>901,012</u>

Included within Committee and management under conferences and education is £2,350 bursary expenditure relating to restricted funds. The remaining expenditure is unrestricted.

THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee and not having a Share Capital)

NOTES TO THE FINANCIAL STATEMENTS

AS AT 31ST DECEMBER 2021

5. Net Movement In Funds

The movement of funds is stated after charging or (crediting):

	2021	2020
	£	£
Depreciation of owned assets	89,178	74,074
Auditors' remuneration	8,500	8,500
Operating leases – premises	48,186	46,211
Hire of equipment	11,122	11,394
	<u>111,986</u>	<u>140,179</u>

6. Taxation

No provision for UK corporation tax has been made since the Trustees are of the opinion that all of the charity's income is applied for charitable purposes.

7. Trustees and Employees

The Trustees received no remuneration during the year but 7 (2020: 11) Trustees have been reimbursed for travel and subsistence costs incurred by them on behalf of the Institute, totalling £3,159 (2020: £3,732). During the year a company connected to a trustee was paid £3,600 (inc. VAT) for an online CPD video. This was awarded after a tender process undertaken by staff who are not trustees, standard trading rules applied.

	2021	2020
	£	£
Wages and salaries	225,385	215,757
Employers' national insurance	19,898	18,426
Employers' pension costs	13,149	12,486
	<u>258,432</u>	<u>246,669</u>

The average monthly number of employees, excluding Trustees, during the year was as follows:

	2021	2020
	Number	Number
Direct charitable activities	4	4
Management and administration	2	2
	<u>6</u>	<u>6</u>

One individual employee (2020: one) received employee benefits of £60,000 or higher, (£60,000 - £70,000 band- 1)

The cost to the Institute regarding key management personnel was £77,297 (2020: 74,658)

THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee and not having a Share Capital)

NOTES TO THE FINANCIAL STATEMENTS

AS AT 31ST DECEMBER 2021

8.	Tangible Fixed Assets	Leasehold Improvements	Computer Equipment £	Office Equipment £	Total £
	Cost				
	At 1st January 2021	161,461	426,346	27,475	615,282
	Additions	-	64,726		64,726
	Disposals	-	-	-	-
	At 31st December 2021	<u>161,461</u>	<u>491,072</u>	<u>27,475</u>	<u>680,008</u>
	Depreciation				
	At 1st January 2021	48,441	165,933	8,244	222,618
	Charge for the year				
	Disposals	16,147	70,283	2,748	89,178
	At 31st December 2021	<u>64,588</u>	<u>236,216</u>	<u>10,992</u>	<u>311,796</u>
	Net Book Value				
	At 31st December 2021	<u>96,873</u>	<u>254,856</u>	<u>16,483</u>	<u>368,212</u>
	At 31st December 2020	<u>113,020</u>	<u>260,413</u>	<u>19,231</u>	<u>392,664</u>
9.	Debtors			2021	2020
				£	£
	Trade debtors			57,334	50,662
	Prepayments and accrued income			75,249	24,055
	VAT recoverable			1,709	1,608
	Other debtors			48	1,205
				<u>134,340</u>	<u>77,530</u>
10.	Creditors: Amounts Falling Due Within One Year			2021	2020
				£	£
	Trade creditors			38,845	32,235
	Other taxes and social security			9,017	7,159
	Accruals			61,129	34,149
	Deferred income			123,978	106,628
				<u>232,969</u>	<u>180,171</u>

THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee and not having a Share Capital)

NOTES TO THE FINANCIAL STATEMENTS

AS AT 31ST DECEMBER 2021

11. Funds

Unrestricted – general fund

	£
At 1st January 2021	1,600,481
Net incoming (outgoing resources)	23,902
	<u> </u>
At 31st December 2021	<u>1,624,383</u>

The comparative note is as follows:

	£
At 1st January 2020	1,554,910
Net incoming (outgoing resources)	45,571
	<u> </u>
At 31st December 2020	<u>1,600,481</u>

Restricted – bursary fund

	£
At 1st January 2021	-
Incoming resources	10,000
Expenditure	(2,350)
	<u> </u>
At 31st December 2021	<u>7,650</u>

There was no restricted funds in the prior year.

12. Analysis of Assets between Funds

Fund balances at 31 December 2021 are represented by:

	Bursary Restricted Fund	Total General Fund	Total
	£	£	£
Fixed Assets	-	368,212	368,212
Debtors	-	134,340	134,340
Cash at bank and in hand	7,650	1,354,800	1,362,450
Creditors	-	(232,969)	(232,969)
	<u> </u>	<u> </u>	<u> </u>
At 31st December 2021	<u>7,650</u>	<u>1,624,383</u>	<u>1,632,033</u>
	<u> </u>	<u> </u>	<u> </u>

THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee and not having a Share Capital)

NOTES TO THE FINANCIAL STATEMENTS

AS AT 31ST DECEMBER 2021

13. Operating Lease Commitments

At 31st December 2021 the charity had total commitments under non-cancellable operating leases as set out below:

	Land & Buildings		Other	
	2021	2020	2021	2020
	£	£	£	£
Operating leases which expire:				
1-2 years	52,983	48,938	9,324	10,590
2-5 years	31,972	104,531	42,345	21,510
After five years	-	-	-	-
	<u>84,955</u>	<u>153,469</u>	<u>51,669</u>	<u>32,100</u>

14. Members liability

The liability of the members is restricted to £1 on the event of the winding up of the Institute.

THE INSTITUTE OF ACOUSTICS LIMITED
(A Company limited by guarantee and not having a Share Capital)

NOTES TO THE FINANCIAL STATEMENTS

AS AT 31ST DECEMBER 2021

15. Comparative Resources Expended year ended 31 December 2020

Total resources expended

	Costs of generating funds £	Conferences and Education £	Other £	Governance £	2020 Total Funds £	2019 Total Funds £
Costs directly allocated to activities						
Meetings	-	19,976	-	-	19,976	122,837
Publications	90,150	-	-	-	90,150	98,209
Education	-	79,611	-	-	79,611	92,265
Branch and Group Activities	-	2,014	-	-	2,014	8,735
Engineering Division	-	-	24,603	-	24,603	24,835
Subscriptions	-	21,510	-	-	21,510	45,928
Legal fees	-	-	-	1,006	1,006	367
Audit	-	-	-	8,500	8,500	8,500
Accountancy & taxation	-	-	-	11,670	11,670	11,640
Marketing expenses	99,127	-	-	-	99,127	88,637
Bad debts	-	-	-	-	-	(21,427)
	<u>189,277</u>	<u>123,111</u>	<u>24,603</u>	<u>21,176</u>	<u>358,167</u>	<u>480,526</u>
Support costs allocated to activities						
Staff costs	61,823	123,647	12,364	48,835	246,669	237,847
Rent, rates and service charge	10,714	26,785	2,678	13,393	53,570	39,829
Light, heat and insurance	1,298	3,243	324	1,621	6,486	5,917
Hire of equipment	-	11,394	-	-	11,394	10,761
Computer fees	4,231	33,849	-	4,231	42,311	40,863
Printing, stationery & duplicating	320	2,563	-	320	3,203	5,484
Postage (including Bulletin)	409	3,275	-	409	4,093	6,292
Telephone	544	4,896	-	-	5,440	7,163
Committee and management expenses	1,519	6,078	-	22,789	30,386	38,817
Sundry expenses	217	535	53	265	1,070	3,995
Bank and credit card charges	2,889	6,742	-	-	9,631	10,862
Depreciation	7,407	59,260	-	7,407	74,074	38,366
Irrecoverable VAT	4,875	36,567	2,438	4,875	48,755	51,375
Travel	331	551	110	110	1,102	1,165
Repairs and maintenance	1,398	2,331	466	466	4,661	8,137
	<u>287,252</u>	<u>444,827</u>	<u>43,036</u>	<u>125,897</u>	<u>901,012</u>	<u>987,399</u>