Registered number: 03690916

THE INSTITUTE OF ENVIRONMENTAL MANAGEMENT AND ASSESSMENT

(A Company Limited by Guarantee)

DIRECTORS' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2019

THE INSTITUTE OF ENVIRONMENTAL MANAGEMENT AND ASSESSMENT
(A Company Limited by Guarantee)

COMPANY INFORMATION

Directors	Ian Michael Bamford Martin Baxter Martin Geoffrey Bigg Richard Carter Simon Leslie Catford Eileen Donnelly Safia Iman Paul Leinster Shaun Patrick Mccarthy Sarah Mukherjee (appointed 1 June 2020) Louise Claire Nicholls
Company secretary	Martin Baxter
Registered number	03690916
Registered office	IEMA City Office Park Tritton Road Lincoln England LN6 7AS

THE INSTITUTE OF ENVIRONMENTAL MANAGEMENT AND ASSESSMENT
(A Company Limited by Guarantee)

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THE INSTITUTE OF ENVIRONMENTAL MANAGEMENT AND ASSESSMENT
(A Company Limited by Guarantee)

DIRECTORS' REPORT FOR THE YEAR ENDED 31 DECEMBER 2019

The directors present their report and the financial statements for the year ended 31 December 2019.

Directors' responsibilities statement

The directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'. Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Company and of the profit or loss of the Company for that period.

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

- select suitable accounting policies for the Company's financial statements and then apply them consistently;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the Company's transactions and disclose with reasonable accuracy at any time the financial position of the Company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Directors

The directors who served during the year were:

Timothy John Balcon (resigned 30 October 2019)
Ian Michael Bamford
Martin Baxter
Martin Geoffrey Bigg
Richard Carter
Simon Leslie Catford
Eileen Donnelly
Safia Iman
Paul Leinster
Shaun Patrick Mccarthy
Diana Margaret Montgomery (resigned 26 June 2019)
Louise Claire Nicholls
Toby Robins (appointed 2 October 2019, resigned 20 March 2020)

Disclosure of information to auditors

Each of the persons who are directors at the time when this Directors' Report is approved has confirmed that:

- so far as the director is aware, there is no relevant audit information of which the Company's auditors are unaware, and
- the director has taken all the steps that ought to have been taken as a director in order to be aware of any relevant audit information and to establish that the Company's auditors are aware of that information.

Auditors

The auditors, Haysmacintyre LLP, will be proposed for reappointment in accordance with section 485 of the Companies Act 2006.

Small companies note

In preparing this report, the directors have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the board on 9 September 2020 and signed on its behalf.

Sarah Mukherjee
Director

INDEPENDENT AUDITORS' REPORT TO THE SHAREHOLDERS OF THE INSTITUTE OF ENVIRONMENTAL MANAGEMENT AND ASSESSMENT

Opinion

We have audited the financial statements of The Institute Of Environmental Management And Assessment (the 'Company') for the year ended 31 December 2019, which comprise the Statement of Comprehensive Income, the Statement of Financial Position, the Statement of Changes in Equity and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 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 Company's affairs as at 31 December 2019 and of its loss for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the Company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

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

- the directors' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the directors have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Company'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 directors are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Auditors' Report thereon. 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

INDEPENDENT AUDITORS' REPORT TO THE SHAREHOLDERS OF THE INSTITUTE OF ENVIRONMENTAL MANAGEMENT AND ASSESSMENT (CONTINUED)

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.

Opinion on other matters prescribed by the Companies Act 2006

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

- the information given in the Directors' Report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Directors' Report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the Company and its environment obtained in the course of the audit, we have not identified material misstatements in the Directors' Report.

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

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

Responsibilities of directors

As explained more fully in the Directors' Responsibilities Statement on page 1, the directors 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 directors 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 directors are responsible for assessing the Company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the Company or to cease operations, or have no realistic alternative but to do so.

INDEPENDENT AUDITORS' REPORT TO THE SHAREHOLDERS OF THE INSTITUTE OF ENVIRONMENTAL MANAGEMENT AND ASSESSMENT (CONTINUED)

Auditors' responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditors' 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 Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our Auditors' Report.

Use of our report

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

Jeremy K Beard

Jeremy Beard (Senior Statutory Auditor)

for and on behalf of
Haysmacintyre LLP

Statutory Auditors

10 Queen Street Place
London
EC4R 1AG

9 September 2020

STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 31 DECEMBER 2019

	Note	2019 £	*As restated 2018 £*
Turnover		**2,600,123**	*2,559,177*
Cost of sales		**(1,820,449)**	*(1,795,667)*
Gross profit		**779,674**	*763,510*
Administrative expenses		**(802,416)**	*(778,948)*
Operating loss		**(22,742)**	*(15,438)*
Interest receivable and similar income		**2,530**	*721*
Loss before tax		**(20,212)**	*(14,717)*
Tax on loss		**(481)**	*(177)*
Loss for the financial year		**(20,693)**	*(14,894)*
Other comprehensive income for the year			
Total comprehensive income for the year		**(20,693)**	*(14,894)*

The notes on pages 10 to 17 form part of these financial statements.

THE INSTITUTE OF ENVIRONMENTAL MANAGEMENT AND ASSESSMENT

(A Company Limited by Guarantee)
REGISTERED NUMBER: 03690916

STATEMENT OF FINANCIAL POSITION
AS AT 31 DECEMBER 2019

	Note		2019 £		*As restated 2018 £*
Fixed assets					
Intangible assets	5		**127,390**		*205,188*
Tangible assets	6		**103,253**		*125,072*
Investments	7		**1**		*1*
			230,644		*330,261*
Current assets					
Debtors: amounts falling due within one year	8	**243,875**		*194,549*	
Cash at bank and in hand	9	**1,121,010**		*920,128*	
		1,364,885		*1,114,677*	
Creditors: amounts falling due within one year	10	**(1,317,669)**		*(1,146,385)*	
Net current assets/(liabilities)			**47,216**		*(31,708)*
Total assets less current liabilities			**277,860**		*298,553*
Net assets			**277,860**		*298,553*
Capital and reserves					
Profit and loss account			**277,860**		*298,553*
			277,860		*298,553*

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and in accordance with the provisions of FRS 102 Section 1A - small entities.

The financial statements were approved and authorised for issue by the board and were signed on its behalf on 9 September 2020.

Sarah Mukherjee
Director

The notes on pages 10 to 17 form part of these financial statements.

STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 31 DECEMBER 2019

	Profit and loss account	Total equity
	£	£
At 1 January 2019	298,553	298,553
Comprehensive income for the year		
Loss for the year	(20,693)	(20,693)
Total comprehensive income for the year	(20,693)	(20,693)
At 31 December 2019	277,860	277,860

The notes on pages 10 to 17 form part of these financial statements.

STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 31 DECEMBER 2018

	Profit and loss account	Total equity
	£	£
At 1 January 2018	**313,447**	**313,447**
Comprehensive income for the year		
Loss for the year	**(14,894)**	**(14,894)**
Total comprehensive income for the year	**(14,894)**	**(14,894)**
At 31 December 2018	**298,553**	**298,553**

The notes on pages 10 to 17 form part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019

1. General information

The company is a private company limited by guarantee, registered in England and Wales. The address of the registered office is City Office Park, Tritton Road, Lincoln, LN6 7AS.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention unless otherwise specified within these accounting policies and in accordance with Section 1A of Financial Reporting Standard 102, the Financial Reporting Standard applicable in the UK and the Republic of Ireland and the Companies Act 2006.

The preparation of financial statements in compliance with FRS 102 requires the use of certain critical accounting estimates. It also requires management to exercise judgment in applying the Company's accounting policies (see note 3).

The following principal accounting policies have been applied:

2.2 Going concern

In assessing the company's ability to continue as a going concern, the directors have considered the company's liquidity position and reviewed cash flow forecasts for the next 12 months which include any potential impact of COVID-19. The directors consider that there are no material uncertainties regarding the company's ability to continue as a going concern and have continued to adopt the going concern basis in preparing the accounts.

2.3 Revenue

Revenue is recognised to the extent that it is probable that the economic benefits will flow to the Company and the revenue can be reliably measured. Revenue is measured as the fair value of the consideration received or receivable, excluding discounts, rebates, value added tax and other sales taxes. The following criteria must also be met before revenue is recognised:

Membership and non membership income is recognised in the period in which services are performed, income received in advance is deferred to the following period.

2.4 Operating leases: the Company as lessee

Rentals paid under operating leases are charged to the Statement of Comprehensive Income on a straight line basis over the lease term.

2.5 Interest income

Interest income is recognised in the Statement of Comprehensive Income using the effective interest method.

2. Accounting policies (continued)

2.6 Pensions

Defined contribution pension plan

The Company operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the Company pays fixed contributions into a separate entity. Once the contributions have been paid the Company has no further payment obligations.

The contributions are recognised as an expense in the Statement of Comprehensive Income when they fall due. Amounts not paid are shown in accruals as a liability in the Statement of Financial Position. The assets of the plan are held separately from the Company in independently administered funds.

2.7 Taxation

Tax is recognised in the Statement of Comprehensive Income, except that a charge attributable to an item of income and expense recognised as other comprehensive income or to an item recognised directly in equity is also recognised in other comprehensive income or directly in equity respectively.

The current income tax charge is calculated on the basis of tax rates and laws that have been enacted or substantively enacted by the reporting date in the countries where the Company operates and generates income.

Deferred tax is recognised in respect of all material timing differences at the reporting date. Unrelived tax losses and other deferred tax assets are recognised to the extent that it is probable that they will be recovered against the reversak if deferred tax liabilities or other future taxable profits. Deferred tax is measured using the tax rates and laws that have been enacteds or substantively enacted by the reporting date that are expected to apply to the reversal of the timing difference.

2.8 Intangible assets

Intangible assets are initially recognised at cost. After recognition, under the cost model, intangible assets are measured at cost less any accumulated amortisation and any accumulated impairment losses.

All intangible assets are considered to have a finite useful life. If a reliable estimate of the useful life cannot be made, the useful life shall not exceed ten years.

The estimated useful lives range as follows:

Training Materials	-	3	years
Website and Computer Systems	-	3	years

2.9 Tangible fixed assets

Tangible fixed assets under the cost model are stated at historical cost less accumulated depreciation and any accumulated impairment losses. Historical cost includes expenditure that is directly attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management.

2. Accounting policies (continued)

2.9 Tangible fixed assets (continued)

Depreciation is charged so as to allocate the cost of assets less their residual value over their estimated useful lives, using the straight-line method.

The estimated useful lives range as follows:

Long-term leasehold property	- 5 - 10 years
Fixtures and fittings	- 10 years
Office equipment	- 3 - 5 years

The assets' residual values, useful lives and depreciation methods are reviewed, and adjusted prospectively if appropriate, or if there is an indication of a significant change since the last reporting date.

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount and are recognised in the Statement of Comprehensive Income.

2.10 Valuation of investments

Investments in subsidiaries are measured at cost less accumulated impairment.

2.11 Debtors

Short term debtors are measured at transaction price, less any impairment. Loans receivable are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method, less any impairment.

2.12 Cash and cash equivalents

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are highly liquid investments that mature in no more than three months from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

2.13 Creditors

Short term creditors are measured at the transaction price. Other financial liabilities, including bank loans, are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.

2.14 Financial instruments

The Company only enters into basic financial instrument transactions that result in the recognition of financial assets and liabilities like trade and other debtors and creditors, loans from banks and other third parties, loans to related parties and investments in ordinary shares.

Financial assets that are measured at cost and amortised cost are assessed at the end of each reporting period for objective evidence of impairment. If objective evidence of impairment is found, an impairment loss is recognised in the Statement of Comprehensive Income.

For financial assets measured at amortised cost, the impairment loss is measured as the difference between an asset's carrying amount and the present value of estimated cash flows discounted at the

2. Accounting policies (continued)

2.14 Financial instruments (continued)

asset's original effective interest rate. If a financial asset has a variable interest rate, the discount rate for measuring any impairment loss is the current effective interest rate determined under the contract.

2.15 Prior year error

In the 2018 financial statements money received relating to the Broadway Initiative totalling £56,045 was incorrectly included in income. As these funds do not belong to The Institute of Environmental Management and Assessment this should have been included in other creditors. The comparative figures have been restated to reflect the correct treatment.

3. Judgments in applying accounting policies and key sources of estimation uncertainty

The directors make estimates and assumptions about the future. These estimates and assumptions impact recognised assets and liabilities, as well as revenue and expenditure and other disclosures. These estimates are based on historical experience and on various assumptions considered reasonable under the prevailing conditions. The actual outcome may diverge from these estimates if other assumptions are made, or other conditions arise. The estimates and assumptions that may have a significant effect on the carrying amounts of assets and liabilities within the financial year include:

Tangible fixed assets are recognised at cost less accumulated depreciation and any impairments. Depreciation takes place over the estimated useful life, down to the assessed residual value. The carrying amount of the company's tangible assets is tested as soon as changed conditions show that a need for impairment has arisen.

Intangible fixed assets are recognised at cost less accumulated amortisation and any impairments. Amortisation takes place over the estimated useful life. The carrying amount of the company's intangible assets is tested as soon as changed conditions show that a need for impairment has arisen.

The recoverability of trade debtors and associated provisioning is considered on a regular basis. When calculating the debtor provision, the directors consider the age of the debts and the financial position of its customers.

4. Employees

The average monthly number of employees, including directors, during the year was 32 *(2018 - 34)*.

5. Intangible assets

	Patents £	Computer software £	Total £
Cost			
At 1 January 2019	**96,945**	**320,326**	**417,271**
Additions	**11,620**	**49,362**	**60,982**
Disposals	**-**	**(132,730)**	**(132,730)**
At 31 December 2019	**108,565**	**236,958**	**345,523**
Amortisation			
At 1 January 2019	**40,420**	**171,663**	**212,083**
Charge for the year on owned assets	**34,052**	**98,582**	**132,634**
On disposals	**-**	**(126,584)**	**(126,584)**
At 31 December 2019	**74,472**	**143,661**	**218,133**
Net book value			
At 31 December 2019	**34,093**	**93,297**	**127,390**
At 31 December 2018	*56,525*	*148,663*	*205,188*

6. Tangible fixed assets

	Long-term leasehold property £	Fixtures and fittings £	Office equipment £	Total £
Cost or valuation				
At 1 January 2019	87,796	95,719	132,897	316,412
Additions	-	-	6,175	6,175
Disposals	(11,568)	(43,758)	(72,299)	(127,625)
At 31 December 2019	76,228	51,961	66,773	194,962
Depreciation				
At 1 January 2019	29,985	49,140	112,215	191,340
Charge for the year on owned assets	7,681	5,316	13,535	26,532
Disposals	(11,568)	(43,758)	(70,837)	(126,163)
At 31 December 2019	26,098	10,698	54,913	91,709
Net book value				
At 31 December 2019	50,130	41,263	11,860	103,253
At 31 December 2018	*57,811*	*46,579*	*20,682*	*125,072*

7. Fixed asset investments

	Investments in subsidiary companies £
Cost or valuation	
At 1 January 2019	1
At 31 December 2019	1

The company owns 100% of the issued share capital of IEMA Sustainability Training Solutions Ltd. The company ceased trading on 31 December 2015 and has £nil reserves.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019**

8. Debtors

	2019	*2018*
	£	*£*
Trade debtors	**88,250**	*67,211*
Other debtors	**-**	*23,992*
Prepayments and accrued income	**155,625**	*103,346*
	243,875	*194,549*

9. Cash and cash equivalents

	2019	*2018*
	£	*£*
Cash at bank and in hand	**1,121,010**	*920,128*
	1,121,010	*920,128*

10. Creditors: Amounts falling due within one year

	2019	*2018*
	£	*£*
Trade creditors	**45,634**	*43,650*
Corporation tax	**481**	*129*
Other taxation and social security	**36,112**	*36,292*
Other creditors	**61,765**	*63,067*
Accruals and deferred income	**1,173,677**	*1,003,247*
	1,317,669	*1,146,385*

11. Company status

The company is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the company in the event of liquidation.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019

12. Commitments under operating leases

At 31 December 2019 the Company had future minimum lease payments under non-cancellable operating leases as follows:

	2019 £	*2018* *£*
Not later than 1 year	**50,240**	*50,240*
Later than 1 year and not later than 5 years	**200,960**	*200,960*
Later than 5 years	**142,347**	*192,587*
	393,547	*443,787*

13. Related party transactions

During the 2018 financial year JTK Associates LLP provided VAT advice to The Institute of Environmental Management and Assessment to the fee of £15,597 resulting in a VAT refund of £92,974 from HMRC. No services were provided JTK Associates LLP in the 2019 financial year.

JTK Associates LLP is an organisation under the control of J Turnbull-Kemp who is spouse to M Turnbull-Kemp, former Chief Operating Officer at The Institute of Environmental Management and Assessment a position considered to be Key Management personnel. M Turnbull-Kemp left the organisation on 19 June 2019. No balance was outstanding with JTK Associates LLP as at 31 December 2019 (2018: £nil).

During the year, Green Beach Silver Ocean Ltd were engaged to provide accounting services. H Robins, who is the brother of T Robins, is a director of Green Beach Silver Ocean Ltd. T Robins was a director of IEMA during the year, he resigned on 20 March 2020. All services were provided at arms length. Total transactions during the year were £2,000 (2018: £nil). No balance was outstanding at 31 December 2019 (2018: £nil)

14. Post balance sheet events

The COVID-19 pandemic is a significant health and economic crisis and the directors took action to minimise adverse risks to staff and the organisation. IEMA's business continuity plan was implemented from mid-March and all staff were moved to home working. Delivery of IEMA's services to members remained unaffected, given the strong digital programme of activity which forms a core part of our business model. The income budget for the first half of 2020 was achieved and costs were well below budget due to actions taken to halt discretionary expenditure. IEMA's individual membership grew by over 300 in the first half of 2020, and there has been strong growth in new corporate members.

15. Controlling party

During the year, the company was under the control of its directors.