



**ALARM**

embrace risk

**ANNUAL REPORT  
AND ACCOUNTS 2018**



# CHAIR'S STATEMENT

Welcome to ALARM's 2018 annual report and accounts. I am pleased to report that ALARM continues to thrive and develop despite ongoing uncertainty and economic challenges. We have seen sustained membership and sponsorship, and end the year with an overall healthy financial position.

I would like to take this opportunity to thank my fellow Board Directors, Co-opted Board Directors, committee members and members actively involved in the running of ALARM. Their continued dedication and support are crucial to our ongoing success. One of our priorities in 2019 is to encourage greater membership involvement and succession planning to ensure we remain resilient and relevant.

My thanks also extends to our sponsors for their financial, intellectual and professional support, as well as to the ALARM Office in Devon for their hard work and professionalism in the provision of ALARM's administration and day-to-day operations.

This has been a year of change for ALARM. Our rebrand was launched at the 2018 ALARM Conference in Manchester with a new strapline, 'embrace risk' which reflects the positive attitude we are bringing to ALARM and underpins all that members and sponsors try to achieve for their organisations and clients.

Our member journal *stronger* has had a makeover and is now a modern and vibrant publication, containing readable quality and technical content. Thanks goes to the Editorial Panel for their efforts and to our Editor, Adele Cherrison Cole. The ALARM website has also been refreshed with new content added, including regular blogs and the addition of a discussion forum for members.

Our regional and sector events continue to deliver topical, relevant sessions to members, with over 30 one day seminars being delivered in 2018. Our face-to-face events were complimented by a small number of webinars, and we want to increase this output in 2019. Following their success in 2017, the Back to basics risk management courses returned to four regions throughout the year.

The 2018 Conference was once again included in the membership fee and it has been another record-breaking year with delegate attendance. We introduced our Conference app which allowed delegates to view their personal timetables, network with sponsors and partners and access Conference resources.

In 2019 our aim is to continue improving our brand, digital presence and offering. I look forward to continuing being Chair until December and I am hugely optimistic about what 2019 will bring.

**Chris Walker**  
ALARM Chair



# ALARM'S VISION

We provide our members with outstanding support including networking, training, guidance, job listings and industry recognition for excellence across risk management.

## Our vision

At ALARM, our vision is that professionals with the responsibility for the management of risk are trained, supported and recognised for the excellent work they do every day.

## Key strategic objectives

We want to:

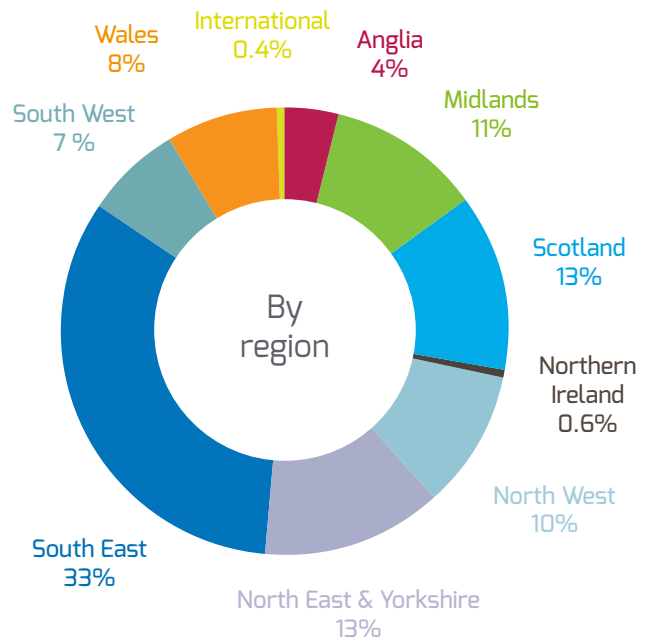
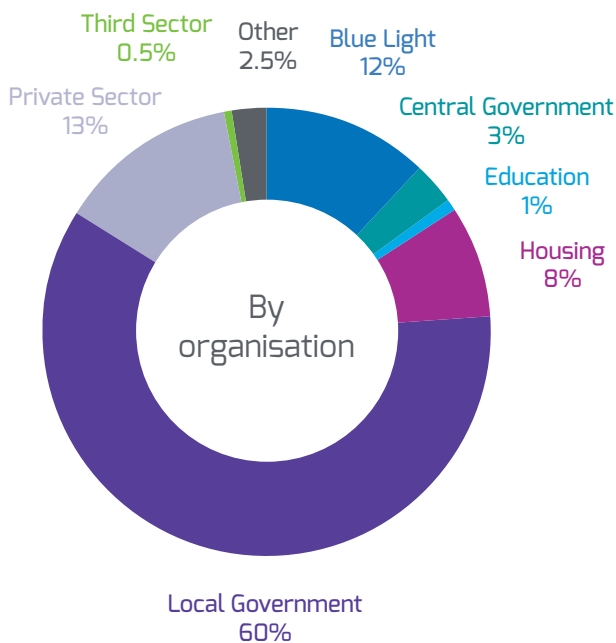
- Develop industry leading best practice for those managing risk.
- Represent the interests of risk professionals and our members.
- Promote excellence in risk management across the UK.

Our leadership team are all highly experienced risk professionals here to help you achieve your goals. We provide a strong voice for our members and considered practical solutions.

# ALARM UPDATE

## Membership

In 2018, we supported 397 organisations representing 58% of Local Government and 51% of Blue Light organisations. At the end of 2018, ALARM had a total of 960 members, a decrease of one per cent on 2017.



## ALARM Groups

2018 saw the delivery of 25 ALARM Group events across all regions. A wide variety of topics and content has been delivered, with the support of our sponsors who provide speakers and venues for many of our events. The networking opportunities these events offer are invaluable to our members, as well as the educational and professional development prospects.

Our regional and sector events would not be possible without the support and dedication of the regional committees and the ALARM Office. We are grateful for their ongoing commitment to ALARM.

## Corporate sponsorship

ALARM would not be possible without the continued backing of our sponsors, who provide ongoing support, speakers at regional and national events and educational content for our publications including guidance documents and *stronger*, the ALARM journal. We are grateful for their support in 2018.

## 2018 ALARM Conference

The ALARM Conference returned to the University of Manchester. The high quality of educational workshops and networking events continued to be popular with delegates. The Conference provided the opportunity for delegates to informally chat with sponsors and other providers in the Exhibition Hall, as well as catch up with colleagues and meet their ALARM Buddy.

We would like to thank all delegates, speakers, sponsors, exhibitors and facilitators. The 2019 Conference will be returning to the University of Manchester from Sunday 23 to Tuesday 25 June, and to better support members attendance will continue to be included within the membership fee. The theme will be **Working Together**.



## 2018 corporate and Conference sponsors

### Platinum sponsor

Maven Public Sector  
Risk Management Partners  
Zurich Municipal



### Gold sponsor

Aon



### Silver sponsor

AIG  
BLM  
Browne Jacobson  
Crawford & Company  
DAC Beachcroft  
DWF LLP  
Forbes Solicitors  
Gallagher  
Gallagher Bassett International  
JLT Specialty Ltd  
Kennedys  
Langleys  
Plexus Law  
QBE  
Sedgwick  
Travelers  
Weightmans



### Bronze sponsor

Alphatec  
Dawson and Burgess  
Dolmans  
Gibbs Laidler  
Griffiths and Armour  
JC Applications Development  
Marsh  
Parklane Plowden  
Protector Insurance  
The Risk Factor



## Key strategic objectives

The ALARM Risk Awards celebrate those individuals and organisations who have maintained effective and innovative forward momentum in the management of risk. The Risk Awards Winners highlight the value and significance of quality risk management in public services today.

Public service and community organisation awards		
Sponsor	Award	Winner
	Community	Engaging with the community to raise awareness and mitigate risk <b>ng homes</b>
	Operational	Self-assurance framework to manage operational risk <b>City of Edinburgh Council</b>
	Partnership	Implementation of a national vulnerable person's database <b>Falkirk Council</b>
	Resilience	Implementation of a national vulnerable person's database <b>Falkirk Council</b>
	Strategic	Organisational impact assessment <b>Powys County Council</b>
ALARM member awards		
	Professional of the Year	Corporate Fraud Team <b>Plymouth City Council</b>
	Team of the Year	Pam Pursley <b>Somerset County Council</b>

## Honorary lifetime membership

This year we awarded two recipients an honorary lifetime membership. Firstly, a quintessential embodiment of a committed ALARM member, Sharon Roots has excelled in risk management and insurance roles, at senior levels in two London boroughs, making an invaluable contribution to the sector, as well as to ALARM. Serving as ALARM's Finance Director for eight years, her efforts have helped to keep ALARM's finances in good shape as well as contributing to the overall direction of the organisation.

Selfless in providing her time and commitment to members and for her overall contribution to the profession, there cannot be a more worthy recipient of this prestigious honour.

Secondly, Phil Farrar has worked in the public sector risk and insurance arena since 1986 working for Municipal Mutual Insurance Company Limited in both their claims and underwriting departments.

Phil continues to be a great advocate of ALARM, regularly delivering informative engaging sessions at ALARM events, both at national conferences and regional seminars. Well respected within the insurance and broker sectors and also within the ALARM community, Phil is a truly deserving recipient of this award.

**Chris Walker**  
ALARM Chair

# COMPANY SECRETARY'S REPORT



ALARM is a company registered by guarantee which was established in 2008, although as a membership organisation has existed since 1991. The Articles of Association set out its governance arrangements including the powers and responsibilities of Directors, memberships, meetings of company members, Board meetings and other matters. This report forms part of ALARM's Annual Report and Accounts, which it is required to produce for members in accordance with paragraph 12.5 of the Articles of Association. The period covered in this report aligns with ALARM's financial year i.e. 1 January 2018 to 31 December 2018.

## Changes to the Board

Elections to the Board are held annually on a rotational basis. Board Directors are required to stand down after their term of office, or present themselves for another term (normally a maximum of three years' duration subject to a maximum of nine years). Elections are normally contested and I would like to thank all those candidates who stood for Board positions, regardless of the outcome.

In 2018, we welcomed onto the Board:

- Paul Dudley (*three years*)
- Jane O'Leary (*three years*)
- Pam Pursley (*three years*)
- Kerry O'Donovan (*one year*)

In July 2018 the Board co-opted the following as non-voting members of the Board: Colette Dark, Philip Farrar, Mandy Knowlton-Rayner, Perry Hill and Richard Wood.

From the 2018 AGM the named official functions were fulfilled by:

- **Chair**  
Chris Walker
- **Company Secretary**  
Peter Andrews
- **Finance Director**  
Wayne Rigby

The post of Chair-elect was left vacant.

**Peter Andrews**  
Company Secretary

## The Board

The Board is comprised of Directors elected from the membership and individuals co-opted on a non-voting basis. The Board met on five occasions in 2018.

## Board attendance

Below is a summary of attendance at Board meetings in 2018:

	% of attendance
Peter Andrews	100%
Paul Dudley	100%
Graeme Mackenzie	66.7%
Beveley Nichol-Culff	80%
Kerry O'Donovan	66.7%
Jane O'Leary	80%
Pam Pursley	66.7%
Wayne Rigby	100%
Chris Walker	100%
<b>CO-OPTED DIRECTORS</b>	
Colette Dark	80%
Philip Farrar	66.7%
Perry Hill	100%
Mandy Knowlton-Rayner	80%
Richard Wood	100%
<b>PREVIOUS DIRECTORS</b>	
David Forster	100%
Coral Main	50%
Sharon Roots	50%

# FINANCE DIRECTOR'S REPORT



The accounts for the year ended 31 December 2018 are detailed on pages 15 to 23 of this report. Once again, our auditors, Thompson Jenner LLP have issued an unqualified opinion on the accounts and have not raised any issues of concern that need to be brought to the attention of the membership.

## Financial performance 2018

A operating surplus of £19,000 was achieved in 2018, a three per cent increase in turnover through continued growth in sponsorship income and stabilised membership. Despite an operating surplus, overall our final accounts closed with a deficit of £4,000, this being due to £24,000 being written off our investment portfolio during 2018. Our investment portfolio continues to be closely monitored by the ALARM Board and overall continues to show a healthy surplus over the amount initially invested.

ALARM expenditure increased in 2018 as a result of the delivery of the ALARM business plan activities and Annual Conference. Whilst we have increased costs in order to deliver our business plan objectives, we continue to monitor other areas of expenditure and minimise costs where possible.

Our business plan activity included a series of well attended risk management training courses, development of content for future ALARM publications and research into new markets for ALARM membership.

In addition, our 2018 business plan included the development of new ALARM branding and website. The new branding has brought ALARM up to date with a fresh, vibrant style. The investment in replacement of the ALARM website, added features such as an online shop, discussion forum and integrated booking system for ALARM events. In addition, we rebranded and relaunched our quarterly journal *stronger*, receiving excellent feedback for the modern and vibrant style and increased contact over more pages than its predecessor.

## Financial outlook for 2019 and beyond

The Board remains committed to ensuring that ALARM's Annual Conference remains accessible to as many members as possible, therefore we will continue to incorporate this within membership fees in 2019. In addition, looking forward, members will see further guidance documents, including our highly anticipated *Back to basic insurance guide*, and training courses in both risk management and insurance.

We aim to increase our social media presence, thereby increasing awareness of ALARM to a much wider audience. The Board is grateful for the sustained support of those individuals and organisations who assist the activities of ALARM to ensure that members receive appropriate training and resources to assist in their continued professional development.

The balance sheet remains in an extremely healthy position and is considered sufficient to ensure the company continues to operate at its current level.

**Wayne Rigby**  
Finance Director



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ALARM, the public risk management association  
A company limited by guarantee

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Thompson Jenner LLP  
Chartered Accountants and Statutory Auditor  
1 Colleton Crescent  
Exeter  
Devon  
EX2 4DG

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# COMPANY INFORMATION

## Chair

- Chris Walker

## Directors

- Peter Andrews
- Paul Dudley
- Graeme Mackenzie
- Beverley Nichol-Culff
- Kerry O'Donovan
- Jane O'Leary
- Pam Pursley
- Wayne Rigby
- Chris Walker

## Company Secretary

- Peter Andrews

## Registered office

- Ashton House  
Weston  
Sidmouth  
Devon  
EX10 0PF

## Bankers

- HSBC
- National Westminster Bank plc
- Saffron Building Society

## Registered office

- Thompson Jenner LLP  
Chartered Accountants and Statutory Auditor  
1 Colleton Crescent  
Exeter  
Devon  
EX2 4DG

# STATEMENT OF DIRECTORS' RESPONSIBILITIES

The Directors acknowledge their responsibilities for preparing the Annual Report and the financial statement 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 United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the Directors must not approve of 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 surplus or deficit of the company for that period.

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

- Select suitable accounting policies and apply them consistently.
- Make judgements 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 keep 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 enable them to ensure that the financial statements comply with the *Companies Act 2006* and in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). 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' REPORT FOR THE YEAR ENDED 31 DECEMBER 2018

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

## Directors of the company

The Directors who held office during the year were as follows:

- Peter Andrews – Company Secretary
- Paul Dudley
- Graeme Mackenzie
- Coral Main (resigned 26 June 2018)
- Beverley Nichol-Culff
- Kerry O'Donovan (appointed 26 June 2018)
- Jane O'Leary
- Pam Pursley (appointed 26 June 2018)
- Wayne Rigby
- Sharon Roots (resigned 26 June 2018)
- Chris Walker – Chair

## Principal activity

The principal activity of the company is to assist, advise and represent public service organisations in the promotion, development and delivery of integrated risk management.

## Disclosure of information to the auditors

Each Director has taken steps that they ought to have taken as a Director in order to make themselves aware of any relevant audit information and to establish that the company's auditors are aware of that information. The Directors confirm that there is no relevant information that they know of and of which they know the auditors are unaware.

## Small companies provision statement

This report has been prepared in accordance with the special provisions relating to companies subject to the small companies regime within *Part 15* of the *Companies Act 2006*.

Approved by the Board on 23 April 2019 and signed on its behalf by:

**Peter Andrews**  
Company Secretary

# INDEPENDENT AUDITOR'S REPORT

## Membership

We have audited the financial statements of ALARM, the public risk management association (the 'company') for the year ended 31 December 2018, which comprise the Profit and loss account, Statement of comprehensive income, Balance sheet, Statement of changes in equity, 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 Section 1A 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

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

- Give a true and fair view of the state of the company's affairs as at 31 December 2018 and of its loss for the year then ended.
- Have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice.
- Have been prepared in accordance with the requirements of the *Companies Act 2006*.

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 enable them to ensure that the financial statements comply with the *Companies Act 2006* and in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). 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.

## 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 company 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 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.
- 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 other information comprises the information included in the Annual Report, other than the financial statements and our auditor's 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 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 matter 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.
- 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 our 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 where 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 Statement of directors' responsibilities [set out on page 9], 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.

## Auditor's 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 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 Council's website at [frc.org.uk/auditorsresponsibilities](http://frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

## Use of our report

This report is made solely to the company's members, as a body, 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 members 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 company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Mr Neil Curtis (Senior Statutory Auditor) For and on behalf of Thompson Jenner LLP, Statutory Auditor

1 Colleton Crescent  
Exeter  
Devon  
EX2 4DG

Date: 8 May 2019

# PROFIT AND LOSS

Profit and loss account for the year ended 31 December 2018

	<b>Total 31 December 2018 £</b>	<b>Total 31 December 2017 £</b>
<b>Turnover</b>	541,371	525,610
<b>Administrative expenses</b>	(522,516)	(441,381)
<b>Operating surplus</b>	18,555	84,229
<b>Other interest receivable and similar income</b>	947	15,340
<b>Amounts written off investments</b>	(23,758)	-
<b>(Deficit)/surplus before tax</b>	(3,956)	99,569
<b>Taxation</b>	(170)	(2,311)
<b>Surplus for the financial year</b>	(4,136)	97,258

The above results were derived from continuing operations.

The company has no recognised gains or losses from the year other than the results above.

# STATEMENT OF COMPREHENSIVE INCOME

Statement of comprehensive income for the year ended 31 December 2018

	<b>2018 £</b>	<b>2017 £</b>
<b>(Deficit)/surplus for the year</b>	(4,136)	97,258
<b>Total comprehensive income for the year</b>	(4,136)	97,258

# BALANCE SHEET

Balance sheet as at 31 December 2018

	Note	2018 £	2017 £
<b>Fixed assets</b>			
Tangible assets	6	3,721	2,311
Other financial assets	7	367,432	391,190
		<hr/> 371,153	<hr/> 393,501
<b>Current assets</b>			
Debtors	8	38,856	50,753
Cash at bank and in hand		349,168	318,507
		<hr/> 388,024	<hr/> 369,260
Creditors: Amounts falling due within one year	9	20,739)	(20,187)
Net current assets		<hr/> 367,285	<hr/> 349,073
Net assets		<hr/> 738,438	<hr/> 742,574
<b>Capital and reserves</b>			
Profit and loss account		738,438	742,574
Total equity		<hr/> 738,438	<hr/> 742,574

These financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within *Part 15* of the *Companies Act 2006*.

Approved and authorised by the Board on 23 April 2019 and signed on its behalf by:

**Chris Walker**  
ALARM Chair

# STATEMENT OF CHANGES IN EQUITY

Statement of changes in equity for the year ended 31 December 2018

	<b>Profit and loss account £</b>	<b>Total £</b>
<b>At 1 January 2018</b>	742,574	742,574
<b>Deficit of the year</b>	(4,136)	(4,136)
<b>Total comprehensive income</b>	(4,136)	(4,136)
<b>At 31 December 2018</b>	738,438	742,574

	<b>Profit and loss account £</b>	<b>Total (£)</b>
<b>At 1 January 2017</b>	645,316	645,316
<b>Surplus for the year</b>	97,258	97,258
<b>Total comprehensive income</b>	97,258	97,258
<b>At 31 December 2017</b>	742,574	742,574



# NOTES TO FINANCIAL STATEMENTS

## 1. General information

The company is a company limited by guarantee incorporated in England and Wales, 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.

The address of its registered office is:

**Ashton House  
Weston  
Sidmouth  
Devon  
EX10 0PF**

## 2. Accounting policies

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

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

### Statement of compliance

These financial statements have been prepared in accordance with Financial Reporting Standard 102 Section 1A – 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the *Companies Act 2006*.

### Basis of preparation

These financial statements have been prepared using the historical cost convention except that as disclosed in the accounting policies certain items are shown as fair value.

### Revenue recognition

Turnover represents the total invoice value, net of value added tax, in respect of membership fees, Conference income, sponsorship and income generated by the regions and derives from the provision of services falling within the company's

ordinary activities. Turnover is recognised upon agreement with the member, upon signing of a sponsorship agreement or on a booking confirmation received from a member.

### Tax

The tax expense for the period comprises current tax. Tax is recognised in profit or loss, except that a change attributable to an item of income or expense recognised as other comprehensive income is also recognised directly in other comprehensive income.

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 taxable income.

### Tangible assets

Tangible assets are stated in the statement of financial position at cost, less any subsequent accumulated depreciated and subsequent accumulated impairment losses.

The cost of tangible assets includes directly attributable incremental costs incurred in their acquisition and installation.

### Depreciation

Depreciation is charged so as to write off the cost of assets, other than land and properties under construction over their estimated useful lives, as follows:

Asset class	Depreciation method and rate
Fixtures and fittings	25% reducing balance
Computer software/website	33% straight line

## Cash and cash equivalents

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

## Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the company will not be able to collect all amounts due according to the original terms of the receivables.

## Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the company does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

## 3. Staff numbers

The average number of persons employed by the company (including directors) during the year was 9 (2017 – 19).

## 4. Auditors' remuneration

	2018 £	2017 £
<b>Audit of the financial statements</b>	3,500	3,500
<b>Other fees to auditors</b>		
<b>All other non-audit services</b>	2,513	2,513

## 5. Profit before tax

Arrived at after charging/(crediting)

	2018 £	2017 £
<b>Depreciation expense</b>	650	970

## 6. Tangible assets

	2018 £	2017 £	Total £
<b>Other fees to auditors</b>			
At 1 January 2018	3,031	40,625	43,656
Additions	3,295	-	-
Disposals	(2,353)	-	(2,353)
<b>At 31 December 2018</b>	<b>3,973</b>	<b>40,625</b>	<b>44,598</b>
<b>Depreciation</b>			
At 1 January 2018	720	40,625	41,645
Charge for the year	650	-	650
Eliminated on disposal	1,118)	-	(1,118)
<b>At 31 December 2018</b>	<b>252</b>	<b>40,625</b>	<b>40,807</b>
<b>Carrying amount</b>			
<b>At 31 December 2018</b>	<b>3,721</b>	<b>-</b>	<b>3,721</b>
<b>At 31 December 2017</b>	<b>2,311</b>	<b>-</b>	<b>2,311</b>

## 7. Other financial assets (current and non-current)

	Financial assets at fair value through profit and loss £	Total £
<b>Non-current financial assets</b>		
<b>Cost or valuation</b>		
At 1 January 2018	391,190	391,190
Fair value adjustments	(23,758)	(23,758)
<b>At 31 December 2018</b>	<b>367,432</b>	<b>367,432</b>

## 8. Debtors

	2018 £	2017 £
Trade debtors	10,037	8,286
Other debtors	21,377	22,246
Prepayments and accrued income	7,442	20,221
<b>Total current trade and other debtors</b>	<b>38,856</b>	<b>50,753</b>

## 9. Creditors

	2018 £	2017 £
<b>Due within one year</b>		
Trade creditors	3,239	6,188
Other creditors	7,925	3,397
Accruals and deferred income	9,575	10,602
	<b>20,739</b>	<b>20,187</b>

## 10. Financial instruments

### Financial assets measured at fair value

#### *Listed investments*

The fair values of the assets and liabilities held at fair value through profit and loss at the balance sheet date are determined using quoted prices. The fair value is £367,432 (2017 - £391,190) and the change in value included in profit and loss is £(23,758) (2017 - £14,556).

# DETAILED PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2018

	2018 £	2017 £
Turnover	541,371	525,610
Gross surplus (%)	100%	100%
<b>Administrative expenses</b>		
Employment costs	(208,430)	(205,683)
General administrative expenses	(311,197)	(233,640)
Finance charges	(1,004)	(1,088)
Depreciation costs	(650)	(970)
Other expenses	(1,235)	-
	(522,516)	(441,381)
Other expenses	18,855	84,229
Other interest receivable and similar income	947	15,340
Amount written off investments	(522,516)	(441,381)
(Deficit)/surplus before tax	(3,956)	99,569
<b>Turnover</b>		
ALARM membership fees	148,936	146,919
Annual Conference income	199,247	196,037
Training income	934	250
Corporate sponsorship	176,175	167,600
Regional income	4,212	4,341
Benchmarking club income	6,380	7,163
Registered risk practitioner	825	1,350
Other income	1,112	350
Website income	3,550	1,600
	541,371	525,610
<b>Employment costs</b>		
Administration contractor	208,430	205,683

	2018 £	2017 £
<b>General administrative expenses</b>		
Insurance	4,814	4,829
Civic representation	1,482	64
Regional expenditure	25,040	25,378
Training expense	4,547	4,367
Benchmarking club expense	50	290
Consumables Sidmouth	22,233	17,223
Committee costs	20,029	23,582
Annual Conference costs	97,696	87,654
Advertising	7,840	16,752
stronger	59,085	43,457
Chair's hospitality	443	154
Auditor's remuneration - the audit of the company's annual accounts	3,500	3,500
Auditors' remuneration - non audit work	2,513	2,513
Business plan	61,825	3,557
Legal and professional fees	100	320
	311,197	233,640
	311,197	233,640
<b>Finance charges</b>		
Bank charges	1,004	1,088
	1,004	1,088
	1,004	1,088
<b>Depreciation costs</b>		
Depreciation of fixtures and fittings (owned)	650	563
Depreciation of other tangible (owned)	-	407
	650	970
	650	970
<b>Other expenses</b>		
(Profit)/loss on disposal of tangible fixed assets	1,235	-
	1,235	-
	1,235	-
<b>Other interest receivable and similar income</b>		
Income from other investments (listed)	-	14,556
Bank interest receivable	947	784
	947	15,340
	947	15,340
<b>Amounts written off investments</b>		
Written off current asset investments	(23,758)	-
	(23,758)	-
	(23,758)	-



# ALARM

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