

Company registration number: 01923559

Charity registration number: 1161870

# Chartered Institute of Ergonomics & Human Factors

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 December 2022

Draft

# Chartered Institute of Ergonomics & Human Factors

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# Chartered Institute of Ergonomics & Human Factors

## Reference and Administrative Details

### Chief Executive Officer

Benjamin Peachey

### Trustees

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

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

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

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

Jonathan Berman (Treasurer)

Fiona Cayzer (co-chair of PAB)

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

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

Julie Avery (Associate Member Representative)

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

Kirsty Angerer (Graduate Member Representative to April 2022)

Mark Young

Rebecca Charles

Byron Edwards

Mark Sujjan

Courtney Grant

Monica Sen Gupta

Terry Lansdown

Nu'maan Kala

Robert Bridger

### Registered Office

7 The Courtyard  
Wootton Park  
Wootton Wawen  
Warwickshire  
B95 6HJ

The charity is incorporated in England and Wales.

# Chartered Institute of Ergonomics & Human Factors

## Reference and Administrative Details

**Company Registration Number** 01923559

**Charity Registration Number** 1161870

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

Draft

# **Chartered Institute of Ergonomics & Human Factors**

## **Strategic Report for the Year Ended 31 December 2022**

### **Strategic Report for the Year Ended 31 December 2022**

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

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

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

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

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

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

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

# Chartered Institute of Ergonomics & Human Factors

## Strategic Report for the Year Ended 31 December 2022

### Ensuring financial resilience and stability

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

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

Overall, we had an operating surplus at the end of the year of £27.5k. Our robust financial position combined with a recognition of the challenges we all face with the cost-of-living crisis led to a decision to freeze membership fees for another year (they have not risen since 2019).

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

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

### Supporting our members

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

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

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

### Investment in Learning

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

## **Chartered Institute of Ergonomics & Human Factors**

### **Strategic Report for the Year Ended 31 December 2022**

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

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

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

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

#### **Engaging the broader profession**

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

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

#### **Partnerships**

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

## **Chartered Institute of Ergonomics & Human Factors**

### **Strategic Report for the Year Ended 31 December 2022**

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

#### **Conclusion**

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

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

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



Jonathan Berman Treasurer

## Chartered Institute of Ergonomics & Human Factors

### Statement of Trustees' Responsibilities

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

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including its income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards, comprising FRS 102 have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records that can disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

  
Mr Jonathan Berman  
Treasurer, Trustee

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

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

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

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

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

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

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

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

**Chartered Institute of Ergonomics & Human Factors**

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

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

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

Chartered Institute of Ergonomics & Human Factors

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

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

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

Directors' responsibilities:

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



Mr Jonathan Berman  
Treasurer, Trustee

# Chartered Institute of Ergonomics & Human Factors

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

### 1 Charity status

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

The principal place of business is:

7 The Courtyard  
Wootton Park  
Wootton Wawen  
Warwickshire  
B95 6HJ

### 2 Accounting policies

#### Summary of significant accounting policies and key accounting estimates

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

#### Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

#### Basis of preparation

Chartered Institute of Ergonomics & Human Factors meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

#### Going concern

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

#### Income and endowments

##### *Deferred income*

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

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

# Chartered Institute of Ergonomics & Human Factors

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

### *Investment income*

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

### **Expenditure**

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

### *Raising funds*

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

### *Charitable activities*

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

### **Support costs**

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

### **Governance costs**

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

### **Taxation**

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

### **Depreciation and amortisation**

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

<b>Asset class</b>	<b>Depreciation method and rate</b>
Furniture and fittings	25% cost

## Chartered Institute of Ergonomics & Human Factors

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

#### **Fixed asset investments**

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

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

#### **Cash and cash equivalents**

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

#### **Fund structure**

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

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

#### **Financial instruments**

##### ***Investments***

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

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

**Chartered Institute of Ergonomics & Human Factors**

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

**3 Income from charitable activities**

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

**4 Investment income**

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

**Chartered Institute of Ergonomics & Human Factors**

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

**5 Expenditure on raising funds**

**a) Investment management**

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

**6 Expenditure on charitable activities**

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

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

**7 Net incoming/outgoing resources**

Net incoming resources for the year include:

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

**Chartered Institute of Ergonomics & Human Factors**

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

**8 Staff costs**

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

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

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

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

**9 Taxation**

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

**10 Tangible fixed assets**

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

**11 Fixed asset investments**

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

## Chartered Institute of Ergonomics & Human Factors

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

#### 12 Debtors

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

#### 13 Cash and cash equivalents

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

#### 14 Creditors: amounts falling due within one year

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

#### 15 Contingent assets

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

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

**Chartered Institute of Ergonomics & Human Factors**

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

**16 Funds**

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

**Chartered Institute of Ergonomics & Human Factors**

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

**17 Analysis of net assets between funds**

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

**Chartered Institute of Ergonomics & Human Factors**

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

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

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

**Chartered Institute of Ergonomics & Human Factors**

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

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

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