

REGISTERED COMPANY NUMBER: 02753420 (England and Wales)
REGISTERED CHARITY NUMBER: 1014784

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023
FOR
THE INSTITUTE OF TRAFFIC ACCIDENT
INVESTIGATORS**

**THE INSTITUTE OF TRAFFIC ACCIDENT
INVESTIGATORS**

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for the Year Ended 31 DECEMBER 2023**

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**THE INSTITUTE OF TRAFFIC ACCIDENT
INVESTIGATORS (REGISTERED NUMBER: 02753420)**

**REPORT OF THE TRUSTEES
for the Year Ended 31 DECEMBER 2023**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's Memorandum and Articles incorporated 6 October 1992 and adopted 2 December 2020, the Charities Act 2011, the Companies Act 2006 and the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

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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**REPORT OF THE TRUSTEES
for the Year Ended 31 DECEMBER 2023**

OBJECTIVES AND ACTIVITIES

Achievements and performance

2023 was a busy year and finally back to normality following the COVID pandemic.

ITAI has continued to embrace online video conferencing (Zoom) and conduct business as usual, via this media. In fact, ITAI has continued Zoom Webinars, which have proved to be well attended events, with a diverse range of themes and topics.

The following paragraphs are a snap shot of the continued work Council has undertaken:

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, i) Road User Behaviour Group, ii) Vehicle Design Group and iii) Road Environment Group.

ITAI has also maintained close links with the European Association for Accident Research and Analysis (EVU).

b. ITAI was involved with the planning and support of WREX 2023, which was held in Orlando, USA between 17 April and 21 April 2023. A number of ITAI members were at the conference. In total there were 1,268 attendees, from 28 countries, with 22 Associations involved. ITAI's General Secretary was one of the 29 Planning Committee members for the event. The planning started pre-COVID in 2018.

c. ITAI continues in its affiliation 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 updated on the ITAI web site.

d. We also now have had several applicants who have completed our Accreditation process for CPC ITAI. The Accreditation process (CPC) is for our Members and allows them to demonstrate their own Continuing Professional Competency. Work continues in ensuring ITAI assessors are suitably qualified with training provided and ensuring that we have qualified Internal Quality Assurers (IQA) in post.

e. We have held 7 Webinars on a variety of topics ranging from Human Factors to Biofidelic Dummies. The attendees are not just from the UK but from around the world and registration ranged from 196 to up to 321 for these events.

f. The Crash Day event was held on 8 June 2023 at Darley Moor Motorcycle Road Race Club near Ashbourne. The event was well attended with 626 registrations. Crash testing included head on, an ambulance crash and street furniture crashes which were conducted on behalf of Passive Safety. ITAI assisted one of Webinar presenters Laura Wittkamp in cycle lane change research.

g. An on-line 5-day Video Analysis in Collision Reconstruction course was presented by FCIR Limited in March and October 2023, this was attended by a number of students from around the world.

h. ITAI in conjunction with Dr Muttart presented the Advanced Analysis of Drivers' Responses course. Dr Muttart could not attend in person, so the course was presented on line. The course was attended by Police Officers and Non-Police practitioners. There were 33 students in total, the course was also attended by 7 non - ITAI members.

i. Impact - Three editions of our technical journal were published and distributed Worldwide during the year.

j. Contact newsletter has now been updated and revised with regular publication keeping Members informed of the work the Council is involved in.

All of these activities continue to provide education and support for the Accident Investigation and Reconstruction Community.

**THE INSTITUTE OF TRAFFIC ACCIDENT
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**REPORT OF THE TRUSTEES
for the Year Ended 31 DECEMBER 2023**

OBJECTIVES AND ACTIVITIES

Financial review

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

Governing document

The charity is controlled by its governing document, the Memorandum and Articles of Association, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

There are currently 13 members (trustees) (2022 - 11) each of whom agrees to contribute an amount not exceeding £1 in the event of the charity winding up.

Recruitment and appointment of new trustees

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.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

02753420 (England and Wales)

Registered Charity number

1014784

Registered office

3 Doolittle Yard
Froghall Road
Amphill
Bedfordshire
MK45 2NW

THE INSTITUTE OF TRAFFIC ACCIDENT
INVESTIGATORS (REGISTERED NUMBER: 02753420)

REPORT OF THE TRUSTEES
for the Year Ended 31 DECEMBER 2023

Trustees

Mr R Seston
Mr D Harris
Mr R Elliott (resigned 1.6.23)
Mr I White
Mr R Wagstaff
Mr J Keenan (resigned 1.6.23)
Mr M Crouch
Ms J Miller
Mr S Cash
Mr J Webb
Mr D I Parry
Mr M P Andrews (appointed 1.6.23)
Mr G N Beatson (appointed 1.6.23)
Mr M Weaver (appointed 1.6.23)
Mr P Moorcroft (appointed 1.6.23)

Company Secretary

Mr R Seston

Independent Examiner

GKP (Amphill) Limited
3 Doolittle Yard
Froghall Road
Amphill
Bedfordshire
MK45 2NW

Approved by order of the board of trustees on^{9th May 2024}..... and signed on its behalf by:



.....
Mr R Wagstaff - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
THE INSTITUTE OF TRAFFIC ACCIDENT
INVESTIGATORS**

Independent examiner's report to the trustees of The Institute of Traffic Accident Investigators ('the Company')

I report to the charity trustees on my examination of the financial statements of the Company for the year ended 31 December 2023.

Responsibilities and basis of report

As the charity's trustees of the Company (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 Company 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 your charity's financial statements as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the 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:

1. accounting records were not kept in respect of the Company 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 financial statements 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 financial statements 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 accounts to be reached.



Mrs K J Dyer FCCA

GKP (Amphill) Limited
3 Doolittle Yard
Froghall Road
Amphill
Bedfordshire
MK45 2NW

Date: 16/5/2024

**THE INSTITUTE OF TRAFFIC ACCIDENT
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**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
for the Year Ended 31 DECEMBER 2023**

	Notes	2023 Unrestricted fund £	2022 Total funds £
INCOME AND ENDOWMENTS FROM			
Charitable activities	3		
Charitable activities		102,720	86,530
Investment income	2	685	65
Total		<u>103,405</u>	<u>86,595</u>
 EXPENDITURE ON			
Charitable activities	4		
Charitable activities		<u>95,984</u>	<u>82,280</u>
 NET INCOME		 7,421	 4,315
 RECONCILIATION OF FUNDS			
Total funds brought forward		93,340	89,025
 TOTAL FUNDS CARRIED FORWARD		 <u>100,761</u>	 <u>93,340</u>

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

**THE INSTITUTE OF TRAFFIC ACCIDENT
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**BALANCE SHEET
31 DECEMBER 2023**

	Notes	2023 Unrestricted fund £	2022 Total funds £
CURRENT ASSETS			
Debtors	7	5,733	6,803
Cash at bank		110,944	105,357
		<u>116,677</u>	<u>112,160</u>
 CREDITORS			
Amounts falling due within one year	8	(15,916)	(18,820)
 NET CURRENT ASSETS		<u>100,761</u>	<u>93,340</u>
 TOTAL ASSETS LESS CURRENT LIABILITIES		100,761	93,340
 NET ASSETS		<u>100,761</u>	<u>93,340</u>
 FUNDS	9		
Unrestricted funds:			
General fund		100,761	93,340
 TOTAL FUNDS		<u>100,761</u>	<u>93,340</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2023 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each 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 charitable company.

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

The financial statements were approved by the Board of Trustees and authorised for issue on 9th May 2024 and were signed on its behalf by:

.....
Mr R Wagstaff - Trustee

The notes form part of these financial statements

**THE INSTITUTE OF TRAFFIC ACCIDENT
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**NOTES TO THE FINANCIAL STATEMENTS
for the Year Ended 31 DECEMBER 2023**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements have been prepared under the historical cost convention. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1st January 2019) and the Companies Act 2006.

The Trustees have considered the impact of the uncertainties of the global health crisis COVID-19 on the charity. Contingency plans have been put in place in order to mitigate the negative effects of any period of interrupted services. Accordingly the trustees continue to adopt the going concern basis in preparing the financial statements.

The charity meets the definition of a public benefit entity under FRS102.

The presentation currency of the financial statements is in Pounds Sterling (£), which is the functional currency of the charity.

Company status

The charity is a company limited by guarantee. The members of the charity are the trustees named on page 1. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

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**NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 DECEMBER 2023**

2. INVESTMENT INCOME

	2023	2022
	£	£
Deposit account interest	685	65
	<u>685</u>	<u>65</u>

3. INCOME FROM CHARITABLE ACTIVITIES

	2023	2022
	Charitable activities	Total activities
	£	£
Impact	3,274	2,492
Grade application	540	240
Conference fees	770	370
Sundry income	161	178
Events	70,199	56,355
Membership subscriptions	26,776	25,495
Advertising	1,000	1,400
	<u>102,720</u>	<u>86,530</u>

4. CHARITABLE ACTIVITIES COSTS

	2022	2022
	£	£
Administration	6,192	6,330
Conference	615	-
Grade applications - training	200	668
Impact	5,604	3,663
Subscriptions	6,107	4,490
Education, training and events	65,678	62,828
Website	8,773	1,450
Sundry expenses	42	93
Bank charges	774	520
Legal fees	13	48
Accountancy / Independent examination	1,986	2,190
	<u>95,984</u>	<u>82,280</u>

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2023 nor for the year ended 31 December 2022.

**THE INSTITUTE OF TRAFFIC ACCIDENT
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**NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 DECEMBER 2023**

5. TRUSTEES' REMUNERATION AND BENEFITS - continued

Trustees' expenses

Five trustees were re-imbursed a total of £1,454 travelling expenses (2022 - £1,358).

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £
INCOME AND ENDOWMENTS FROM	
Charitable activities	
Charitable activities	86,530
Investment income	65
Total	<u>86,595</u>
 EXPENDITURE ON	
Charitable activities	
Charitable activities	<u>82,280</u>
 NET INCOME	 4,315
 RECONCILIATION OF FUNDS	
Total funds brought forward	89,025
 TOTAL FUNDS CARRIED FORWARD	 <u><u>93,340</u></u>

7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Trade debtors	3,380	4,880
Prepayments and accrued income	<u>2,353</u>	<u>1,923</u>
	<u><u>5,733</u></u>	<u><u>6,803</u></u>

**THE INSTITUTE OF TRAFFIC ACCIDENT
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**NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 DECEMBER 2023**

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023 £	2022 £
Deferred income	13,930	16,930
Accruals	1,986	1,890
	<u>15,916</u>	<u>18,820</u>

9. MOVEMENT IN FUNDS

	At 1.1.23 £	Net movement in funds £	At 31.12.23 £
Unrestricted funds			
General fund	93,340	7,421	100,761
	<u>93,340</u>	<u>7,421</u>	<u>100,761</u>
TOTAL FUNDS	<u>93,340</u>	<u>7,421</u>	<u>100,761</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	103,405	(95,984)	7,421
	<u>103,405</u>	<u>(95,984)</u>	<u>7,421</u>
TOTAL FUNDS	<u>103,405</u>	<u>(95,984)</u>	<u>7,421</u>

Comparatives for movement in funds

	At 1.1.22 £	Net movement in funds £	At 31.12.22 £
Unrestricted funds			
General fund	89,025	4,315	93,340
	<u>89,025</u>	<u>4,315</u>	<u>93,340</u>
TOTAL FUNDS	<u>89,025</u>	<u>4,315</u>	<u>93,340</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	86,595	(82,280)	4,315
	<u>86,595</u>	<u>(82,280)</u>	<u>4,315</u>
TOTAL FUNDS	<u>86,595</u>	<u>(82,280)</u>	<u>4,315</u>

**THE INSTITUTE OF TRAFFIC ACCIDENT
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**NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 DECEMBER 2023**

9. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.1.22 £	Net movement in funds £	At 31.12.23 £
Unrestricted funds			
General fund	89,025	11,736	100,761
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>89,025</u>	<u>11,736</u>	<u>100,761</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	190,000	(178,264)	11,736
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>190,000</u>	<u>(178,264)</u>	<u>11,736</u>

10. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2023.