

Charity Registration No. 1014784

Company Registration No. 2753420 (England and Wales)

**THE INSTITUTE OF TRAFFIC ACCIDENT INVESTIGATORS
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020**

THE INSTITUTE OF TRAFFIC ACCIDENT INVESTIGATORS

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mr R Seston Mr J Stubbs Mr D Harris Mr R Elliott Mr I White Mr R Wagstaff Mr J Keenan Mr M Crouch Ms J Miller (Appointed 1 June 2020) Mr A Winter (Appointed 1 June 2020) Mr S Cash
Secretary	Mr R Seston
Charity number	1014784
Company number	2753420
Registered office	Column House London Road Shrewsbury Shropshire SY2 6NN
Independent examiner	Azets Audit Services 5 - 7 Beatrice Street Oswestry Shropshire SY11 1QE

THE INSTITUTE OF TRAFFIC ACCIDENT INVESTIGATORS

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THE INSTITUTE OF TRAFFIC ACCIDENT INVESTIGATORS

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 DECEMBER 2020

The trustees present their report and financial statements for the year ended 31 December 2020.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles incorporated 6th October 1992 and adopted 8th December 2011, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)"

Objectives and activities

The charity's objects are to promote road safety for the benefit of the public by:

- a) Improving the technical and general skill and knowledge of persons engaged in or intending to engage in work of traffic accident investigators or any related occupation concerned with road safety.
- b) Improving the standards of safety of vehicles and roads of all kinds.

The trustees have paid due regard to the public benefit guidance issued by the Charity Commission in deciding what activities the charity should undertake.

The organisation provides a forum for communication, education, representation and regulation in the field of traffic accident investigation by encouraging honesty and integrity among investigators. This is enforced through a disciplinary procedure, administered by a discipline panel, in order to ensure the highest levels of professionalism among the membership.

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TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

Achievements and performance

The year 2020 will be remembered as an extremely difficult year due to the unforeseen impact and subsequent changes that COVID has had on the population of the United Kingdom and that of the World. The lockdown restrictions and work from home policies have created enormous difficulties not only in our Industry but for the whole of the UK.

Many areas of the Industry have had to reinvent how to conduct face to face meetings many of which are now routinely held as on-line video conference calls. ITAI has embraced this technology and has continued to conduct business as usual, via the same media.

The following paragraphs are a snap shot of the continued work Council has maintained.

- a. ITAI Council Members have been involved in a number of external activities with other organisations. We have continued to support the Parliament Advisory Committee for Transport Safety (PACTS) and have three members who serve on each of the three committees namely, a) Road User Behaviour Group, b) Vehicle Design Group and c) Road Environment Group.

ITAI has also maintained close links with the European Association for Accident Research and Analysis (EVU), the EVU Conference which was to be held in Israel has been postponed due to COVID.

ITAI is involved with the planning and support of WREX 2023.

- b. ITAI has become affiliated with Engineering Council and can now offer its membership a route for Professional Engineering Registration. This ranges from Chartered Engineer to Engineering Technician awards. All the information is loaded onto the web site.
- c. ITAI has also been working towards rolling out our Accreditation process for its Members, a lot of work has been completed around ensuring ITAI assessors are suitably qualified with training provided and also ensuring that we have qualified Internal Quality Assurers (IQA) in post. The Accreditation process is for our Members as individuals and will consist or complement a member's desire to become a full Member [MITAI]. The process also now allows existing Members to demonstrate their own continued professional competency.
- d. ITAI, in conjunction with Dr Jeffrey W Muttart, presented a second 5-day training course in Advanced Analysis of Drivers' Responses which was open to Members and Non-members. The course was originally planned for March 2020 but due to the COVID lockdown, Dr Muttart was not allowed to fly into the UK. The Course was postponed and eventually delivered via Zoom Webinar. This course was attended by 37 delegates, with a broad spectrum of Police, Independent Investigators from the industry and there were also a number of international delegates from the Netherlands and New Zealand.
- e. The planned Crash Day event which was to be held at Darley Moor Motorcycle Road Race Club near Ashbourne has again suffered due to COVID restrictions. The event has been postponed and will go ahead in the future.
- f. Impact - Three editions of our technical journal were published and distributed Worldwide during the year.
- g. Contact newsletter has now been updated and revised with regular publication keeping Members informed of the work the Council is working on.

All of these activities continue to provide education and support for the Accident Investigation and Reconstruction Community. In turn, this will provide more learned analysis into the causation of road traffic accidents, thereby enabling our expert to support the judiciary to apply more equitable judgements and settlements.

Financial review

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TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

The charity trustees aim to have sufficient funds available to continue the charity for six months should funding sources cease to allow time to apply for further funding. Reserves above this amount are held to meet future conference expenses as expenditure is incurred prior to revenue being received from delegates.

The trustees are responsible for the management of the risks faced by the Institute. Detailed considerations of risk are delegated to the senior management team. Risks are identified and assessed, and controls established throughout the year. A formal review of the Charity's risk management processes is undertaken on an annual basis. The key controls used by the Charity include:

- Formal agendas for all Committee and Board activity;
- Comprehensive strategic planning, budgeting, management accounting and cash flow forecasting;
- Clear authorisation and approval levels.

Through the risk management processes established for the Institute, the Trustees are satisfied that the major risks to which the Institute is exposed, as identified by the Trustees, have been reviewed and systems or procedures have been established to manage those risks. It is recognised that systems can only provide reasonable but not absolute assurance that major risks have been adequately managed.

Structure, governance and management

The charity is a company limited by guarantee.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mr R Seston

Mr J Stubbs

Mr D Harris

Mr R Elliott

Mr I White

Mr R Auty

(Resigned 7 January 2020)

Mr R Wagstaff

Mr J Keenan

Mr M Crouch

Ms J Miller

(Appointed 1 June 2020)


Mr A Winter

(Appointed 1 June 2020)

Mr S Cash

People who are interested in the charity are recruited by word of mouth or through other trustees. Their interest in the charity is discussed with them and existing trustees, and are appointed if deemed suitable.

The trustees' report was approved by the Board of Trustees.

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Mr R Wagstaff

Trustee

Dated: 17/7/2021.

THE INSTITUTE OF TRAFFIC ACCIDENT INVESTIGATORS

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF THE INSTITUTE OF TRAFFIC ACCIDENT INVESTIGATORS

I report to the trustees on my examination of the financial statements of The Institute of Traffic Accident Investigators (the charity) for the year ended 31 December 2020.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

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

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.



Jonathan Ollier FCA
Azets Audit Services

5 - 7 Beatrice Street
Oswestry
Shropshire
SY11 1QE

Dated: 16th August 2021

THE INSTITUTE OF TRAFFIC ACCIDENT INVESTIGATORS

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2020

	Notes	Unrestricted funds 2020 £	Unrestricted funds 2019 £
<u>Income from:</u>			
Charitable activities	3	78,918	148,070
Other trading activities	4	107	282
Total income		<u>79,025</u>	<u>148,352</u>
<u>Expenditure on:</u>			
Charitable activities	5	<u>50,336</u>	<u>150,444</u>
Net income/(expenditure) for the year/ Net movement in funds		28,689	(2,092)
Fund balances at 1 January 2020		<u>75,914</u>	<u>78,006</u>
Fund balances at 31 December 2020		<u><u>104,603</u></u>	<u><u>75,914</u></u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

THE INSTITUTE OF TRAFFIC ACCIDENT INVESTIGATORS

BALANCE SHEET

AS AT 31 DECEMBER 2020

	Notes	2020 £	£	2019 £	£
Current assets					
Debtors	8	16,807		13,596	
Cash at bank and in hand		104,677		97,667	
		<u>121,484</u>		<u>111,263</u>	
Creditors: amounts falling due within one year	9	(16,881)		(35,349)	
Net current assets			<u>104,603</u>		<u>75,914</u>
Income funds					
Unrestricted funds			104,603		75,914
			<u>104,603</u>		<u>75,914</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 December 2020.

The directors acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 17.07.21

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Mr R Wagstaff
Trustee



Company Registration No. 2753420

THE INSTITUTE OF TRAFFIC ACCIDENT INVESTIGATORS

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2020

1 Accounting policies

Charity information

The Institute of Traffic Accident Investigators is a private company limited by guarantee incorporated in England and Wales. The registered office is Column House, London Road, Shrewsbury, Shropshire, SY2 6NN.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

1.5 Expenditure

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

5 Charitable activities

	Charitable activities 2020 £	Charitable activities 2019 £
Administration	5,733	12,483
Conference	-	109
Council	1,082	3,444
Grade applications - training	4,096	-
Impact	4,750	7,104
Membership	80	25
Subscriptions	6,016	1,493
Education, training and events	23,273	117,735
Website	520	440
Sundry expenses	83	853
Bank charges	383	434
Other charitable expenditure	4,320	6,324
	<u>50,336</u>	<u>150,444</u>
	<u>50,336</u>	<u>150,444</u>

6 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year, but 2 of them were reimbursed a total of £1,568 travelling expenses (2019 - 10 were reimbursed £2,425).

7 Employees

The average monthly number of employees during the year was:

	2020 Number	2019 Number
Total	-	-

There were no employees who received total employee benefits (excluding employer pension costs) of more than £60,000.

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

8 Debtors	2020	2019
Amounts falling due within one year:	£	£
Trade debtors	10,771	10,100
Prepayments and accrued income	6,036	3,496
	<u>16,807</u>	<u>13,596</u>

9 Creditors: amounts falling due within one year	2020	2019
Notes	£	£
Deferred income	15,368	33,921
Other creditors	13	-
Accruals	1,500	1,428
	<u>16,881</u>	<u>35,349</u>

10 Deferred income	2020	2019
	£	£
Arising from Prepaid subscriptions and course fees	15,368	33,921
	<u>15,368</u>	<u>33,921</u>

Deferred income is included in the financial statements as follows:

	2020	2019
	£	£
Current liabilities	15,368	33,921
	<u>15,368</u>	<u>33,921</u>

11 Related party transactions

There were no disclosable related party transactions during the year (2019 - none).