



THE CHARTERED INSTITUTION OF BUILDING SERVICES ENGINEERS

**ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2018**

Charity No. 278104

THE CHARTERED INSTITUTION OF BUILDING SERVICES ENGINEERS

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The Trustees present their report and the audited financial statements for the year ended 31 December 2018.

**1) OBJECTIVES AND ACTIVITIES OF THE CHARTERED INSTITUTION OF BUILDING SERVICES ENGINEERS
("CIBSE"/ THE "INSTITUTION")**

What we do

The Chartered Institution of Building Services Engineers (CIBSE) is the professional engineering institution licensed by the Engineering Council that exists to:

- 1) Promote, for the benefit of the public in general, the art, science and practice of engineering services associated with the built environment and industrial processes, known as building services engineering; and,
- 2) Advance education and research in building services engineering, and disseminate the useful results of such research.

CIBSE facilitates improvements in the performance of buildings through the development and sharing of knowledge about buildings and how they perform, and through developing and maintaining our membership of competent and experienced practitioners.

CIBSE supports building services engineers by accrediting courses of study in further and higher education, approving work based training programmes and providing routes to full professional registration and membership, including Chartered Engineer, Incorporated Engineer and Engineering Technician. Once qualified, building services engineers can access a range of CIBSE services, all focussed on maintaining and enhancing professional excellence throughout a career.

CIBSE is the standard setter and authority on building services engineering. It publishes guidance and codes, which are internationally recognised as authoritative, and sets the criteria for best practice in the profession, and provides a range of services to our members, industry and the public.

The Institution speaks for the profession and is consulted by government on matters relating to construction, engineering and sustainability. It is represented on major bodies and organisations that govern construction and engineering occupations in the UK, Europe and worldwide.

President's message

In my Presidential Address last May I spoke about the many and varied changes impacting our world, the construction industry and building services engineering. The theme for my presidential year has been how our profession and CIBSE can adapt to the unprecedented changes around us, and continue to thrive.

CIBSE's goal is to make the built environment better for people, and as a charity this has put us at the heart of the drive for change in the construction industry. Following the tragic fire at Grenfell Tower, in London, CIBSE has been supporting efforts to ensure that lessons are learned and changes implemented. Our Institution responded to Dame Judith Hackitt's Independent Review of Building Regulations and Fire Safety, and CIBSE and our members continue to work in collaboration with government to drive safer multi-storey buildings for their residents. In all, CIBSE responded to 29 consultations and calls for evidence by UK Government, Devolved Administrations and Select Committees last year, which included a significant contribution to the Environmental Audit Committee's report on the pressing concern of heatwaves and adapting to climate change.

Like industry and other professional bodies, CIBSE must itself adapt to change. Over the past year we have worked to gain a greater understanding of our own identity, how we can best serve the needs of society and our members, and the ways in which our members want to interact with CIBSE today and into the future. CIBSE is an increasingly diverse global organisation with more than 20,000 members in more than 100 countries around the world. Last year the CIBSE Young Engineers Network – our valued support network for younger members – appointed its first global chair from outside the UK, Munis Hameed, from the United Arab Emirates, and CIBSE ran training courses as far afield as Mauritius and Slovakia. We have also placed greater focus on the diversity of our membership, re-establishing the Inclusivity Panel, to monitor, advise and ensure that the work of all the inspirational people across our profession receives due recognition.

Our Knowledge Portal plays an ever more important role in ensuring that the guidance needed to respond to today's rapid technological, construction and regulatory changes is readily accessible to our global membership and the broader industry. With the Knowledge Portal recording 1,000,000 visits in 2018, this online route is clearly in demand, and CIBSE will be making knowledge available in more new digital formats in the future. Alongside our digital initiatives, events like our Building Performance Awards, Technical Symposium and Build2Perform Live are valuable in providing opportunities for all members, from the newly qualified to business leaders, to meet, update learning, address industry challenges and share experience.

The Institution has active communities around a range of disciplines and reaches out to the industry via 18 Special Interest Groups, which collectively engage with some 45,000 non-members. The values and professionalism of CIBSE and our members are particularly evident in our volunteer communities which develop in line with advancing technology. For example, our Society of Digital Engineering, which provides a forum for those involved in digitising the built environment, has grown its membership threefold since 2017 and hosted its inaugural Digital Engineering Awards at last November's Build2Perform Live. By shaping and participating in activities like this, our members are positively influencing both their own future and the future of our Institution.

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Delivering such change is not always easy. CIBSE is a charity which exists to deliver public benefit while ensuring its continuing relevance for the future and providing today's members with professional recognition, knowledge and support to better serve society. But we all know that construction must change, and, the CIBSE community is committed to being at the forefront of delivering that change. We are leading the way through many corporate collaborations and individual actions in our daily lives, whether through volunteering or setting examples in our workplaces.

That includes the work done by the network of volunteers across our Groups, Divisions, Regions, Networks and Committees, who make so many of our events and activities happen. I would like to thank all our volunteers for their energy and passion in organising events and in rising to the challenge I made in my Presidential Address: to encourage others to follow their lead and be engaged. Thanks are also due to CIBSE's hard working staff for their commitment to our Institution and its work. Over my presidential year, I continue to be impressed by those who are helping to address and lead change by contributing their knowledge, experience, skills and time for the benefit of our profession, broader society and built environment.

Our annual report gives a summary of CIBSE's work over the past year and outlines the progress we have made. But the process of change is far from over and this annual report gives a flavour of what is to come in the next phase which will be guided by Professor Lynne Jack, Heriot-Watt University's Director of Research, Malaysia, and CIBSE's first woman President.

Strategic themes

Theme 1: Improving building performance

Building services are key to keeping building users as safe and comfortable as possible, promoting occupant health and wellbeing, minimising impact on the environment during construction and in use, and driving improved performance and productivity.

CIBSE seeks to foster and promote improvement in the performance of buildings, to the benefit of their users, developers and owners, as well as the broader environment and the economy.

Around 40% of the UK's total carbon emissions are associated with its building stock, and the reduction of these emissions is central to lowering the UK's overall carbon footprint, as required by the Climate Change Act. In 2017 global energy related CO₂ emissions reached a record 32.5 gigatonnes, while economic losses from climate related disasters – such as hurricanes, floods and drought - reached a record \$240 billion, according to the report 'The Economic Case for Climate Action in the United States', by the Universal Ecological Fund. In 2018 the Special Report of the Intergovernmental Panel on Climate Change emphasised the urgency of reducing emissions overall, and therefore the need to improve the performance of buildings.

In the UK, the Independent Review of Building Regulations and Fire Safety has also highlighted the need for buildings to perform. CIBSE is committed to supporting the Review and its implementation.

CIBSE champions continuous improvement in building performance as a natural consequence of what we do day-to-day. It underpins all the work we do, from accrediting courses, creating routes to professional registration, training, producing guidance and publications, setting standards and advising government and policy makers. It is the overarching theme of our national Build2Perform Live event and the focus of celebration at the Building Performance Awards. All of these activities give engineers and the public a better understanding of the importance and practicalities of delivering better performing buildings to improve the UK's built environment.

Theme 2: Sharing engineering knowledge

Knowledge sharing is one of CIBSE's primary roles in the industry. Working with the industry and its clients, CIBSE serves wider society by developing and disseminating internationally recognised guidance and codes. This knowledge provides authoritative guidance for the design, installation and operation of engineering services in buildings. It enables engineers to keep up to date with best practice in technology and standards, and supports the implementation of policies to improve the safety, comfort and productivity of buildings and reduce their carbon emissions.

The built environment is increasingly complex and interconnected by electrical, heating and controls networks. Technology is constantly evolving and building services engineers need to keep abreast of the changes to deliver the best outcomes for clients and end users. By improving their skills and knowledge they can help everyone to live and work in safer, healthier and more comfortable spaces,

be more productive, reduce energy bills, and minimise the environmental impact of buildings. This depends on access to up to date and accurate professional guidance on a range of topics.

CIBSE's Knowledge Portal makes this knowledge publicly available and all CIBSE members have access to the Portal as a benefit of their membership. The availability of CIBSE guidance through commercial information services extends access to the broader industry in the UK and beyond.

Our whole industry needs to better understand allied professions and avoid silo thinking. We must be aware of the impact of technological advances, new standards and legislative changes on the built environment. By advancing the education of engineers and keeping them at the forefront of building services research, society benefits from better performing buildings.

Theme 3: Membership

The building services profession forms a significant community, whose expertise is applied globally to help deliver comfortable, valuable and sustainable buildings. The diversity, breadth and strength of that membership helps CIBSE to ensure that building services professionals have access to the latest information and research and have industry-wide influence.

CIBSE relies on its members to help generate knowledge in a variety of specialisms for industry and public benefit across many areas of the world. The diversity of CIBSE's membership is central to achieving these goals. CIBSE delivers the greatest benefit to society when its knowledge is sourced from the full spectrum of people and professions who form its membership.

CIBSE membership also recognises and accredits expertise, so that those who are competent can be widely and reliably recognised. In this way, CIBSE promotes good practice and ensures that the best engineers who value good building performance are given due prominence in the industry. CIBSE also places a high priority on recruiting international members to ensure these standards are spread globally.

Theme 4: Growing CIBSE Services

CIBSE Services Ltd is the commercial arm of the Institution. It supports CIBSE's charitable aims by delivering products and services that adhere to its aims and ethos.

CIBSE Services helps to raise the profile and status of building services engineering through the delivery of information, including training and certification, which provides a route for suitable practitioners to deliver high quality services.

CIBSE Certification was formed to provide an independent certification body for the approval of personnel. Those who achieve certification must meet and maintain stringent standards, which are independently set. CIBSE Certification is a premium brand in the market. Certified professionals also benefit from the support of CIBSE Certification and access to CIBSE Knowledge, training, and events.

The work of CIBSE Services enables the Institution to carry out wider charitable actions that benefit society as a whole, such as running the Technical Symposium at a cost that enables young and newly qualified engineers to benefit from the knowledge it produces.

Theme 5: Raising awareness and driving our profile

To maximise the impact of the work CIBSE does, it is necessary to demonstrate building services engineering in its broadest sense to as diverse an audience as possible. Our monthly CIBSE Journal, the annual Building Performance Awards, the Technical Symposium and the Build2Perform Live event all serve to raise wider public awareness of what we do and of the importance of building services engineering to society. We also raise awareness with policy makers through consultation responses and legislative enquiries and by participating in All Party Parliamentary Groups.

The public benefit of the research CIBSE carries out can be significant, but often the general public is unaware of the issues behind buildings and building performance. Raising awareness helps people to appreciate the benefits of supporting building services engineers in their careers and in their task of improving building performance.

Demonstrating the importance of good building performance, and the link with good building services engineering, reinforces the message that the success of the built environment is crucial to many areas in the public consciousness, from productivity to carbon emissions. Raising public awareness in this way helps to promote dissemination of CIBSE's research.

2) ACHIEVEMENTS AND PERFORMANCE

Sharing engineering knowledge – improving building performance

CIBSE strives to create best practice and authoritative guidance on the principles and practical provision of better building performance, helping engineers keep up to date.

In a fast-changing environment that demands digital solutions for the delivery of knowledge and guidance, we are in the process of re-imagining our knowledge generation and delivery processes.

As a charity, our aims are driven by our charter to support 'the Science, Art and Practice of building services engineering, by providing our members and the public with first class information and education services'. In a changing world we are therefore adapting the way we deliver content.

In 2018, 12 titles were published including:

- Commissioning Code L: Lighting
- TM60: Good Practice in the Design of Homes (Homes for the Future Group)
- DE9: Application of Soft Landings and Government Soft Landings in Building Services Engineering
- DE6.1: Cyber Security in Building Services Design
- LG17: Lighting for Retail Premises
- SLL Lighting Handbook
- Working with WELL: Using the WELL Building Tool in the UK – Air

Technical Memorandum (TM) 60 - Design of Homes

TM60 – Good Practice in the Design of Homes is CIBSE's first significant source of guidance on the design of homes and aims to help building services engineers and other professionals working on their planning, design and construction. It describes good practice in the design and delivery of homes that are safe, fit for purpose, resource efficient, low carbon, comfortable, healthy, and easy to operate and maintain.

The guidance can be applied to houses, apartments, student accommodation and care homes, both old and new. Although TM60 is predominately about designing good residential services it also covers the full project life cycle from site analysis through to construction, handover and operation. It highlights the integrated nature of good practice design, where a multidisciplinary approach is often required. Integrated design will require greater collaboration and understanding of the impacts of system selection and various decisions through the design, construction and subsequent occupation and operation of homes.

Digital Engineering Series

The CIBSE Digital Engineering (DE) Series has been developed to help the whole built environment supply chain tackle the practical challenges of digital engineering and building information modelling (BIM). Adoption of digital information management offers the prospect of passing as-built information through to those who own, operate and maintain buildings, enabling them to improve their performance through their life cycle. This concept of a 'golden thread' was a key recommendation of the Independent Review of Building Regulations and Fire Safety.

In 2018 the following titles were added to the series:

DE6.1: Cyber Security in Building Services Design

DE9: Application of Soft Landings and Government Soft Landings in Building Services Engineering

In addition, a library of online symbols is being developed, which will provide an agreed set of symbols for use in digital processes. The guidance and library are available digitally on the CIBSE website, as part of our commitment to support the adoption of digital engineering.
www.cibse.org/knowledge/cibse-publications/cibse-digital-tools

New formats for knowledge outputs

CIBSE is already responding to the need for new formats and digital outputs. Both the Digital Engineering Series and Working with WELL are examples of innovative designs and formats. The introduction of Energy Benchmarking and Standard Symbols in 2019 will see the arrival of two new important digital 'tools'. In addition, CIBSE's Knowledge Management Committee has approved 57 outputs for delivery in the next three years.

Technical Symposium

The annual CIBSE Technical Symposium offers a valuable opportunity for professionals of all ages to learn about the latest building services innovations and research. CIBSE particularly encourages early career professionals to participate.

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The 2018 theme, 'Stretching the Envelope', looked at the challenges and changes facing our industry. More than 70 speakers considered our responsibility to deliver healthy and productive environments that reach beyond 'business as usual', while addressing the uncertainties of climate, resources, environment, and security.

The Symposium was held at London South Bank University and supported by sponsors Rinnai and Zehnder. More than 200 delegates participated in two days of presentations, discussions, debates and the informal networking that fosters new professional relationships and nurtures existing connections. The papers and proceedings of the Symposium are available online. Several presentations are being developed for publication in Building Services Engineering Research and Technology Journal (BSER&T).

Technical Journals

CIBSE publishes two technical journals: Building Services Engineering Research and Technology (BSER&T), and Lighting, Research & Technology (LR&T) – which celebrated its 50th year in 2018. Both Journals continue to go from strength to strength, with BSER&T published six times a year and LR&T eight times a year in response to demand from those submitting papers. These significantly increase the role of the Institution in disseminating research to a wider audience. The Journals are available to CIBSE members as a benefit of membership, and have a worldwide subscriber base supported by our publishing partner Sage.

Once again a paper published in BSER&T gained national media coverage. This paper highlighted the longer term implications of rising carbon dioxide concentrations and was written by Professor Tadj Orescyszyn and colleagues at University College London. This coverage once again demonstrates the topicality and relevance of the journals and the importance of the research they publish.

Societies (Divisions)

The Society of Digital Engineering (SDE) was launched in 2017 and has continued to develop in 2018.

The CIBSE Patrons became the sixth of CIBSE's 'Divisions', as they are defined in the by-laws, in 2018. The six Divisions are:

- Society of Digital Engineering (SDE)
- Society of Façade Engineering (SFE)
- Society of Light and Lighting (SLL)
- Society of Public Health Engineers (SoPHE)
- Institute of Local Exhaust Ventilation Engineers (ILEVE)
- CIBSE Patrons

Membership is open to all CIBSE members. Each Division has its own corporate membership, for those who can demonstrate specific engineering competences in the discipline of the division

Society of Digital Engineering (SDE)

The Society of Digital Engineering was formed to provide a forum for those involved in digitising the built environment, whether as designers, contractors, manufacturers, clients, facilities managers or

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software vendors. Membership is open to all those involved in digital engineering, building information modelling (BIM), software for design and analysis of buildings, computer aided facility management and other related activity.

The Society has its own classes of membership and designatory letters for those qualified and experienced in digital engineering. It provides professional recognition to digital engineers and a route to CIBSE membership and registration with the Engineering Council.

The Society has 369 members, 40% of whom are new to CIBSE - this represents an almost threefold growth since 2017.

It hosted the inaugural Digital Engineering Awards at Build2Perform Live. The awards generated a good range of quality entries, including some from outside the UK. The Society also ran three sessions at Build2Perform Live, dedicated to digital engineering and how it impacts and relates to other activities in which members engage.

The SDE works closely with the CIBSE Digital Steering Group, which works to create the products and services used by members. In 2018 the Digital Steering Group has:

- Created the first batch of standard symbols, hosted on the CIBSE website and freely accessible to all
- Completed the first nine digital engineering publications - seven of which are also eLearning modules available on the CIBSE eLearning platform and through our partner member, Excitech, via their Pinnacle eLearning platform
- Continued to provide our Fundamentals of BIM course – both at CIBSE and in-house
- Created and launched the CoDEC (Certificate of Digital Engineering Competency) scheme, initially for manufacturers, but with the aim of extending it to other sectors of our industry

The Society of Façade Engineering (SFE)

The Society of Façade Engineering brings together the disciplines involved in the process of design, supply, installation, testing and operation of building façades in a forum where they can work together to advance knowledge and practice in façade engineering. The Society includes architects, façade engineers, building services engineers, structural engineers and contractors.

The Society promotes good practice to enable today's increasingly complex building façades to meet the many and varying performance criteria, including safety, weather-tightness, thermal performance, ventilation, lighting, solar control, and acoustics.

The Society also serves to recognise the competence and engineering credentials of those involved in the façade industry. Membership is open to individuals with an involvement in façade engineering.

During the year the Society has actively contributed to work in response to the Grenfell Tower fire. A working group on façade performance was set up to respond to the Independent Review of Building Regulations and Fire Safety and to provide guidance to members on the emerging issues and regulatory changes. The Grenfell Tower fire has brought the discipline of façade engineering into the spotlight and emphasised the importance of the Society in recognising competent members, based

on formal professional membership recognition requirements. The Society is contributing to the ongoing work on professional competence in response to the Independent Review.

The Society of Light and Lighting (SLL)

The Society welcomes all who are interested in the art, science and engineering of light, lighting and its applications. Lighting designers, consulting engineers, researchers, students, academics, manufacturers and sales staff all contribute to its membership. It offers authoritative guidance, professional recognition and a range of technical events. SLL is recognised worldwide as an authority on lighting and its applications.

The Society published updates to several Lighting Guides, including LG1: Industrial Lighting, LG13: Places of Worship. New Guides, LG17: Retail Lighting and LG18: Lighting for Licensed Premises, were published and the Lighting Handbook was completely rewritten.

The SLL LightBytes series was presented at seven venues in 2018 and at LuxLive in London. The series was presented in partnership with sponsors Fagerhult, Thorlux, Zumtobel and Xicato. Developed in association with the CIBSE Facilities Management Group, it focussed on four topics: how to specify a luminaire, retrofit and upgrade, emergency lighting and the Internet of Things, and formed the basis of the lighting session at Build2Perform Live.

The Society exhibited at LuxLive in November, where the final of the SLL Young Lighter of the Year Award was held, with the winner announced at the Lux Awards.

The Society exhibited at Light Middle East in October, promoting the Society in the United Arab Emirates (UAE) region and welcoming new members. This supports our members in the region and promotes CIBSE and UK knowledge and expertise. At this event SLL hosted the third Ready Steady Light Middle East.

Society of Public Health Engineers (SoPHE)

The Society aims to provide a higher profile and focus for public health engineers. SoPHE membership grades recognise those who are suitably qualified and experienced in public health engineering.

There are currently 65 companies registered as SoPHE Industrial Associates, who wish to be involved with the Society's work and support the technical programme.

The Society runs a programme of technical events through the year, which are open to all in the industry. These cover various aspects of water, drainage, energy, sustainability and legislation. They also include projects incorporating cutting edge engineering solutions, which go beyond current design practices and challenge the industry norms.

In 2018 the Society partnered with the Chartered Institution of Public Health Engineers and Havering College, London, to develop the Havering College Plumbing Centre of Excellence, launched in autumn 2018, to provide advanced training in the public health discipline.

The Institute of Local Exhaust Ventilation Engineers (ILEVE)

The Institute was established to promote air quality in the workplace and to reduce ill health and death due to occupational lung disease, caused by airborne contamination and hazardous substances in the working environment. There are around 8,000 new cases of occupational lung disease annually, making it a significant problem for all those affected, their families and dependants and a serious burden on the healthcare system.

The Institute recognises competence in the practical application of local exhaust ventilation and seeks to raise awareness of the importance of good air quality and ventilation in workplaces. The Institute's Competence Cards are issued to members as proof of their peer assessed and evidenced competence and to provide a benchmark for LEV competence standards. The membership designations, FILEVE, MILEVE and AILEVE, provide evidence of demonstrated knowledge and skills. ILEVE offers a path to full professional registration for engineers in local exhaust ventilation and a means to maintain and enhance professional standing.

ILEVE works with the Health and Safety Executive (HSE) and with other professional and trade bodies to raise awareness of the need for local exhaust ventilation to safeguard workplace health and promote competence.

ILEVE exhibited and ran CPD sessions at the British Occupational Hygiene Society conference in February and with the CIBSE HVAC Group at Build2Perform Live, reaching out and raising awareness of specialist LEV systems and practitioners.

CIBSE Patrons

CIBSE Patrons is a network of businesses that collaborate to give financial, technical and moral backing to a wide range of initiatives led by CIBSE. There are currently 98 member organisations in CIBSE Patrons, including consulting engineering practices, manufacturers, contractors, and trade bodies.

The Patrons' primary focus is on 'nurturing talent': they support a wide range of initiatives designed to attract, encourage and improve the recruitment, development, training and retention of engineers on behalf of the industry at large. This support ranges from the production of careers booklets to the sponsorship of bursaries to their growing role as lead supporter of the CIBSE Young Engineers Awards.

The Patrons are long term supporters of two of the UK's leading engineering and construction-focused educational charities: the Arkwright Scholarship Trust, and Design, Engineer, Construct. In 2018 they presented £1,500 to their Arkwright scholar, Holly Farrow, a student at Stamford School, Lincolnshire.

In late 2018 the CIBSE Patrons were formally made a CIBSE Division in order to better align and strengthen their relationship with the Institution. This will enable Patrons to work increasingly closely and effectively in support of CIBSE, for example by joining and supporting the Technical Symposium planning committee, assisting the development of new CIBSE Knowledge, and supporting Build2Perform Live.

In 2019 the Patrons will celebrate their 40th anniversary, providing the opportunity to raise their profile, celebrate their achievements, unveil plans for the future and attract new members.

Special Interest Groups

The 18 Special Interest Groups cover topics ranging from day-lighting and lifts to controls and electrical services. Participation is open to all who are interested, whether or not they are CIBSE members. A key objective for the groups is to promote CIBSE membership.

Through the groups, CIBSE engages with some 45,000 non-members with a specific interest in one or more of the topics covered by the groups.

1. ASHRAE
2. Building Simulation
3. Chimneys and Flues
4. CHP and District Heating
5. Daylight
6. Electrical Services
7. Energy Performance
8. Facilities Management
9. Healthcare
10. Heritage
11. Homes for the Future
12. HVAC Systems
13. Information Technology (IT) & Controls
14. Intelligent Buildings
15. Lifts
16. Natural Ventilation
17. Resilient Cities
18. School Design

The groups run a variety of technical activities and provide knowledge and information through a range of channels. The Natural Ventilation Group provides a regular newsletter to those registered with the group. The CIBSE ASHRAE Group provides a regular programme of technical webinars, involving speakers from around the world.

The Homes for the Future Group led the development of TM60 - Good Practice in the Design of Homes, which provides guidance on the integration of building services into dwellings, including single family dwellings and apartments. The CHP and District Heating Group continues to contribute to the update of the Code of Practice for District Heating and associated training and guidance. The CIBSE Lifts Group also runs a programme of technical activities, including an annual one-day technical seminar, and maintains CIBSE Guide D, the Lifts Guide.

In 2018 the Heritage Group maintained a steady programme of meetings on heritage matters, allied to its ongoing work curating and collecting an unparalleled archive of information on historic building services installations, equipment and manufacturers. Much of this is accessible via its webpages. The Group archives are a unique and invaluable source of knowledge of heritage building services systems and provide access to historic material, which is unmatched in any other location.

The Energy Performance Group had a busy year with a series of technical events, called Power Hours, featuring several speakers and lively debate. It also provides a regular news service to members on energy related matters and is working on several topical briefings.

Several groups contributed to the Build2Perform Live programme, providing speakers and developing content, which enabled the spread of technical coverage at the event to reflect the very broad spread of expertise within the Institution.

Developing our membership

CIBSE is the leading professional body for the building services profession, with more than 20,000 members in more than 100 countries.

CIBSE members are part of a network that offers professional support and expertise across the globe. They work in partnership with other professional bodies, construction and engineering firms worldwide to deliver engineering excellence in the built environment.

CIBSE provides members with:

- Unlimited access to the Knowledge Portal, with digital access to all CIBSE guidance
- Subscription to the CIBSE Journal, CIBSE email newsletter, BSER&T and LR&T Journals
- Preferential rates on printed copies of publications from CIBSE and other publishers
- Extensive opportunities for professional development and networking

Regions

The Institution is organised on a regional basis. There are 16 regions in the UK and four overseas - in Ireland, Australia and New Zealand, Hong Kong and the United Arab Emirates (UAE). There are also Chapters in Canada, China (Shanghai and Chongqing), Qatar, Singapore and Sri Lanka.

The CIBSE regions in the UK and around the world continued to play a major role in the Institution during 2018. Each region is driven by a committee of dedicated volunteers, who aim to engage with members and improve understanding of building services engineering among other professions and society in general, by organising periodic meetings and other activities relating to the built environment.

Events and activities in the regions would not happen without the effort and enthusiasm of more than 200 CIBSE members who give their time to promote building services engineering, organise events for continuing professional development (CPD), provide networking opportunities and support those looking to become professionally registered.

The Ireland region celebrated its 50th anniversary in 2018. More than 700 people attended its celebration dinner and awards ceremony in December. Three awards were presented on the night to companies that demonstrated particular excellence in building services engineering.

The Australia and New Zealand (ANZ) region ran a regional roadshow titled in the autumn titled 'The Anatomy of the Smart Building',. An international panel of speakers presented to over 250 delegates on how to deliver smart, energy efficient infrastructure.

The 20 regions are:

- Australia & New Zealand
- East Anglia
- East Midlands
- Home Counties North East
- Home Counties North West
- Home Counties South East
- Home Counties South West
- Hong Kong
- Ireland
- Merseyside & North Wales
- North East
- North West
- Northern Ireland
- Scotland
- South Wales
- South West
- Southern
- United Arab Emirates
- West Midlands
- Yorkshire

Young Engineers Network (YEN)

The CIBSE Young Engineers Network is a global network of regional centres offering a forum and support network for young engineers within CIBSE. Each centre is run by a committee of young engineers who organise technical and networking events in their area. A centre can consist of young engineers who live or work in that area or may be university or college based.

YEN exists to:

- Promote a positive and welcoming image for building services, especially for those who did not study the discipline at university
- Enable young engineers to engage more closely with the Institution at an early stage in their careers
- Encourage more women to join and remain involved in the building services profession
- Establish a formal link with CIBSE Council and Board
- Help younger engineers to promote building services engineering to school and university students
- Guide young engineers towards a long term career in building services

In 2018 YEN appointed its first global chair from outside the UK – Munis Hameed, who is based in United Arab Emirates (UAE) - further emphasising the international reach of the network.

Encouraging engineers of tomorrow

CIBSE continues to promote a career in building services engineering to school-age children through careers fairs and STEM ambassadors in schools. CIBSE has produced a suite of material designed

specifically for students and their parents. The Career Guides explore what it is like to work in the building services industry, highlight the benefits of working in the sector and provide clear guidance on how to develop a career as a building services engineer.

The Career Guides are freely available to download on the CIBSE website at:

www.cibse.org/careers.

CIBSE membership also runs a programme of visits to universities to promote membership of the Institution and building services engineering as a career overall.

Inclusivity Panel

We believe that an inclusive culture brings resilience, creativity and innovation – qualities that deliver both better buildings and a stronger building services engineering community. CIBSE is working hard to ensure that our organisation and profession are welcoming to all, for the benefit of all.

The panel continues to work on delivery of its three key aims:

1. Improve awareness and understanding of inclusivity and diversity across CIBSE, and embed these concepts within the Institution's strategic aims
2. Improve the breadth and quality of data captured about staff and members 'protected characteristics'
3. Increase the proportion of female members and registrants

This year was a landmark in the history of the Institution with the election of Prof. Lynne Jack as our first female President Elect. Alongside the appointment of Munis Hameed as Global Chair of the Young Engineers network these clearly demonstrate our commitment to inclusivity and reinforces the growing diversity of the Institution.

Growing CIBSE Services

In 2018 CIBSE Services' business streams made good progress through the use of the new Salesforce CRM (Customer Relationship Management) software, developing marketing activities and focusing on providing products and services to meet demand.

Developments included:

- New trainers and courses, increased in-house courses and online learning activities and a growing customer base
- CIBSE Certification gained ISO 9001 accreditation, and grew its Energy Savings Opportunity Scheme (ESOS) Register
- A complete review of the knowledge generation process, introduction of digital tools such as Energy Benchmarking, development of Digital Engineering Series eLearning modules
- CIBSE Journal attracted plaudits from members and supply chain, launched new digital hubs
- The Technical Symposium and Build2Perform Live attracted more sponsors, delegates and exhibitors

CIBSE Journal

The CIBSE Journal continued to cement its editorial reputation in 2018 with its high quality news and technical coverage and detailed building features, and notably with its ongoing, measured reporting of the Independent Review of Building Regulations and Fire Safety in the wake of the Grenfell Tower fire of 2017.

The Journal continued its focus on fire safety engineering by hosting a smoke control round table discussion in September, sponsored by Colt, bringing together specialists from the Smoke Control Association, Hoare Lea, Arup, Cundall, BuroHappold, Spie UK, BRE Global and CIBSE.

Throughout 2018 the magazine published high-quality in-depth case studies and articles reflecting the diversity of interests and specialisms of CIBSE members. These included features on: the façade engineering for Zaha Hadid Architects' Morpheus Hotel in China; the Building Performance Award winning Oriam, Scotland's Sports Performance Centre; lighting design on London's Crossrail; heat recovery at the University Arms Hotel in Cambridge; and a report on a major BRE study on biophilic office design.

The Journal has also continued to support CIBSE events and initiatives in 2018, with coverage of the Building Performance Awards, Build2Perform Live, Young Engineers Awards, Technical Symposium, new CIBSEguidance, and Group and Division events.

There were six stand-alone supplements in 2018. These were: school and education facilities, commercial heating, building information modelling (BIM)/digital engineering, hotel and leisure facilities, lighting, and a continuing professional development (CPD) directory guide.

Two new digital hubs on cooling and pipework were launched on the Journal website as sponsored sections in 2018. These brought together all content for the subject in one area and helped the continued growth of high quality visitors - the monthly average is 18,000 users. This is supported by regular social media activity to highlight main features and news stories.

www.cibsejournal.com

jobs.cibsejournal.com

Certification

In 2018 CIBSE Certification continued to certify the competence of energy professionals. It recorded more than 750 certified energy assessors for the purposes of the Energy Performance of Buildings Regulations, including 60 in Scotland, and more than 900 Low Carbon Consultants.

CIBSE Certification continuously worked to raise the profile of its certification schemes to reinforce the reputation of Low Carbon Consultants (LCCs) and Low Carbon Energy Assessors (LCEAs) as a high quality, expert service and an important means of raising competence across the industry.

Throughout 2018 there has been a steady increase in new applicants joining our Energy Savings Opportunity Scheme (ESOS) Register, as the 2019 reporting year approached.

Our UKAS accreditation to certify energy management systems against ISO 50001 and ISO 9001 means that CIBSE Certification can support companies operating energy management systems or quality management systems by providing third party verification that their system operation conforms to the standard.

www.cibsecertification.co.uk

Training

2018 proved another busy year of development and progress for CIBSE's growing portfolio of training activities. Seven new courses were introduced to the training programme, including half-day courses that enabled us to focus on key regulatory updates and pilot new delivery methods. Subjects included below ground drainage, practical project management and the new London Plan.

To meet the demand for new courses CIBSE Training recruited new trainers and welcomed all our trainers to a CIBSE Trainer Network designed to encourage trainers to share knowledge and techniques, help us develop new courses and provide feedback from delegates.

Demand for CIBSE's in-house training – where we take the course to the client - continued to expand, with 80 courses delivered to clients around the UK and international interest, resulting in bookings in Mauritius and Slovakia.

CIBSE Training worked with the Certification and Knowledge teams to host a Knowledge Hub at Build2Perform Live, attracting many delegates and promoting the new 2019 training programme and the newly designed online learning portal.

Customer service has been a major focus in 2018, with all training events being redesigned in the customer relationship database (CRM), providing more information to clients and enhanced user experience. Automation has also enabled us to improve processes for delegates, including the provision of booking notifications, exam results, CPD certificates and online evaluation forms.

Summary statistics for 2018 include:

- Face-to-face courses: 95
- In-house courses: 80
- Professional learning (energy assessor) courses: 36
- Total courses in 2018: 211
- Delegates trained: 1831
- Online learning – 1750 active users

www.cibse.org/training

Knowledge Portal (KP)

The CIBSE Knowledge Portal provides our members with access to the full range of CIBSE guidance as a benefit of membership, allowing online access to guidance anywhere and at any time. The Knowledge Portal is continually updated with new knowledge, including guidance, codes, research papers, case studies, and presentations.

CIBSE knowledge is also available for non-members to purchase through the Knowledge Portal. Revenue from the Portal contributes to the ongoing improvement and development of CIBSE's guidance, including:

- CIBSE Guides
- Technical Memoranda
- Application Manuals
- Codes of Practice
- Lighting Guides
- Commissioning Codes

In 2018 there were 1,000,000 visits to the Knowledge Portal from 211 countries. There were 50,000 downloads from our Portal, and 100,000 downloads from external licensed services, such as IHS.

www.cibse.org/knowledge

Raising awareness and driving our profile

CIBSE worked to raise the public profile of the Institution throughout 2018, maximising reach through the use of diverse communication routes, including events, digital media and conventional news outlets. This effort supports the wider use of the Institution's knowledge and expertise to deliver better buildings and shape the debate around key issues in the building services sector.

Build2Perform Live (27-28 November 2018)

Build2Perform Live, at London Olympia, celebrated the vital work of the CIBSE community, welcoming 1700 visitors and 170 speakers and hosting 50 technical sessions. Once again the CIBSE Special Interest Groups, Divisions and Young Engineers Network (YEN) were key to producing a lively and busy programme. There was also a programme of CIBSE-approved exhibitor technical content to update attendees on the latest technical product information.

Build2Perform Live is a free to attend event that facilitates the sharing of CIBSE knowledge to the benefit of the wider built environment. Key topics in this year's programme were: building simulation and digital engineering to support predictable and better outcomes; air quality; natural ventilation; daylighting; health and wellbeing, with a focus on how to provide a more productive environment for occupants; energy independence; and hydrogen as a fuel source and heat networks, which provided updates on the changing energy landscape. There was a consistent focus for sessions to provide specific building performance 'takeaways', which attendees could apply in their work.

A Women's Breakfast was organised for the first time this year, under the auspices of the CIBSE Inclusivity Panel, with a discussion on the theme: How can we make the working environment more inclusive? Attended by women and men, the session explored how we can practically encourage more inclusive workplace cultures and practices in the built environment industry.

Engaging with Government

CIBSE engages with a number of government departments and other external stakeholders, such as the Committee for Climate Change, Royal Academy of Engineering and the British Standards Institution, on policy consultations and development in technical fields relevant to the Institution.

We work with the Ministry of Housing, Communities and Local Government (MHCLG), and Department for Business, Energy and Industrial Strategy (BEIS), as well as with NHS Improvement and the Department for Education. We also work with the Health and Safety Executive (HSE) on the occupational health strategy, with a particular focus on preventing occupational lung disease, with the Institute for Local Exhaust Ventilation Engineers hosting the LEV Forum with the HSE.

Our objective is always to provide government with clear engineering advice on policy options and opportunities, and to support government in addressing the challenges relating to policy for the built environment. Wherever possible, we work with the companies and engineers working in the sector and in its supply chain to deliver objective advice to government and other stakeholders that contributes to our overall aims by sharing knowledge to improve the built environment.

Through our focus on building performance we seek to raise awareness in government of the impacts of policy on delivering buildings that perform safely and effectively for the benefit of their users and the businesses that own or operate them.

We have been actively committed to the ongoing response to the Grenfell Tower fire. Staff and volunteers are contributing to several aspects of the ongoing work, and the technical director led a Government working group on the future of the Approved Documents in the early part of 2018.

CIBSE contributed responses to 29 consultations and calls for evidence by Select Committees in 2018 (the full list is available at www.cibse.org/consultations). In addition, Dr Anastasia Mylona, Head of Research at CIBSE, gave evidence to the Environment Select Committee on the issue of overheating in buildings. Her evidence featured strongly in the report that was published in July. This supported CIBSE's recommendation for the Building Regulations to explicitly address overheating.

Strengthening the future of the industry

The UK has one of the longest and most vibrant histories of engineering in the world and a long tradition of delivering engineering innovation, but its future depends on the ability to train new generations of engineers to fill the growing demand.

The next generation of young engineers also needs to be trained to strive for better building performance, and to value sustainability. CIBSE actively supports engineers starting their careers, encouraging young people into engineering and assisting the growth of those already in the industry, as well as working to diversify the sector to reach untapped sources of talent.

Media relations

In 2018 CIBSE worked with public relations agency Ridgemount PR to place 28 feature articles across 20 publications, including Architecture Today, Building Magazine, MBS TV and Energy in Business & Industry. CIBSE distributed 23 press releases covering our major events, new publications and commercial undertakings, and these were published across a wide variety of industry outlets.

The Environmental Audit Committee (EAC) report, Heatwaves: Adapting to Climate Change, was published in the summer. It considered the risks to human health, wellbeing and productivity associated with heatwaves and high temperatures and the level of the UK's present resilience to them. Its publication coincided with record-breaking high temperatures across the UK. CIBSE made a significant contribution to the report, including the inquiry's findings and its recommendations to government. CIBSE is cited extensively in its recommendations on the Building Regulations and the wider regulatory framework.

The EAC's report attracted a high level of media attention. As a result, Julie Godefroy, CIBSE Head of Sustainability, Dr Anastasia Mylona, CIBSE Head of Research, and CIBSE Vice President, Ashley Bateson, were able to share CIBSE's knowledge in interviews featured on the BBC London early evening television news, BBC News at 6pm and 10pm, BBC Breakfast television, BBC regional radio news and Radio 4's You and Yours programme.

CIBSE website

The current CIBSE website was four years old in 2018 and plans for a fundamental review of the content and navigation of the site were initiated. These changes will be rolled out in 2019. Particular areas being looked at include the online purchasing experience, the MyCIBSE area and online directories, such as the Directory of Member Practices. 2018 also saw an update to the website's content management system to improve the administration and security of the site.

Social media

#Build2Perform

CIBSE #Build2Perform continues to be at the centre of the conversation about building performance. It brings together conversations across all CIBSE social media platforms, the CIBSE Journal, CIBSE's annual Build2Perform Live event, the Technical Symposium and is used by CIBSE and the industry to amplify messages about improving and optimising the performance of buildings.

#Build2Perform hosts eight podcasts on a range of subjects with members and industry figures. www.soundcloud.com/build2perform

Twitter, LinkedIn

CIBSE's social media activity on Twitter and LinkedIn continued to grow in reach and engagement. Twitter follower numbers grew by 8%. LinkedIn made significant changes to its platform this year and as a result, we are making more active use of the CIBSE Corporate page. Overall the combined social media growth in 2018 was 25%, enabling us to reach more people with our publications, Special Interest Groups, technical meetings, events and product offerings. Our social media channels are also becoming an important point for debate, amplification of issues and opportunity for engagement.

In addition to the CIBSE account, many CIBSE Regions, Special Interest Groups, Divisions and Networks host their own social media accounts, providing an even wider reach and impact.

www.twitter.com/cibse

<https://www.linkedin.com/company/cibse/>

<https://www.linkedin.com/groups/75555/>

Facebook

At the end of 2017 CIBSE launched a Facebook presence to join our other social media platforms. The page was launched in direct response to feedback from the Hong Kong region member survey and is building a presence alongside other CIBSE Regions, Special Interest Groups, and Divisions, which are already using Facebook to engage. Facebook also provides a commercial platform for our events, awards and training programmes.

www.facebook.com/cibse

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Blog

In 2018 we introduced guest bloggers to the CIBSE blog to provide different voices and views. Since launch, the CIBSE blog has been viewed 75,000 times, with both new and old blogs continuing to be popular.

The 2018 blogs included:

- CIBSE in schools: How your expertise can help children – building services engineer James Collins uses his skills to help a school achieve more
- Heatwaves: CIBSE champions better performance in homes - Dr Anastasia Mylona, CIBSE, champions better and cooler homes
- My path to engineering - Holly Farrow, CIBSE Patrons Arkwright scholar, shares her journey and passion for engineering
- Graduate of the Year 2017 - Winner Raphael Amajuoyi shares his story
- Employer of the Year 2017 - InTandem reflect on how their win has affected them
- European Parliament approves revised EPBD - Dr Hywel Davies, CIBSE Technical Director, provides detailed analysis
- Is Gross Domestic Product (GDP) running on empty? - Tony Dennis, CEng MCIBSE, on the shortfalls of using GDP to measure national wellbeing
- So much for taking back control - Dr Hywel Davies, CIBSE, highlights some concerns about the EU Withdrawal Bill

www.cibseblog.co.uk

Channel	2018	2017	2016	2015
Facebook follows	600	224	-	-
Twitter followers	22,900	21,210	19,000	16,370
Blog views	75,000	47,950	53,359	24,337
LinkedIn group and company members	33,445	25,613	22,210	21,163
Podcast listens	3,367	2,483	1,100	-

Building services awards

Building Performance Awards (6 February 2018)

Now in their 11th year, the awards provide the ultimate recognition of outstanding building services engineering practice. They support and celebrate the quest for a more sustainable built environment and have increasingly come to stand for ethical, sustainable and environmentally sound business. The 15 awards recognise the individuals, teams and companies who push further in their commitment to buildings that deliver comfort, efficiency and sustainability to ensure they are fit for purpose for their lifespan.

Entries must provide at least one year's operational performance data in order for buildings to demonstrate their achievements in delivering excellence in building performance. This year the diverse panel of judges, featuring industry experts, particularly noted that entries spoke of the importance of learning from the experience of operating the building.

The 2018 winners were announced at the awards dinner at the Grosvenor House Hotel in front of more than 750 guests. The University of Oxford Carbon Reduction Programme won the overall Building Performance Champion Award, also taking the Facilities Management Team of the Year Award for its management of its 400 buildings. Judges said that what the team had achieved in tackling carbon emissions in its estate could be replicated across the higher education sector.

www.cibse.org/bpa

CIBSE Digital Engineering Awards 2018 (27 November 2018)

The Society of Digital Engineering launched its annual awards in 2018. The awards were established to recognise innovation, leadership and best practice in digital engineering – a discipline that has become fundamental to the design of high performance buildings.

Judges were impressed by the high response to the new awards scheme, which attracted a number of international entries.

SNC-Lavalin Atkins was recognised as the overall Digital Engineering Champion for its consistent application of high quality digital design. It also won in the Best Process and Application category for its Digital Blueprint technology.

Michal Dengusiak of Buro Happold Engineering won Best Digital Engineer for his work across the digital spectrum of the organisation, exploiting a range of data tools to help the company streamline its business and drive improved building design.

FAÇADES 2018 (6 December 2018)

Organised by the Society of Façade Engineering, the annual Façade of the Year Awards, now in its sixth year, delivers the façade industry's longest running and most prestigious awards. The awards recognise and reward excellence and achievements in the field of façade engineering, raising the

profile and drawing attention to the importance of the discipline in modern architecture. The 2018 winners, announced at the Glass Supper in London, demonstrated the diverse and remarkable nature of what can be achieved with façade engineering.

Arup Façade Engineering and Sir Robert McAlpine won the Innovation Award for Maggie's Barts in London. The Refurbishment Award was won by Arup Façade Engineering for the University of Leicester – Engineering Building. Buro Happold Façade Engineering took the New Build Award for the Louvre Abu Dhabi.

Green Infrastructure Design Challenge

Winner: Green Roof Shelters

The competition, run by CIBSE and the UKCIP's (UK Climate Impacts Programme) ARCC (Adaptation and Resilience in a Changing Climate) network, challenges companies to design buildings that demonstrate how green infrastructure can contribute to wellbeing of occupants, improving indoor air quality and resilience to climate change. The winning design from Green Roof Shelters takes necessary structures, such as bus stops, bin storage units or bike sheds, and turns them into individual ecosystems.

The Happold Brilliant Award

Winner: Leeds Beckett University

The annual Happold Brilliant Award is presented by CIBSE to the university department judged to offer the best balanced accredited course in the discipline of building services engineering. The judging panel was impressed with the quality of the courses, the enthusiasm for teaching and the extensive support offered to students. The award was presented to Mike White on behalf of Leeds Beckett University.

Ken Dale Travel Bursary

Winners: Lucy Pemble, studying an MSc in Sustainable Engineering Management for International Development, Swansea University, and Antoni Sapina Grau mechanical engineer, WSP,

For the first time in its history the annual Ken Dale Travel Award was awarded to two people.

Lucy Pemble won for her research topic investigating electrical demand management practices in different geographical and development contexts, and the opportunities and challenges presented by photovoltaics and electrical vehicles and building integration. Her trip took her to Zambia, South Africa, America and Wales.

Antoni Sapina Grau researched resilience and adaptive capacity for climate change, visiting outstanding buildings designed and adapted to consider the impact of current and future climate, to illustrate how to improve adaption and resilience of buildings. He visited China, Hong Kong, Australia and America,

The bursary offers young building services engineers the opportunity to experience technical, economic, environmental, social and political conditions in another country to examine how these impact on the practice of building services engineering.

President's Prize – The Undergraduate Award (sponsored by Hays Building Services)

Winner: Jake Piner, Portsmouth University

Jake Piner won the CIBSE Undergraduate Award 2018 for his final year project: Analysing the Benefits of a Well-Engineered Building Control System. A trophy was also presented to Portsmouth University in acknowledgement of its achievements.

The award, sponsored by Hays Building Services, is designed to encourage students to develop their potential and aim for excellence. It is awarded to students in their final year of a building services course accredited by CIBSE, and recognises their academic achievements.

Society of Light and Lighting (SLL) Young Lighter of the Year Award

Winner: Emma Beadle, WSP

The SLL Young Lighter of the Year Award is open to anyone with an interest in light and lighting under the age of 30. It provides a unique platform to illustrate their knowledge and research on a lighting subject and encourages young lighters to develop their knowledge and enhance their skills.

Emma Beadle from WSP won the competition and the prize for Best Written Paper with her presentation and paper: Children's Utopian Vision of the City: Co-Designing Lighting Masterplans Through Play and Exploration.

Katia Koloveva won Best Presentation for her paper: Light as a Medium to Enhance Communication in Urban Spaces.

Society of Public Health Engineers (SoPHE) Young Engineer of the Year Award

Winners: Yasmin Chamadia and Darryl How, Arup

The annual SoPHE Young Engineers Award challenges applicants, aged 18-35, to develop an engineering solution to a specified problem. The 2018 awards were run in association with Engineers Without Borders UK and Caminos de Agua and sought designs for a low-cost refillable cartridge for a filtration system for groundwater. Winners Yasmin Chamadia and Darryl How from Arup won with their FlexiFiltro design. The judges were impressed by their clever and practical solution, using simple components to create an inexpensive resilient design.

Young Engineers Awards

The Young Engineers Awards (YEA) encompass the CIBSE ASHRAE Graduate of the Year and Employer of the Year awards. Now in their 23rd year, the awards celebrate the industry's best examples of young talent and give recognition to those companies championing the next generation of engineers through a commitment to education, on the job training and mentoring.

CIBSE ASHRAE Graduate of the Year 2018

Winner: Reanna Taylor (née Evans), NG Bailey

The Graduate of the Year Award recognises excellence in the early stages of the engineer's career. The shortlisted finalists are among the best young engineers in the profession. The award required the eight finalists to prove that they also had the best soft skills, by delivering a five minute presentation on a given theme.

Reanna Evans, a graduate of Leeds Beckett University and a senior project engineer at NG Bailey, won for her measured and confident presentation in response to the question: *Recent events have raised questions about how the industry manages and monitors professional competence and upholds technical standards - what does this mean to you as an engineer and where does the engineer's responsibility begin and end?* She said integrity and accountability contribute towards the pinnacle of engineering compliance, alongside technical skills.

Runners up were Hannah Müller-Jones and Gemma Taylor, and so for only the second time in the award's 23-year history the top three places were taken by women.

CIBSE Employer of the Year Award 2018

Winner: Elementa Consulting

The Employer of the Year Awards recognise employers that have shown excellence and innovation in developing the engineers of the future. For the second year in a row Elementa Consulting was recognised for its exceptional commitment to supporting and mentoring newly qualified engineers, winning in the medium-sized company category, before being crowned overall champion.

SI Sealy won the small company category, and Aecom was the winner in the large company category.

Full list of award winners in 2018

CIBSE Silver Medals

- Brian Charlesworth
- Seamus Homan
- Geraldine O'Farrell

Bronze medals for service to the Region

- Dr Eric Roberts – CIBSE West Midland
- Peter Howson – CIBSE Scotland
- Grahame Kelly – CIBSE North East
- Manus Freeman – CIBSE Australia & New Zealand
- Peter Whalley – CIBSE Australia & New Zealand
- Cheung Kwok Heng – CIBSE Hong Kong

Carter Bronze Medal

- Roderic Bunn and Ljiljana Marjanovic-Halburd

Napier Shaw Bronze Medal

- Junli Zhou, Cheng Ye, Yan Hu, Hassan Hemida, Guoqiang Zhang and Wei Yang

The Happold Brilliant Award

- Leeds Beckett University

Ken Dale Travel Bursary

- Lucy Pemble and Antoni Sapina Grau

President's Prize: CIBSE Undergraduate Award

- Jake Piner

Society of Light and Lighting Young Lighter of the Year Award

- Emma Beadle

Society of Public Health Engineers Young Engineer of the Year Award

- Darryl How and Yasmin Chamadia

Young Engineers Awards

- CIBSE ASHRAE Graduate of the Year: Reanna Taylor (née Evans)
- CIBSE Employer of the Year, overall winner and medium company winner: Elementa Consulting
- Employer of the Year, small company: SI Sealy
- Employer of the Year, large company: Aecom

CIBSE Building Performance Awards

- Building Performance Consultancy (up to 100 employees): Elementa Consulting
- Building Performance Consultancy (101-1000 employees): BDP
- Building Performance Consultancy (over 1000 employees): BuroHappold Engineering
- Collaborative working partnership: The NEDO (New Energy & Industrial Technology Development Organisation) Project – NPS North West
- Learning and Development: Sustainability Matters – Landsec
- Energy Management Initiative: Beyond The 6 Star NABERS Barrier, Melbourne, Australia – Energy Action
- Facilities Management Team: University of Oxford Carbon Reduction Programme – University of Oxford
- Energy Efficient Product or Innovation: NewMass – BuroHappold Engineering
- Energy Saving Product or Innovation: Q-Floor – Q-Bot
- Project of the Year – Commercial/Industrial: The Enterprise Centre – Architype/BDP
- Project of the Year – Leisure: Oriam – Max Fordham
- Project of the Year – Public Use: Centre for Medicine, University of Leicester – Willmott Dixon
- Project of the Year – Residential: Killynure Green, Carryduff – Choice Housing Ireland
- Project of the Year – International: Pomona: Ultra-Low Energy Lab Eliminates Performance Gap, California, USA – Elementa Consulting

Digital Engineering Awards

- Best Process and Innovation: SNC-Lavalin Atkins -Building Design Digital Blueprint
- Best Innovation: BuroHappold Engineering – Single Analysis Model
- Best Project/Collaboration project £10m or less: TheTuen Mun School Dental Clinic, The Electrical and Mechanical Services Department of the Hong Kong Special Administrative

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Region

- Best Project/Collaboration project over £10m: Engineering Research Centre, Brown University, Buro Happold Engineering
- Best Consultancy: BuroHappold Engineering
- Best Manufacturer: Legrand Electric
- Best Digital Engineer: Michal Dengusiak, Buro Happold Engineering
- Digital Engineering Champion: SNC Lavalin Atkins

FAÇADES 2018 (Society of Façade Engineering)

- Façade of the Year New Build: Buro Happold Façade Engineering - Louvre Abu Dhabi
- Façade of the Year Refurbishment: Arup Façade Engineering - University of Leicester, Engineering Building
- Façade of the Year Innovation: Arup Façade Engineering and Sir Robert McAlpine - Maggie's Barts

Green Infrastructure Design Challenge

- Green Roof Shelters

Plans for the future

Theme 1: Improving building performance

The outcome of the Independent Review of Building Regulations and Fire Safety has highlighted a number of areas where there is a need to drive improved performance of our built environment. These occur not just in design and construction, but through the whole building life cycle, including operation and maintenance. We will continue to deliver guidance to support this and to showcase good practice through CIBSE Journal, our Awards, Build2Perform Live, Technical Symposium and other technical activities and communications.

CIBSE will support the work of the various inquiries into the Grenfell Tower disaster in every appropriate way, seeking as far as humanly possible to eliminate the risk of such an event ever happening again. We will continue to support the ongoing reviews of industry practice, regulations and guidance.

Theme 2: Sharing engineering knowledge

We will continue to work with our members and the wider industry to provide best practice knowledge, guidance and learning at point-of-use to support the further improvement of the performance, safety and comfort of buildings and the communities they serve.

We will continue to review our delivery of engineering knowledge and guidance to our members, the wider industry and public, and maintain a wide-ranging programme of knowledge development.

Theme 3: Developing our membership

Supporting engineers into CIBSE membership and professional registration remains at the centre of what the Membership Department does. We continue to develop initiatives to increase professional competence.

These initiatives include:

- Individual support to candidates ready to apply for MCIBSE and ACIBSE, including report writing workshops and phone surgeries
- Continued promotion of CIBSE membership to those participating in CIBSE Special Interest Groups, and the advancement to professional membership grades for current Affiliate Members
- Becoming an end point assessor for the newly established, employer led, apprenticeship qualifications for building services. This important industry role will help CIBSE to ensure that high standards are protected and building services professionals qualifying through these routes are well supported in the future

- Improving inclusion and diversity within the CIBSE membership through the activities of the newly established Inclusivity Panel. One of the key aims of the Panel is to improve the number of CIBSE female members and registrants

Theme 4: Growing CIBSE Services

We will support industry by developing resources that help to: deliver comfortable, valuable and sustainable buildings; support technical excellence, business success and individual achievement; and provide best practice knowledge, guidance and learning.

CIBSE Services will grow and widen its products and services to support the objectives outlined above, including:

- Increasing the scope and range of its face-to-face and online training (learning and development)
- Increasing the uptake of current certification services and expanding the certification offer with new certification and accreditation services
- Generating information, data and guidance, and developing the digital skills of members and others in the industry to deliver efficient, accessible products and services for members and the industry

Theme 5: Raising awareness and driving our profile

We will continue to maximise the impact of the work CIBSE does and to demonstrate building services engineering in its broadest sense to as diverse an audience as possible. We will use the monthly CIBSE Journal, annual Building Performance Awards, Technical Symposium and Build2Perform Live to raise wider public awareness of what we do and of the importance and value of building services engineering to society. We will continue to raise awareness with policy makers through consultation responses, legislative enquiries and participation in All Party Parliamentary Groups.

3) FINANCIAL REVIEW

The Institution's Annual Accounts are presented to comply with the Charities Act 2011, its Royal Charter and By-Laws and to meet all applicable accounting standards including the Statement of Recommended Practice - Accounting and Reporting by Charities and the Financial Reporting Standard applicable in the UK and Republic of Ireland (Charities SORP FRS 102). Investments are shown at market value and the Annual Accounts incorporate the assets, liabilities, income and expenditure of the Regions. The results of the Institution's commercial subsidiary CIBSE Services Limited and The Chartered Institution of Building Services Engineers Hong Kong Limited are incorporated into the Consolidated Accounts.

Total income for 2018 was £7M. This was similar to the previous year, with increased income from trading subsidiaries being offset by lower fees receivable for charitable activities as a result of the transfer of Publications activity to CIBSE Services Ltd. Total expenditure reduced to £6.9M, with the removal of Publications costs considerable outweighing increased Research costs during the year. The Institution continues to invest in delivering the Institution's strategic aims to enhance the effectiveness of its IT systems, but costs were effectively controlled during the year.

As a result, net income before gains on investments was £103K, a substantial turnaround from the net expenditure of £397K in the previous year. Losses on investments of £47K were incurred however, resulting in a net income figure of £55K.

There was an actuarial loss on the defined benefit pension scheme of £160K, furthering the £14K loss reported in the previous year. The Institution continues to fund the recovery plan agreed following the triennial valuation of the scheme carried out as of 1st April 2017.

As a result, there was a net decrease in funds to £2.346M, from £2.450M in 2017. This is attributable to investment and pension scheme losses exceeding the operational surplus on the Institution's activities.

The cash balance increased to £907K from £738k in 2017 as a result of continued improvement to the collection of membership subscriptions.

Reserves policy

The Institution has a reserves policy to maintain a level of funds that is sufficient to meet four months of payroll expenditure, any unplanned contingencies and to accommodate investment for new initiatives. The Board considers that the Institution's overall level of funds is sufficient for these purposes, but the free reserves of the Institution have reduced as a result of strategic investments in recent years. The intention of the Board is to rebuild free reserves to previous levels over time.

At the year end, the Institution held free reserves of £0.28m (2017: £0.23m), being the amount of funds available excluding restricted and designated funds, and less reserves held as tangible fixed assets.

It is the view of the Board that any expenditure from reserves should be applied only to finance new initiatives which will make a substantial contribution to the delivery of the Institution's strategic

charitable objectives, and that the cost of existing activities should be met from incoming revenues from year to year. Any decision on the use of reserves rests with the Board on the advice of the Hon. Treasurer and the Finance, Risk, Audit & Governance Sub Committee.

Risk management

It is the responsibility of the Board as the Trustees of the Institution to examine the major operational and business risks which the Institution faces and to establish appropriate systems to manage significant risks.

The Trustees have identified a loss of contact with, and relevance to the membership and failure to develop and maintain appropriate and relevant content for the Knowledge Portal, as a major operational risk to CIBSE and its subsidiary. The Knowledge Management Committee review and update content on a regular basis and communication with members through Council, Regions, Societies and Groups, election of Board and Council Members is in place to mitigate this risk so as ensure continuous provision of service and development.

Financial sustainability has been identified as a principal financial risk for both the charity and its subsidiary company. A key element in the management of financial risk is a regular review of available liquid funds to settle debts as they fall due, regular liaison with the bank, and active management of trade debtors and creditors balances to ensure sufficient working capital.

Attention has also been focussed on non-financial risks arising from processing online payment transactions, fire, health and safety of employees and members. These risks are managed by ensuring accreditation is up to date, having robust compliance policies and procedures in place, and regular awareness training for staff.

Risk is assessed as part of the consideration of all new projects, and the Finance, Risk, Audit & Governance Sub Committee is charged with the detailed examination of the Institution's Risk Register and the presentation of an annual review of the Institution's overall risk profile for the Board's consideration. This review has identified and assessed the major risks faced by the Institution, and confirmed that appropriate control systems have been established to manage those risks. The Board will continue to review the overall risk profile on an annual basis, and to consider specific and substantial risks as they arise.

The Board has also noted, however, that the UK's decision to leave the European Union has potentially significant consequences for the Building Services Industry and for the Institution, but that there is considerable uncertainty as to what the impact, if any, might be. The Board has accordingly agreed for the time being to maintain an additional section in the Risk Register referring specifically to risks that may be associated with Brexit.

4) STRUCTURE, GOVERNANCE AND MANAGEMENT

The Chartered Institution of Building Services Engineers is governed by its Royal Charter and By-Laws, which were awarded in 1976 and last amended in 2010, when they were substantially streamlined by the removal of many former By-Laws into a new set of Regulations. Further changes to the By-Laws and Regulations concerning Officer and Board Member nominations, appointments and elections were approved in General Meeting during 2018.

The members of the Board of the Institution are the Trustees of the Charity. The Board is composed of the Officers of the Institution (the President, the President Elect, the three Vice Presidents, the Honorary Treasurer and the Immediate Past President) and five additional members who are elected for a three year term of office. The office of President is filled automatically by the previous year's President Elect, with the office of Immediate Past President being filled by the previous year's President. Under new rules approved during 2018, the Vice Presidents and the Honorary Treasurer are appointed by the Board, whilst the President-Elect position remains subject to election.

The Board is required to nominate candidates each year for forthcoming vacancies for President Elect and for members of the Board and to make appointments to the offices of Vice President and Honorary Treasurer following consideration of advice received from the Nominations Committee. All newly appointed Trustees are provided with an information pack containing relevant information on their role, including Charity Commission guidance on Trustees' responsibilities. In addition, training on Trustees' responsibilities is carried out annually.

The Board meets every two months to direct the business of the Institution and is assisted by the House & Remuneration Sub Committee (which deals with terms and conditions of employment of the Chief Executive and senior staff and ad hoc issues) and the Finance, Risk, Audit & Governance Sub-Committee (which deals with budgeting, management and financial accounts, audit, risk and governance issues). The Standing Committees of the Institution (the Education, Training & Membership Committee, Technology Committee, Professional Practices Committee, Publications & Research Outputs Delivery Committee and the Regional Liaison Committee) report to the Board and have delegated authority within their spheres of activity.

The Institution's trading subsidiary CIBSE Services Limited is governed by Directors, appointed by the Board of the Institution, who meet regularly to monitor and direct its activities. The purpose of CIBSE Services Limited is to generate income for the Institution through the development and operation of commercial activities which are aligned with and support the objectives of the Institution. The Chair of CIBSE Services Limited makes regular reports to the Board of the Institution.

The Chartered Institution of Building Services Engineers Hong Kong Ltd is a company limited by guarantee registered in Hong Kong. It was established to handle the operation of the CIBSE Hong Kong Region in order to meet local legislative requirements, and ultimate control of the company rests with the CIBSE Board through the appointment of its directors. The Hong Kong region otherwise operates in the same manner as other CIBSE regions, but under the auspices of this local incorporation.

Key management personnel remuneration

The Board of Trustees is responsible for the governance and overall control of the Institution. The Chief Executive conducts the business of the Institution on a day to day basis under the direction of the Board of Trustees, supported by the senior management staff of the Institution.

All Trustees give of their time freely and no Trustee remuneration was paid in the year. Details of trustee expenses and related party transactions are disclosed in Note 8 to the accounts.

Trustees are required to disclose all relevant interests and register them with the Chief Executive and in accordance with the Institution's policy withdraw from decisions where a conflict of interest arises.

The pay of the charity's Chief Executive and senior management staff is reviewed annually by the House & Remuneration Sub Committee, which is a sub-committee of the Board of Trustees comprising the President, President-Elect, Immediate Past President and Honorary Treasurer. Authority is delegated to the House Sub Committee to appraise the performance of the Chief Executive and to approve any increase to the remuneration of the Chief Executive and of the senior management staff. A range of factors are considered in this process, including job performance, price and earnings inflation, market conditions and comparisons with other professional institutions.

Public benefit

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities.

5) REFERENCE AND ADMINISTRATIVE DETAILS

The Institution is a Registered Charity, under charity registration no. 278104. Its principal office is at 222 Balham High Road, London SW12 9BS.

Investment powers

The Institution has powers contained within its Royal Charter and By-Laws which provide for investment of funds in such manner as the Board thinks fit, subject to any requirements of law.

The investment objective is to generate a stable income stream to support the on-going activities of the Institution whilst achieving capital growth over the long term. The Institute seeks to produce the best financial return within an acceptable level of risk.

Trustees

The following were members of the Board and thus Trustees of the Charity during the whole year, unless otherwise stated:

Ashley Bateson
Adrian Catchpole
Paddy Conaghan (to 8th May 2018)
Les Copeland (from 10th May 2018)
John Field (to 8th May 2018)
Susan Hone-Brookes
Lynne Jack
Kevin Kelly
Stephen Lisk
Stuart MacPherson
Kevin Mitchell
Peter Y Wong
P L Yuen (from 8th May 2018)

Chief Executive Officer

Stephen Matthews

Members of the Consultative Council

All Board members are also members of Council

Past Presidents:

Nick Mead, John Field

Elected Members:

Colin Ashford
Eleanora Brembilla
Carol Clark
Tessa Guy
Maria Longo

THE CHARTERED INSTITUTION OF BUILDING SERVICES ENGINEERS

ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018

Co-Opted Members: Wally Gilder, Paddy Conaghan

Patrons Representative: David Fitzpatrick

Divisional Representatives:

Iain Carlile (SLL)

Jonathan Gaunt (SoPHE)

Savario Passetto (SFE)

Les Copeland (SDE)

Dean Greer (ILEVE)

Young Engineers Network: Munis Hameed

YEN Mentor: Andrew Saville

WiBSE: Laura Dunlop

Inclusivity Panel: Atif Rashid

REHVA: Andy Ford/David Fisk

Fellows Network: Geoff Prudence

EC(UK) Board Rep: George Adams

Standing Committee Chairs:

- Education Training and Membership: Vince Arnold
- Communication Committee: Mariana Trusson
- Technology Committee: Vacant
- Professional Conduct Committee: John Armstrong
- Knowledge Management Committee: David Hughes
- Regional Liaison Committee: Stephen Lisk

Group Representatives:

- ASHRAE: David Green
- Building Simulation: Darren Woolf
- Chimneys & Flues: Jim Kinnibrugh
- CHP and District Heating: Huw Blackwell
- Daylight: John Mardaljevic
- Electrical Services: Tony Sung
- Energy Performance: Mark Dowson
- Facilities Management: Geoff Prudence
- Healthcare: Frank Mills (Acting)
- Heritage: Andrew More
- Homes for the Future: Tom Lelyveld
- HVAC Systems: Tony Day

THE CHARTERED INSTITUTION OF BUILDING SERVICES ENGINEERS

ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018

- Information Technology (IT) & Controls: Vacant
- Intelligent Buildings: Derek Clements-Croome
- Lifts: Len Halsey
- Natural Ventilation: Martin Liddament
- Resilient Cities: George Adams
- School Design: Andrew Wright

Regional Representatives:

- ANZ: Paul Angus
- East Anglia: Nicola Booth
- East Midlands: David Guzzetta
- HCNE: Austin Williamson
- HCNW: Olu Babalola
- HCSE: Richard Davies
- HCSW: Darren Warmington
- Hong Kong: Wai Yip Stanley Chow
- Ireland: Paul Martin
- Merseyside & North Wales: Martin Tunnicliffe
- North East: Bobo Ng
- North West: Colin Lehane
- Northern Ireland: Nigel Jess
- Scotland: Karen Warner
- South Wales: Justin Thomas
- South West: Carla Bartholomew
- Southern: Sean Gibson
- United Arab Emirates (UAE): Reid Donovan
- West Midlands: Jos Brownlie
- Yorkshire: Kayley Lockhead

Principal bankers

National Westminster Bank Plc
128 Balham High Road
London SW12 9AE

Auditor

BDO LLP
150 Aldersgate Street
London, EC1A 4AB

Principal solicitors

Beale & Company
Garrick House
27-32 King Street
Covent Garden
London WC2E 8JD

Investment advisors

CCLA Investment Management Limited
80 Cheapside
London
EC2V 6DZ

Trustees' responsibilities

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

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Institution and the Group and of the incoming resources and application of resources of the Institution and the Group 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 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 Institution and the Group will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Institution's transactions and that disclose with reasonable accuracy at any time the financial position of the Institution and the Group and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the Institution and the Group and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the Institution and the Group's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the Board of Trustees and signed on its behalf by:



Stephen Lisk
President

21 March 2019

Independent auditor's report to the Trustees of The Chartered Institution of Building Services Engineers

Opinion

We have audited the financial statements of The Chartered Institution of Building Service Engineers (the "Parent Charity") and its subsidiary ("the Group") for the year ended 31 December 2018 which comprise the Consolidated Statement of Financial Activities, the Consolidated Balance Sheet, the Consolidated 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 FRS 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 Group's and of the Parent charity's affairs as at 31 December 2018 and of the Group's incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

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

Conclusions relating to going concern

We have nothing to report in respect of the following matters in which the ISAs (UK) require us to report to you where:

- the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate, or
- the Trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Group or Parent charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

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.

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.

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.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the Trustees' Annual Report; or
- adequate accounting records have not been kept by the Parent Charity; or
- the Parent Charity financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of Trustees

As explained more fully in the Trustees' responsibilities Statement set out on page 38, the Trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the Group's and the Parent Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the Group or the Parent Charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

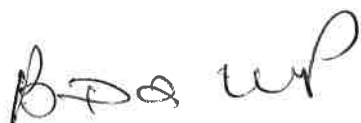
We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

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

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

Use of our report

This report is made solely to the Charity's Trustees, as a body, in accordance with the Charities Act 2011. Our audit work has been undertaken so that we might state to the Charity's Trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for our audit work, for this report, or for the opinions we have formed.



For and on behalf of BDO LLP, Statutory Auditor

26/3/2019

150 Aldersgate Street
London
EC1A 4AB

BDO LLP is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127).

THE CHARTERED INSTITUTION OF BUILDING SERVICES ENGINEERS

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2018

	Note	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Unrestricted Funds £	Restricted Funds £	Restated Total 2017 £
INCOME FROM:							
Charitable activities							
Members' subscriptions		3,086,868	49,570	3,136,438	2,967,359	49,109	3,016,468
Fees receivable for charitable services	3	318,812	13,878	332,690	723,889	13,980	737,869
Other trading activities							
Trading subsidiary companies		3,495,430	-	3,495,430	3,092,052	-	3,092,052
Investments							
Investment income	4	59,181	-	59,181	62,468	-	62,468
Total income		6,960,291	63,448	7,023,739	6,845,768	63,089	6,908,857
EXPENDITURE ON:							
Raising funds							
Trading subsidiary companies		3,050,453	-	3,050,453	2,961,532	-	2,961,532
Charitable activities							
Membership		1,505,673	-	1,505,673	1,747,664	-	1,747,664
Publications		-	-	-	490,986	-	490,986
Technical		617,738	46,600	664,338	556,814	55,670	612,484
Regional & special interest groups		1,197,051	-	1,197,051	1,195,091	-	1,195,091
Research		503,224	-	503,224	298,741	-	298,741
Total expenditure	5	6,874,139	46,600	6,920,739	7,250,828	55,670	7,306,498
Net income/(expenditure) before gains on investments		86,152	16,848	103,000	(405,060)	7,419	(397,641)
Net (losses)/gains on investments	11	(47,344)	-	(47,344)	152,906	-	152,906
Net income/(expenditure)		38,808	16,848	55,656	(252,154)	7,419	(244,735)
Transfers between funds	14	-	-	-	-	-	-
Other recognised losses							
Actuarial (loss)/gain on defined benefit pension scheme	19	(160,000)	-	(160,000)	(14,000)	-	(14,000)
Net movement in funds		(121,192)	16,848	(104,344)	(266,154)	7,419	(258,735)
Fund balances brought forward at 1 January 2018		2,355,437	94,828	2,450,265	2,621,591	87,409	2,709,000
Fund balances carried forward at 31 December 2018		2,234,245	111,676	2,345,921	2,355,437	94,828	2,450,265


All amounts relate to continuing activities.

The notes on pages 45 to 63 form part of these financial statements.

THE CHARTERED INSTITUTION OF BUILDING SERVICES ENGINEERS


CONSOLIDATED AND INSTITUTION BALANCE SHEETS AS AT 31 DECEMBER 2018

	Note	Group		The Institution	
		2018 £	2017 Restated £	2018 £	2017 Restated £
Fixed assets					
Intangible assets	9	-	-	-	-
Tangible assets	10	698,584	807,308	472,451	520,856
Investments	11	1,665,595	1,712,939	1,665,597	1,712,941
Total fixed assets		<u>2,364,179</u>	<u>2,520,247</u>	<u>2,138,048</u>	<u>2,233,797</u>
Current assets					
Stocks of publications		27,493	17,702	-	17,702
Debtors	12	855,656	776,523	222,057	637,677
Cash at bank and in hand		906,885	738,028	807,116	524,842
Total current assets		<u>1,790,034</u>	<u>1,532,253</u>	<u>1,029,173</u>	<u>1,180,221</u>
Liabilities					
Creditors: Amounts falling due within one year	13	(1,853,292)	(1,669,235)	(1,484,237)	(1,218,674)
Net current liabilities		<u>(63,258)</u>	<u>(136,982)</u>	<u>(455,064)</u>	<u>(38,453)</u>
Net assets excluding pension scheme asset		<u>2,300,921</u>	<u>2,383,265</u>	<u>1,682,984</u>	<u>2,195,344</u>
Defined benefit pension scheme asset	19	45,000	67,000	45,000	67,000
Total net assets		<u>2,345,921</u>	<u>2,450,265</u>	<u>1,727,984</u>	<u>2,262,344</u>
The funds of the charity					
Restricted Funds	14	108,766	94,828	108,766	94,828
Unrestricted funds					
General fund	15	981,248	1,043,001	363,311	855,080
Designated funds	15	1,255,907	1,312,436	1,255,907	1,312,436
Total charity funds	18	<u>2,345,921</u>	<u>2,450,265</u>	<u>1,727,984</u>	<u>2,262,344</u>



S Lisk
President

Approved and authorised for issue on behalf of the Board of Trustees on 21 March 2019



A Catchpole
Honorary Treasurer

The notes on pages 45 to 63 form part of these financial statements.

THE CHARTERED INSTITUTION OF BUILDING SERVICES ENGINEERS

CONSOLIDATED STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 DECEMBER 2018

	Note	2018 £	2017 £
Net cash used in operating activities	I	148,670	(5,073)
Net cash flow from investing activities			
Income from investments		59,181	62,468
Proceeds from sale of investments		=	500,000
Purchase of property, plant and equipment		(38,994)	(154,973)
Net cash flows from investing activities		168,857	402,422
Reconciliation of net cash flow to movement in net funds			
Increase/(decrease) in cash	II	168,857	402,422
Change in net cash funds resulting from cash flows		168,857	402,422
Net cash funds at 1 January 2018		738,028	335,606
Net cash funds at 31 December 2018		906,885	738,028

Notes to the cash flow statement

I. Reconciliation of net income to net cash flow from operating activities

Net expenditure for the reporting period (as per the Statement of Financial Activities)		55,656	(244,735)
Net loss/(gain) on investments		47,344	(152,906)
Investment income		(59,181)	(62,468)
Depreciation charges		131,567	156,177
Loss on disposal of fixed assets		16,151	-
(Increase)/decrease in stocks of publications		(9,791)	(388)
(Increase)/decrease in debtors		2,064,124	634,741
Increase/ (decrease) in creditors		(1,959,199)	(227,494)
Decrease in pension asset to liability		(138,000)	(108,000)
Net cash used in operating activities		148,670	(5,073)

II. Analysis of changes in net funds excluding term deposits

	At 01/01/2018 £	Cash Flows £	At 31/12/2018 £
Short term deposits (<i>deposited on 24 hour notice</i>)	472,957	236,382	709,339
Cash at bank and in hand	265,071	(67,525)	197,546
Total cash and cash equivalents	738,028	168,857	906,885

The notes on pages 45 to 63 form part of these financial statements.

THE CHARTERED INSTITUTION OF BUILDING SERVICES ENGINEERS

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2018

1 GENERAL INFORMATION

The Chartered Institution of Building Services Engineers is a charity registered in England and Wales, registration number 278104. It is governed by its Royal Charter and By-laws which were awarded in 1976 and last amended in 2010. The registered office is 222 Balham High Road, London, SW12 9BS.

2 ACCOUNTING POLICIES

The principal policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

2.1 Basis of accounting

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these financial statements. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Ireland (FRS 102) and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair view' and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014 rather than the previous Statement of Recommended Practice: Accounting and Reporting by Charities which was effective from 1 April 2005 but which has since been withdrawn.

The Chartered Institution of Building Services Engineers meets the definition of a public benefit entity under FRS 102.

The Trustees consider that there are no material uncertainties about the Institution's ability to continue as a going concern. The most significant areas of judgement and key assumptions that affect the items in the financial statements relate to the estimation of the defined benefit pension scheme's assets and liabilities (see Note 2.17 and Note 19).

2.2 Financial statements of the Institution and its trading subsidiaries

The financial statements include the consolidation of CIBSE Services Limited and The Chartered Institution of Building Services Engineers Hong Kong Limited (CIBSE Hong Kong Limited), both wholly owned subsidiaries of the Institution.

No separate Statement of Financial Activities has been presented for the Institution. The results of the Institution for the year ended 31 December 2018 are included in Note 16.

Exemption from the requirement to disclose transactions between the Institution and its subsidiary companies has been taken under section 33.1A of FRS 102 as transactions occur between wholly owned members.

The Institution has taken advantage of the disclosure exemption permitted by FRS 102 of the requirements of Section 7 Statement of Cash Flows to not disclose a charity-only Statement of Cash Flows.

2.3 Funds

The Institution has divided its funds into categories according to their nature and purpose as follows:

Unrestricted funds

Funds available for the Institution to pursue all of its objectives under its Royal Charter and comprise:

General fund

This represents the undesignated accumulated surpluses from funds available for the general objectives of the Institution.

2 ACCOUNTING POLICIES (*continued*)

Designated fund

Funds designated to pursue a particular objective or group of objectives under the Royal Charter and comprise:

Research Fund

This fund has the objectives of raising and designating funds for the purpose of enabling research to advance the art, science and practice of building services engineering.

Education Fund

CIBSE established this fund with the objective of raising and designating funds to enable CIBSE to further education in the art, science and practice of building services engineering.

Richard Tully Family Publication Fund

This fund was established by the designation of a gift from Richard E J Tully, with the objective of funding awards to encourage the continued publication of good engineering practice in the profession of building services engineering.

Domestic Building Services Panel Fund

This fund has the objectives of raising and designating funds for the purpose of enabling research to advance the art, science and practice of building services engineering for Domestic Heating publications.

Society of Light and Lighting Fund

This fund has the objective of funding the operations of the Society of Light and Lighting Fund.

Ken Dale Fund

This fund was established following receipt of a legacy from past president Ken Dale designated to advance the art, science and practice of building services engineering in his name.

Restricted funds

These funds have been received by the Institution with specific restrictions on their use within the objectives of its Royal Charter and comprised:

Patrons Fund

This fund was formed to provide a base for financing activities of concern to the building services industry as a whole, for which adequate funds were not available within the unrestricted funds of the Institution, and to provide liaison between the Institution and its members with the commercial organisations involved in building services engineering.

2.4 Branches, groups and regions

The activities of branches, groups and regions, together with their assets and liabilities are incorporated within these accounts.

2.5 Income

Subscriptions

Subscriptions due are treated as income for the periods to which they relate. Subscriptions received in respect of future years are carried forward in the financial statements as deferred income until the relevant subscription year.

Legacies

Legacies are included in the Statement of Financial Activities where probate was granted prior to the balance sheet date and a distribution is considered probable and the amount can be reliably estimated.

Donations and grants

Donations and grants are included in the financial statements when receivable.

Volunteers

CIBSE as an organisation relies heavily on its volunteers to allow it to carry out the wide variety of work that it does, across a range of fields within building services. Attempting to provide such in-depth knowledge for an industry as diverse as building services is an enormous undertaking, and would be impossible without the

2 ACCOUNTING POLICIES (continued)

Volunteers (continued)

hundreds of experts who give their time and resources to the Institution and work to remain on the forefront of technology.

Carrying out a variety of roles on a voluntary basis for CIBSE, from contributing to technical papers, to serving on the board and deciding strategy, to helping at events and with media requests, the volunteers give substantial resources at a time when the industry has never been more stretched. However, as it is impractical to place a monetary value on the volunteers' contribution due to the absence of a reliable measurement basis, the contribution of volunteers are not included as income in the financial statements.

Fees received for charitable services

These represent amounts receivable in respect of goods or services during the year.

Investment income and gains

Investment income, including any tax recoverable thereon, is included in the financial statements in the year in which they are receivable. Investment gains and losses are incorporated in the financial statements as they occur. Unrealised gains and losses arising from the valuation of investments, together with any movements in such gains are separately identified within the financial statements.

2.6 Expenditure

Expenditure is accounted for on an accrual basis and is recognised where there is a legal and constructive obligation to pay for the expenditure.

Charitable expenditure comprises expenses incurred on the defined charitable purposes of the Institution. Cost of raising funds comprises expenses incurred in enhancing and maintaining the public image of the Institution and expenditure incurred in trading activities that raise funds.

Governance costs comprise expenses incurred in the governance of the Institution and its assets and are primarily associated with constitutional and statutory requirements.

Each category includes direct expenses and staff costs, together with an allocation of overhead costs based on a combination of direct staff costs and activity levels.

2.7 Intangible fixed assets

Goodwill arising on an acquisition of trade and assets represents the difference between the fair value of the consideration paid and the fair value of the net assets acquired. It is capitalised and amortised through the profit and loss account over the estimate of its useful economic life of three years.

Goodwill is amortised on cost at 50% in the first year and, 30% & 20% over the next two years after consideration of its estimated useful life of 3 years.

2.8 Tangible fixed assets

Tangible fixed assets are stated at historical cost less depreciation. Equipment renewals due to technological changes are charged to the Statement of Financial Activities as incurred. Depreciation is provided at rates calculated to write off the cost less estimated residual value on a straight-line or reducing balance basis over their estimated useful lives as follows:

Freehold land	No depreciation
Freehold buildings	2% per annum on cost or subsequent valuation
Computer equipment	20% - 55% per annum on cost
Furniture and equipment	20% per annum on written-down value or cost

2 ACCOUNTING POLICIES (continued)

2.9 Investments

Listed investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market price. The Statement of Financial Activities includes the net gains and losses arising on revaluation and disposals throughout the year.

Unlisted investments comprise investments in subsidiaries which are measured at cost less impairment.

A source of financial risk faced by the charity is that is that of volatility in equity markets and investment markets due to wider economic conditions, the attitude of investors to investment risk, and changes in sentiment concerning equities, particularly currency risk, and within particular sectors or sub sectors.

2.10 Impairments

Assets not measured at fair value are reviewed for any indication that the asset may be impaired at each balance sheet date. If such indication exists, the recoverable amount of the asset, or the asset's cash generating unit, is estimated and compared to the carrying amount. When the carrying amount exceeds its recoverable amount, an impairment loss is recognised in the Statement of Financial Activities unless the asset is carried at a revalued amount where the impairment loss is a revaluation decrease.

2.11 Financial Instruments

The company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

A financial asset is derecognised only when the contractual rights to cash flows expire or are settled, or substantially all the risks and rewards of ownership are transferred to another party, or if some significant risks and rewards of ownership are retained but control of the asset has transferred to another party that is able to sell the asset in its entirety to an unrelated third party. A financial liability (or part thereof) is derecognised when the obligation specified in the contract is discharged, cancelled or expires.

2.12 Stocks

Finished stocks relate to technical publications and are stated at the lower of cost and net realisable value. Cost comprises the price of purchasing, printing, binding and compilation.

2.13 Debtors

Trade and other debtors which are receivable within one year and which do not constitute a financing transaction are initially measured at the transaction price. Trade debtors are subsequently measured at amortised cost, being the transaction price less any amounts settled and any impairment losses.

A provision for impairment of trade debtors is established when there is objective evidence that the amounts due will not be collected according to the original term of the contract. Impairment losses are recognised in the statement of financial activities for the excess of the carrying value of the trade debtor over the present value of the future cash flows discounted using the original effective interest rate. Subsequent reversals of an impairment loss that objectively relate to an event occurring after the impairment loss was recognised, are recognised immediately in the statement of financial activities.

2.14 Cash at bank and in hand

Cash at bank and in hand include cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit.

2.15 Creditor

Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

2 ACCOUNTING POLICIES (continued)

2.16 Holiday pay accrual

A liability is recognised to the extent of any unused holiday pay entitlement which has accrued at the balance sheet date and carried forward to future periods. This is measured at the undiscounted salary cost of the future holiday entitlement so accrued at the balance sheet date.

2.17 Pension contributions

The Institution operates a non-contributory pension scheme providing benefits based on final pensionable salary. The assets of the scheme are invested with an insurance company and are totally separate from those of the Institution. This scheme was closed to new members in 1999. The Institution has fully adopted the disclosures set out in section 28 of FRS 102. The difference between the fair value of the assets held in the Institution's defined benefit pension scheme and the scheme's liabilities measured on an actuarial basis using the projected unit method are recognised in the Institution's Balance Sheet as a pension scheme asset or liability as appropriate. The carrying value of any resulting pension scheme asset is restricted to the extent that the Institution is able to recover the surplus either through reduced contributions in the future or through refunds from the scheme.

Changes in the defined benefit pension scheme asset or liability arising from factors other than cash contributions by the Institution are charged to the Statement of Financial Activities in accordance with section 28 of FRS 102. The Institution contributes to a stakeholder pension scheme operated by Aviva and is open to all employees. The annual contribution payments are charged to the Statement of Financial Activities.

2.18 Taxation

The Institution is registered as a charity, registration number 278104, and in consequence it is exempt from taxation on income arising from and expended on its charitable activities.

2.19 Foreign currencies

Transactions in foreign currency are recorded at the rate ruling at the date of the transaction. Monetary assets and liabilities are translated at the rate of exchange ruling at the balance sheet date. All differences are taken to the Statement of Financial Activities.

2.20 Judgements and key sources of estimation uncertainty

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. There are no estimates and assumptions that are considered to have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

2.21 Restatement of 2017 comparatives

The Institution has reduced its current assets and liabilities in respect of trade debtors and deferred income by £2,143,256 for the year ended 31 December 2017. In this year the Institution recognised an asset once membership subscriptions invoices were raised. However where members do not take up ongoing membership, the Institution has no recourse to recover the debt. Consequently it is considered the requirement for recognition of an asset would not be met.

The Institution has reduced its defined benefit pension scheme asset by £194,000 for the year ended 31 December 2017. This is because the pension scheme asset is restricted by the fact that the Institution cannot recover the surplus through refunds or deficit contributions as per the Pension Scheme rules.

THE CHARTERED INSTITUTION OF BUILDING SERVICES ENGINEERS

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2018

3 CHARITABLE SERVICES INCOME

Fees receivable for charitable services for the year is derived from:

	Unrestricted funds £	Restricted funds £	Total 2018 £	Unrestricted funds £	Restricted funds £	Total 2017 £
Training delegate fees	95,131	13,878	109,009	96,413	13,980	110,393
Publications	18,656	-	18,656	265,479	-	265,479
Societies sponsorship fees	51,853	-	51,853	38,463	-	38,463
Grants and royalties	86,387	-	86,387	220,127	-	220,127
Sundry	66,785	-	66,785	103,407	-	103,407
	<u>318,812</u>	<u>13,878</u>	<u>332,690</u>	<u>723,889</u>	<u>13,980</u>	<u>737,869</u>

4 INVESTMENT INCOME

Investment income for the year is derived from:

	Unrestricted funds £	Restricted funds £	Total 2018 £	Unrestricted funds £	Restricted funds £	Total 2017 £
Listed investments	58,363	-	58,363	62,370	-	62,370
Cash deposits	818	-	818	98	-	98
	<u>59,181</u>	<u>-</u>	<u>59,181</u>	<u>62,468</u>	<u>-</u>	<u>62,468</u>

5 EXPENDITURE

	Staff Direct Costs £	Other Direct Costs £	Staff Support Cost £	Other Support Cost £	2018 Total £	2017 Total £
Expenditure on raising funds						
Trading subsidiary companies	913,558	2,136,895	-	-	3,050,454	2,961,532
Expenditure on charitable activities						
Membership	411,767	169,060	558,268	366,577	1,505,673	1,747,664
Publications	-	-	-	-	-	490,986
Technical	161,720	139,390	219,257	143,971	664,338	612,484
Regional & special interest groups	212,524	507,189	288,137	189,200	1,197,051	1,195,091
Research	95,062	194,650	128,883	84,629	503,224	298,741
	<u>1,794,631</u>	<u>3,147,185</u>	<u>1,194,546</u>	<u>784,378</u>	<u>6,920,739</u>	<u>7,306,498</u>

THE CHARTERED INSTITUTION OF BUILDING SERVICES ENGINEERS

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2018

6 SUPPORT COSTS

The support costs have been allocated on the following basis:

Support cost	Basis of allocation	2018	2017
		£	£
Administration staff and welfare	Staff costs	1,194,546	1,291,457
Temporary staff, recruitment & consultants	Direct allocation to projects	55,628	51,508
Meeting costs	Direct allocation to projects	59,297	53,075
Office costs	Total number of employees	115,026	136,060
Premises	Area occupied basis	82,714	78,916
IT	Direct allocation to projects	263,987	289,078
Legal & professional fees	Direct allocations to projects	86,018	118,398
Depreciation	Direct allocation to projects	57,450	62,501
Bad debt	Actual	(43,898)	55,443
Marketing	Direct allocation to projects	54,182	89,421
		<u>1,924,949</u>	<u>2,225,856</u>
Governance costs	Basis of allocation		
Auditor's remuneration - statutory audit	Direct allocation to projects	13,274	19,611
Auditor's remuneration - non-audit services	Direct allocation to projects	-	-
AGM & annual report cost	Direct allocation to projects	13,458	12,832
Trustees expenses	Direct allocation to projects	27,243	35,795
		<u>53,975</u>	<u>68,238</u>

THE CHARTERED INSTITUTION OF BUILDING SERVICES ENGINEERS

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2018

7 STAFF COSTS

	2018	2017
	£	£
Wages and salaries	2,451,239	2,454,848
Temporary staff and agency fees	38,259	123,169
Social security costs	265,277	263,185
Pension costs:		
Defined contribution pensions	120,017	108,047
Defined benefit pensions	11,000	35,000
	<u>2,885,792</u>	<u>2,984,249</u>

The average number of employees during the year, who were all engaged in the activities of the Institution and its subsidiaries, was:

61	64
----	----

All Trustees give of their time freely and no Trustee remuneration was paid in the year (2017: £Nil).

The key management personnel of the parent charity, the Institution, comprise the Trustees, the Chief Executive Officer and the senior management team. Total employee benefits of key management personnel for the year under review, excluding the Trustees were £850,721 (2017: £793,078).

Neither of the Institution's wholly-owned subsidiaries employ staff directly. As a result, the key management personnel and their aggregate employee benefits for the group is the same as the Institution as disclosed above.

The number of employees earning total emoluments of £60,000 or more:

£60,001 to £70,000	1	2
£70,001 to £80,000	4	2
£80,001 to £90,000	1	1
£90,001 to £100,000	1	-
£100,001 to £110,000	-	1
£180,001 to £190,000	1	1

Contributions in the year for provision of the pension schemes in respect of the above higher paid employees amounted to £42,086 for 7 staff (2017: £61,155 for 7 staff).

THE CHARTERED INSTITUTION OF BUILDING SERVICES ENGINEERS

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2018

8 TRANSACTIONS WITH TRUSTEES AND RELATED PARTY TRANSACTIONS

The Trustees of the Institution are the members of Board, who are drawn, from time to time, from the membership of the Institution. No member of Board received any remuneration or benefits-in-kind for their duties as Trustees (2017: Nil).

Members of the Board of Trustees are reimbursed for travelling and other expenses whilst engaged on the activities of the Institution.

	2018	2017
	£	£
Reimbursements were made as follows:		
Reimbursed to 6 Trustees (2017: 9 Trustees)	27,748	32,637

Under the terms of the Royal Charter & Bylaws, the Institution is empowered to make reasonable and proper payments to members for services actually rendered to the Institution. This power includes Trustees, in their capacity as members of the Institution. In their capacity as members of the Institution, Trustees are obliged to pay annual subscriptions due to the Institution and are entitled to take advantage of the services offered by the Institution and its subsidiary company, on the same terms offered to all members, or to the general public. Where members or their connections provide services to, or utilise any other services or facilities of the Institution, the amounts paid to or charged by the Institution are based on either:

- Standard rates paid by the Institution to members and non-members alike, for services such as lecturing or interviewing of candidates; or
- Rates negotiated on behalf of the Institution, independently of the member involved, by the Board, or their delegated committee, based on competitive tenders or general commercial rates.

During the year, the Institution is aware that payments have been made by the Institution for commercial services provided to it, or charges made by the Institution for utilising other services or facilities of the Institution, by certain Members of the Board of Trustees, or their connections, as follows:

During 2018, there were no speaker fees paid to Trustees (2017: £Nil)

THE CHARTERED INSTITUTION OF BUILDING SERVICES ENGINEERS

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2018

9 INTANGIBLE FIXED ASSETS

Group	Goodwill £
Cost or valuation	
Balance at 1 January 2018 and at 31 December 2018	155,572
Accumulated Amortisation	
Balance at 1 January 2018 and at 31 December 2018	155,572
Net Book value	
At 31 December 2017 and at 31 December 2018	-

10 TANGIBLE FIXED ASSETS

Group	Freehold Property £	Computer Equipment £	Furniture & Equipment £	Total £
Cost				
Balance at 1 January 2018	426,000	1,085,847	321,195	1,833,042
Additions	-	38,994	-	38,994
Disposals	-	(31,428)	-	(31,428)
Balance at 31 December 2018	426,000	1,093,413	321,195	1,840,608
Accumulated depreciation				
Balance at 1 January 2018	119,296	615,086	291,352	1,025,734
Charge for the year	5,680	114,975	10,912	131,567
Disposals	-	(15,277)	-	(15,277)
Balance at 31 December 2018	124,976	714,784	302,264	1,142,024
Net book value				
At 31 December 2018	301,024	378,629	18,931	698,584
At 31 December 2017	306,704	470,761	29,843	807,308

THE CHARTERED INSTITUTION OF BUILDING SERVICES ENGINEERS

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2018

10 TANGIBLE FIXED ASSETS *(continued)*

Institution	Freehold Property £	Computer Equipment £	Furniture & Equipment £	Total £
Cost				
Balance at 1 January 2018	426,000	343,938	317,936	1,087,874
Additions	-	24,759	-	24,759
Disposals	-	(15,714)	-	(15,714)
Balance at 31 December 2018	<u>426,000</u>	<u>352,983</u>	<u>317,936</u>	<u>1,096,919</u>
Accumulated depreciation				
Balance at 1 January 2018	119,296	158,808	288,914	567,018
Charge for the year	5,680	48,227	10,352	64,259
Disposals	-	(6,809)	-	(6,809)
Balance at 31 December 2018	<u>124,976</u>	<u>200,226</u>	<u>299,266</u>	<u>624,468</u>
Net book value				
At 31 December 2018	<u>301,024</u>	<u>152,757</u>	<u>18,670</u>	<u>472,451</u>
At 31 December 2017	<u>306,704</u>	<u>185,130</u>	<u>29,022</u>	<u>520,856</u>

THE CHARTERED INSTITUTION OF BUILDING SERVICES ENGINEERS

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2018

11 FIXED ASSETS INVESTMENTS

	Group		The Institution	
	2018 £	2017 £	2018 £	2017 £
Balance as at 1 January 2018	1,712,939	2,060,033	1,712,941	2,060,035
Sale of units	-	(500,000)	-	(500,000)
Net gains on investments				
Gains on sale of investments	-	159,120	-	159,120
Net loss on revaluation at 31 December 2018	(47,344)	(6,214)	(47,344)	(6,214)
Balance as at 31 December 2018	<u>1,665,595</u>	<u>1,712,939</u>	<u>1,665,597</u>	<u>1,712,941</u>
Investments are made up of:				
Listed investments	1,665,595	1,712,939	1,665,595	1,712,939
Trading subsidiaries:				
100% interest in CIBSE Services Limited	-	-	2	2
100% interest (100% Group / 50% The Institution) in The Chartered Institution of Building Services Engineers Hong Kong Limited	-	-	-	-
	<u>1,665,595</u>	<u>1,712,939</u>	<u>1,665,597</u>	<u>1,712,941</u>
The historical cost of listed investments are:				
Listed Investments cost at 1 January 2018	1,117,199	1,458,080	1,117,199	1,458,080
Less sale of units	-	(340,881)	-	(340,881)
Listed Investments cost at 31 December 2018	<u>1,117,199</u>	<u>1,117,199</u>	<u>1,117,199</u>	<u>1,117,199</u>

The listed investments are managed on behalf of the Institution by CCLA Investment Management Limited.

The significance of financial instruments to the ongoing financial sustainability of the Institution is considered in the investment powers section of the Trustees' Annual Report. The basis of fair value for listed investments is equivalent to the market value, using the mid-market price.

THE CHARTERED INSTITUTION OF BUILDING SERVICES ENGINEERS

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2018

12 DEBTORS

	Group		The Institution	
	2018	2017 Restated	2018	2017 Restated
	£	£	£	£
Trade debtors	446,449	355,147	19,340	24,635
Amounts owed by group undertakings	-	-	-	309,293
Prepayments and accrued income	267,618	279,509	115,665	221,250
Other debtors	141,589	141,867	87,051	82,499
	<u>855,656</u>	<u>776,523</u>	<u>222,057</u>	<u>637,677</u>

13 CREDITORS: AMOUNTS DUE WITHIN ONE YEAR

	Group		The Institution	
	2018	2017 Restated	2018	2017 Restated
	£	£	£	£
Trade creditors	171,551	285,113	82,901	168,033
Accruals	127,426	145,323	87,008	129,381
Amounts owed to group undertakings	-	-	181,580	-
Deferred income: amounts received in advance for subscriptions & services	1,272,541	1,020,440	979,079	795,197
Taxation and social security	179,401	143,607	88,107	79,948
Other creditors	102,373	74,752	65,561	46,115
	<u>1,853,292</u>	<u>1,669,235</u>	<u>1,484,237</u>	<u>1,218,674</u>
Deferred income				
At 1 January 2018	3,001,426	2,978,436	2,776,183	2,693,110
Amounts released to income	(3,001,426)	(2,978,436)	(2,776,183)	(2,693,110)
Amount deferred in the year	<u>1,272,541</u>	<u>1,020,440</u>	<u>979,079</u>	<u>795,197</u>
At 31 December 2018	<u>1,272,541</u>	<u>1,020,440</u>	<u>979,079</u>	<u>795,197</u>

THE CHARTERED INSTITUTION OF BUILDING SERVICES ENGINEERS

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2018

14 RESTRICTED FUNDS – Group

Current Year	Balance at 1 January 2018	Movement in Funds			Balance at 31 December 2018
		Income	Expenditure	Transfers	
	£	£	£	£	
Patrons Fund	94,828	60,538	(46,600)	-	108,766
	94,828	60,538	(46,600)	-	108,766
Prior Year					
Prior Year	Balance at 1 January 2017	Movement in Funds			Balance at 31 December 2017
		Income	Expenditure	Transfers	
	£	£	£	£	
Patrons Fund	87,409	63,089	(55,670)	-	94,828
	87,409	63,089	(55,670)	-	94,828

See Note 2.3 for description of funds

15 UNRESTRICTED AND DESIGNATED FUNDS – Group

Current Year	Balance at 1 January 2018 Restated	Movement In Funds			Balance at 31 December 2018
		Income	Expenditure	Transfers	
	£	£	£	£	£
Research Fund	582,712	231,937	(289,712)	-	524,937
Education Fund	58,371	-	-	-	58,371
Richard Tully Family Publication Fund	118,467	4,576	-	-	123,043
Domestic Building Services Panel Fund	183,668	39,144	(16,588)	-	206,224
Society of Light and Lighting	267,820	227,170	(250,644)	-	244,346
Ken Dale Fund	101,398	3,918	(6,330)	-	98,986
Designated Funds	1,312,436	506,745	(563,274)	-	1,255,907
General Fund	1,043,001	6,456,456	(6,518,209)	-	981,248
Unrestricted Funds	2,355,437	6,963,201	(7,081,483)	-	2,237,155

See Note 2.3 for description of funds

THE CHARTERED INSTITUTION OF BUILDING SERVICES ENGINEERS

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2018

Prior Year	Movement In Funds				Balance at 31 December 2017 Restated £
	Balance at 1 January 2017 £	Income £	Expenditure £	Transfers £	
Research Fund	552,994	226,725	(197,007)	-	582,712
Education Fund	55,346	3,025	-	-	58,371
Richard Tully Family Publication Fund	114,334	4,133	-	-	118,467
Domestic Building Services Panel Fund	164,805	45,179	(26,316)	-	183,668
Society of Light and Lighting	206,369	268,406	(206,955)	-	267,820
Ken Dale Fund	101,721	3,677	(4,000)	-	101,398
Designated Funds	1,195,569	551,145	(434,278)	-	1,312,436
General Fund	1,426,022	6,501,396	(6,884,417)	-	1,043,001
Unrestricted Funds	2,621,591	7,052,541	(7,318,695)	-	2,355,437

See Note 2.3 for description of funds

16 RESULTS OF THE INSTITUTION

	2018 £	2017 Restated £
Total income	3,380,189	3,675,070
Total expenditure	(3,707,208)	(4,123,904)
Net expenditure before gains on investments	(327,019)	(448,834)
Net gains on investments	(47,344)	152,906
Net expenditure after gains on investments	(374,363)	(295,928)
Actuarial loss on defined benefit pension scheme	(160,000)	(14,000)
Net movement in funds	(534,363)	(309,928)

THE CHARTERED INSTITUTION OF BUILDING SERVICES ENGINEERS

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2018

17 TRADING SUBSIDIARIES

The Group has two wholly owned subsidiaries, CIBSE Services Limited (company registered no. 03645473), which is incorporated in the UK and The Chartered Institution of Building Services Engineers Hong Kong Limited, which is incorporated in Hong Kong. CIBSE Services Limited carries out various activities in pursuance of the charitable aims of the Institution and operates various commercial activities. CIBSE Services Limited donates its taxable profit to the Institution. The principal activities of The Chartered Institution of Building Services Engineers Hong Kong Limited are the provision of conferences and exhibition services.

A summary of the trading results and net assets of the subsidiaries for 2018 are shown below. Audited accounts for both subsidiaries are filed with their respective Registrars.

	CIBSE Services Limited	CIBSE HK Limited
	£	£
Turnover	3,502,195	141,106
Cost of sales	(2,375,211)	(145,847)
Administration expenses	(691,770)	-
Operating profit	435,214	(4,741)
Interest receivable	248	-
Net profit before gift aid	435,462	(4,741)
Amount donated to the Institution	-	-
Amount retained by the subsidiary	435,462	(4,741)
The aggregate of the assets, liabilities and funds was:		
Fixed assets	225,871	262
Net current assets	312,063	79,743
Net assets	537,934	80,005
Funds		
Called up share capital	2	-
Reserves	537,932	80,005
	537,934	80,005

THE CHARTERED INSTITUTION OF BUILDING SERVICES ENGINEERS

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2018

18 ANALYSIS OF CONSOLIDATED NET ASSETS BETWEEN FUNDS

Current Year

	General Funds	Designated Funds	Restricted Funds	Total 2018
	£	£	£	£
Fund balances at 31 December 2018				
Fixed assets	698,584	-	-	698,584
Investments	1,665,595	-	-	1,665,595
Net current assets/(liabilities)	(1,427,931)	1,255,907	108,766	(63,258)
Net Assets excluding pension scheme liability	936,248	1,255,907	108,766	2,300,921
Defined benefit pension scheme liability	45,000	-	-	45,000
Net assets including pension scheme liability	981,248	1,255,907	108,766	2,345,921

Prior Year

	General Funds	Designated Funds	Restricted Funds	Total 2017 Restated
	£	£	£	£
Fund balances at 31 December 2017				
Fixed assets	807,308	-	-	807,308
Investments	1,712,939	-	-	1,712,939
Net current assets/(liabilities)	(1,544,246)	1,312,436	94,828	(136,982)
Net Assets excluding pension scheme liability	976,001	1,312,436	94,828	2,383,265
Defined benefit pension scheme liability	67,000	-	-	67,000
Net assets including pension scheme liability	1,043,001	1,312,436	94,828	2,450,265

19 CIBSE PENSION SCHEMES

CIBSE operates both a defined contribution and a defined benefit pension scheme which require contributions to be made separately to administered funds for the benefit of the employees. The defined contribution scheme was opened in November 2001 and employer contribution commenced in April 2007.

Final salary pension scheme

The defined benefit scheme has been reported under section 28 of FRS 102. The most recent valuation was at 1 April 2017. The assumptions which had most significant effect on that valuation were:

- (i) future long term average salary increases pre-retirement of 3.2% per annum.
- (ii) future long term average salary increases post-retirement of 1.7% per annum.

This actuarial valuation showed that the market value of the scheme's assets was £4,523,000 and that their actuarial value was 90% of the benefits that had accrued to members after allowing for expected future salary increases. The actuarial valuation recommended that the rate of contributions be increased to 45.2%. The Trustees and the Employer agreed to additional Employer contributions of £108,000 p.a. from 1 April 2017 until the Funding Valuation shortfall is addressed. The actuarial valuation calculated the Funding Valuation shortfall is expected to be addressed until 28 February 2022. The payments are payable by the last day of February each year and are due to remain the same over the period.

Based on the current schedule of contributions the estimated contribution to be paid over to the scheme in 2018 is at least 45.2% p.a of the pensionable salary roll, on a monthly basis.

The number of employees in the scheme at 31 December 2018 were:

	2018	2017 Restated
Active employees	1	2
Deferred pensioners	20	21
Pensioners	22	21

The financial assumptions used by the actuary to calculate the scheme liabilities under FRS 102 were as follows:

	2018	2017
Rate of increase in salaries	4.50%	4.50%
Rate of increase in pensions in payments accrued before 6 April 1997	3.00%	3.00%
Rate of increase in pensions in payments accrued after 6 April 1997	3.00%	3.00%
Discount rate	2.70%	2.40%
Retail price inflation	3.30%	3.30%

THE CHARTERED INSTITUTION OF BUILDING SERVICES ENGINEERS

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2018

19 CIBSE PENSION SCHEMES (*continued*)

	2018 £'000	Restated 2017 £'000
Analysis of the amount charged to expenditure		
Current service cost	(19)	(36)
Total service cost	(19)	(36)
Net interest costs		
Interest income on plan assets	107	112
Interest expense on defined benefit obligation	(99)	(110)
Net return	8	2
Total pension costs charged to the Statement of Financial Activities	(11)	(34)
Analysis of the actuarial loss recognised in the Statement of Financial Activities		
Actual return on plan assets, excluding interest income	(230)	266
Experience gains and losses arising on the scheme liabilities	(165)	(2)
Changes in assumptions underlying the present value of the scheme liabilities	179	(84)
Effect of asset ceiling	56	(194)
Total actuarial (loss)/gain recognised in the Statement of Financial Activities	(160)	(14)
Analysis of the pension accounting information under FRS 102 is shown below		
Amount recognised in the Balance Sheet		
Present value of defined benefit obligation	(3,906)	(4,830)
Fair value of plan assets	4,089	5,091
Net defined benefit asset	183	261
Effect of asset ceiling	(138)	(194)
Recognised defined benefit asset	45	67
Change in defined benefit obligation		
Defined benefit obligation at beginning of period	(4,830)	(4,723)
Current service costs	(19)	(36)
Interest expenses	(99)	(110)
Remeasurement arising from changes in assumptions	179	(84)
Remeasurements arising from experience	(165)	(3)
Benefits paid	1,028	126
	(3,906)	(4,830)

THE CHARTERED INSTITUTION OF BUILDING SERVICES ENGINEERS

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2018

19 CIBSE PENSION SCHEMES (*continued*)

	2018	2017
	£'000	£'000
<i>Change in plan assets</i>		
Assets at beginning of year	5,091	4,696
Interest income	107	112
Actual return on plan assets, excluding interest income	(230)	266
Employer contributions	149	143
Benefits paid	(1,028)	(126)
	<u>4,089</u>	<u>5,091</u>
Assets at end of year	4,089	5,091
	<u>4,089</u>	<u>5,091</u>
Actual return on assets	(123)	378
Asset class split		
	2018	2017
Equities	59%	57%
Property	12%	4%
Corporate Bonds	7%	6%
Gilts	19%	32%
Cash	3%	1%
	<u>100%</u>	<u>100%</u>