



The Chartered Institution of Highways & Transportation

Report and financial statements For the year ended 31 December 2023

Registered by Royal Charter: RC000835

Registered Charity: England and Wales (1136896), Scotland (SC040873) and the Republic of Ireland (20103989)



REPORT AND FINANCIAL STATEMENTS
For the year ended 31 December 2023
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Trustees' Report for year ended 31st December 2023

The Institution is a Registered Charity in England and Wales (1136896), a Registered Charity in Scotland (SCO40873); a registered charitable body in the Republic of Ireland (20103989), and incorporated by Royal Charter. Our central office is located at Britannia Walk near Old Street in London.

The Board of Trustees of the Chartered Institution of Highways & Transportation (CIHT) presents its Annual Report and Financial Statements for the year ended 31 December 2023.

Objectives and Activities

The CIHT was formed on 1 January 2010 following the Grant of a Royal Charter by the Privy Council. (The former Institution of Highways & Transportation was a registered charity and a company limited by guarantee founded in 1930 as the Institution of Highway Engineers). The objects of the Institution are to advance for the public benefit the science and art associated with Highways and Transportation in all their aspects; and to promote education, training, and research and development of the said science and art.

The charitable powers of the Chartered Institution are set out in its Royal Charter and Byelaws dated 30 October 2009. The Institution aims to achieve its objectives by promoting good practice amongst its members, through programmes of meetings, conferences, seminars, and publications, providing routes to Chartered and Incorporated Engineer, Engineering Technician, the SoRSA Certificate of Competency and Chartered Transport Planning Professional; and providing a forum for consultation on all matters affecting Highways and Transportation. The Institution promotes debate in all areas affecting the discipline of Highways and Transportation.

CIHT provides strategic leadership and support to help our members plan, develop, deliver, and maintain sustainable solutions for highways, transport infrastructure, and services that:

- address the challenges of climate change
- support the economy
- help address societal inequalities
- reduce environmental degradation
- improve health and wellbeing

In November 2021, CIHT's Council signed off a new medium-term strategy (**CIHT Strategy 2022+**) which highlights our strategic priorities over the next five to ten years which are to:

- **Promote Learning** – providing members with the skills, training, and qualifications to be the workforce that our society, the environment, and the economy need.
- **Influence the future** – working with members, stakeholders, and decision-makers to demonstrate the value of efficient transport infrastructure and services and to help improve all networks so that they are safe, sustainable, effective and able to meet the changing needs of society.
- **Promote the value of membership** – Recruiting new members and retention of existing members through a reputation for excellence and a range of attractive membership services.

In addition to our priorities, we have three overarching themes; **Climate Action; Professionalism; and Equality, Diversity and Inclusion (EDI)**

Delivering public benefit

Our charitable objective is 'to advance for the public benefit the science and art associated with highways and transportation in all their aspects and to promote education, training, and research in and development of the said science and art'. Success for the Institution is defined in terms of developing the knowledge, skills and effectiveness of members of the highways, transportation, and infrastructure profession, and in influencing the development of policy and best practice in the field. Performance is measured in terms of increasing numbers availing themselves of existing provision, and the development of new ways of working to support these aims. In addition, the Institution continues to provide advice and guidance to the industry and stakeholders in accordance with its objectives.

Membership of CIHT is open to applicants who meet the relevant professional criteria. Lower rates are charged for retired members, graduates, part-time students, and associate members whilst special concessions are offered in cases of personal change of circumstance, hardship, or unemployment. Full-time students and apprentices are offered membership free of charge.

The achievements and performance set out in this report provide a more detailed account of CIHT's contribution to the industry in pursuit of its charitable objectives.

The Trustees have referred to the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning its future activities. Trustees consider how planned activities will contribute to the aims and objectives that have been set.

The Trustees confirm that they have complied with the duty in section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission in determining the activities undertaken by the charity.

In formulating our corporate strategy, we have adopted a commitment to advance on three key cross-cutting themes that underpin our ambition to deliver public benefit.

- **Climate Action** – there is an urgent and immediate need to decarbonise our transport systems to tackle the climate crisis and to provide better long-term solutions for a more sustainable world.
- **Promoting Professionalism**– to give the public the confidence that our members can be held to account for advice and actions. We expect all our members to operate within the CIHT Code of Professional Conduct.
- **Equality, Diversity and Inclusion** – We are committed to working for equality, diversity, and inclusion in the transportation sector. A sector that truly represents the wider community that we serve enables us to deliver the best solutions to the challenges we face.

Our achievements and performance in addressing these three themes are set out in the next section of the report.

Achievements, and performance highlights for 2023

Key achievements and performance are reported below referencing the three strategic priorities and the three cross cutting themes as set out in the corporate strategy which was signed off in November 2021.

(1) Climate Action

We will:	Key Achievements / Initiatives in 2023
Become a Net Zero carbon organisation by 2027	<ul style="list-style-type: none"> • CIHT has engaged support from CAFA (Carbon Action for Associations) to support our drive to achieve Net Zero by 2027.
Support our members by providing training on carbon literacy	<ul style="list-style-type: none"> • A Transport Decarbonisation Pathway has been created on ciht.org.uk that provides advice on relevant CPD topics and a one-stop shop for accessing relevant webinars, podcasts, and other materials from the CIHT archive. The pathway continues to be updated bi-monthly as new resources become available. • The e-learning course <i>An Introduction to Transport Decarbonisation</i> was made available for free on CIHT Learn for some months in 2023. • A focus group was held with partner network members in April to identify priority areas for further action. • Climate change, decarbonisation, and sustainability have been a continuing theme for regional webinars and events.
Promote initiatives across our sector that decarbonise our transport system and move towards more sustainable forms of transportation	<ul style="list-style-type: none"> • CIHT was one of the partners in a Future Highways Research Group-led project to establish a Carbon Calculation and Accounting Standard for Local Highways Authorities. In July we secured a grant of £26.5K from the Rees Jeffrey's Road Fund to create e-learning materials to support the sector to use the standard. These materials will be delivered via CIHT Learn. • CIHT partnered with Transport for Wales, Welsh Government, and other Welsh professional institutions to roll out a series of CPD events to help Welsh professionals respond to the <i>Wales Roads Review</i> and the Welsh Government's new policy direction prioritising modal shift and sustainable transport over capacity expansion. • A new CIHT policy report '<i>How can we reduce emissions by 60% in a decade</i>' was launched in September. Produced in collaboration with the CIHT Partnerships Network, it consists of case studies showing how organisations have delivered significant, quantifiable reductions in emissions associated with transport and transport infrastructure. • Creating best practice case studies in The Work (a resource section in the CIHT members area (MyCIHT) of the website). • Decarbonisation podcast published in July

(2) Promoting professionalism

Support our members to uphold professional standards through knowledge sharing, networking, learning, and training	<ul style="list-style-type: none"> • 10 free courses added to CIHT Learn for access by members that offer circa 8 hours of CPD on a variety of leadership and management topics encompassing Six Steps to Productive Meetings (60 min); Performance Appraisals (15 mins); Developing Leadership Skills (15 mins); Making Teams Work (15 mins); Diversity Challenge (60 mins); Influencing People (60 mins); Inclusion Essentials (60 mins); Maximising Potential Through Developing Strengths (15 mins); How to Delegate (30 mins) and Motivating People (15 mins)
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(3) Equality, Diversity & Inclusion

Introduce a CIHT Equality, Diversity, and Inclusion (EDI) Strategy in 2021 and put a 5 year action plan into progress	<ul style="list-style-type: none"> • EDI element of Learned Society and Technical Strategy Board (LSTSB) Business Plan reviewed by the EDI Manager • EDI Panel developed 'Top Ten Priorities' having revisited the EDI Action Plan to ensure that priorities reflect the needs and aspirations of the institution and wider sector. EDI Action Plan updated to reflect these priorities. • Two courses added to CIHT Learn - the Diversity challenge (60 mins CPD) and Inclusion Essentials (60 mins CPD).
Push for more equality, diversity, and inclusion across the sector	<ul style="list-style-type: none"> • Regional, National & International (Committee/Group) EDI Officer Role recruitment started in 2023. • Updated EDI Charter launched in June. • EDI Masterclass (part of the CIHT webinar programme) took place in June. • National Inclusion Week webinar during NIW 2023 (25/09-01/10). • Development of Gender Equality Toolkit in Transport e-learning module started. • CIHT is an active member of the Reasonable Adjustments Working Group led by the Engineering Council. • The Transport Planning Professional Standards Committee discussed how to ensure fair and equal access to the qualification at their June meeting. The EDI manager delivered one unconscious bias session at the annual training events for Engineering reviewers and another for TPP reviewers. • The EDI Manager attended the second Adept/Colas-led 'roundtable on workforce issues: Equality, Diversity & Inclusion and future jobs'. • CIHT is working on accessibility guidance for events. • Communication activities undertaken for EDI-related awareness days/activities including Black History Month, National Inclusion Week, and International Women in Engineering Day.

1) Promote learning

CIHT is the only body to offer the full range of professional transportation qualifications including Chartered Engineer, Incorporated Engineer, Engineering Technician, the Certificate of Competence in Road Safety and, uniquely, Chartered Transport Planning Professional. These qualifications ensure that our members work to high professional standards on behalf of the societies we serve.

	2022	2023	
Registered Members – Eng Council	1,461	1,496	+35
Registered Members – (C) TPP	290	311	+21

The following table highlights how we have addressed key commitments set out in our corporate strategy.

We will:	Key Achievements / Initiatives in 2023
Encourage and support members to achieve recognised professional qualifications	<ul style="list-style-type: none"> • 102 applicants for Professional Review (CEng, IEng, or EngTech) and 36 people applied for Transport Planning Professional through CIHT in 2023. • Delivered 23 End Point Assessments for Transport Planning Technician Apprentices. • Completed 422 initial assessments for engineering qualifications and 171 for Transport Planning Professional. • Regular professional qualifications webinars held for both standard and individual routes with the recordings made available on the CIHT website. <p>Experiential Route to CEng has been piloted and to be rolled out in 2024.</p>
Demonstrate and promote the value of qualifications to professionals and employers	<ul style="list-style-type: none"> • Regular presentations and updates to key stakeholders and at industry events. • Delivery of a webinar series that promotes qualifications and professionalism. • Profiles of successful professional qualifications candidates featured in TP magazine. • Details of apprenticeship schemes across the UK highlighted on the CIHT website and for National Apprenticeship week. • CIHT is contributing to the development of the new Civil Engineering Degree Apprenticeship in Wales and the review of the Civil Engineering Degree Apprenticeship in England. • New Professional Development Framework scoped for launch in 2024.

We will:	Key Achievements / Initiatives in 2023
<p>Embed CPD as an essential requirement for our members at all stages of their career</p>	<ul style="list-style-type: none"> • New CPD policy guidance released including the expectation that all members focus some of their CPD on transport decarbonisation. • Members can now plan, undertake and record CPD on CIHT Learn. • Over 910 members are already recording their CPD using this new function on CIHT Learn. • The CPD course on CIHT Learn has been updated and continues to be free for members. • Transportation Decarbonisation Pathway Launched. Key topic raised with stakeholders.
<p>Provide mentoring and professional development opportunities to our members</p>	<ul style="list-style-type: none"> • Provided guidance and online learning for prospective engineering and Transport Planning Professional qualification mentors. • Members now have access to a mentoring module on CIHT Learn. • A survey of mentoring provided by the CIHT nations and regions groups has indicated the level and type of support for mentoring varies by region. Feedback has indicated that more formal support would be welcomed and the Education and Professional Development Strategy Board (EPDSB) will be including this in their 2024 workplan.
<p>Develop and deliver a digital learning platform (CIHT Learn) for our members</p>	<ul style="list-style-type: none"> • More than 1900 unique CIHT paying members have registered for one or more courses on CIHT Learn. • Continued to regularly add new content and courses onto CIHT Learn (a range of courses on professional and personal development) – 61 courses now available. • Planned programme of new topics and courses to be rolled out throughout 2024. • Ongoing promotion of CIHT Learn in all membership comms.

2) Influence the future

Raising the profile

CIHT members play key roles in policy and technical developments across highways and transportation. Through working closely with members and influential stakeholders, CIHT shapes the decisions that affect our society, environment, and economy.

We will:	Key Achievements / Initiatives in 2023
Shape and contribute to transport policy across the UK and internationally	<ul style="list-style-type: none"> • Represented CIHT in government consultations across the UK through a supporting framework of policy forums in Scotland, Wales and Northern Ireland. • Recognition in several Transport Select Committee inquiries and the national press. • Engagement with the Highways Sector Council. • Developed policy briefings on sustainable transport, walking and wheeling, e-cargo bikes, road safety and sustainable urban drainage (SUDS) for highways. • Hosted roundtables that influence white papers and other outputs on road safety and mobility pricing. • Provided media commentary, spoke at third-party events, presented views and opinion at CIHT events and through Transportation Professional (print and digital). • Published Report: Green and Blue Infrastructure (GBI) – A Transport Sector Perspective and engaged with national bodies on GBI – including the World Road Association, the UK Roads Leadership Group and Local Government Technical Advisors. • CIHT was a key part of the UK presence at the World Road Congress in close collaboration with the Department for Transport and the devolved administrations. • Spoken / presented at a variety of third-party events including round tables, conferences, and webinars.

We will:	Key Achievements / Initiatives in 2023
<p>Maintain and develop relationships with national, devolved and regional governments, industry and the public</p>	<ul style="list-style-type: none"> • Key stakeholder engagements with organisations including the Departments for Transport and Levelling-Up, Housing and Communities, National Audit Office, National Highways, regional transport bodies and the devolved administrations. • Additional stakeholder engagements with ADEPT and across the Partnership Network. • Continued ongoing Secretariat support to the UK Roads Leadership Group and World Road Association. • Launch of Bus Centre of Excellence and supporting website / events etc. A project developed with support from the Department for Transport. • Involved and engaged with the Welsh Roads Review including a ministerial meeting. • Released regular media briefings, news analysis and opinion articles.
<p>Encourage research and debate on a long-term vision for sustainable and integrated transport infrastructure</p>	<p>Released raft of new policy projects and reports including:</p> <ul style="list-style-type: none"> • Building carbon reduction into procurement processes • The role of data and artificial intelligence in achieving transport decarbonisation • How can we reduce emissions by 63% in a decade - lessons from the highways sector • Green and blue infrastructure: A transport sector perspective
<p>Identify and share good practice through the exchange of knowledge and information</p>	<ul style="list-style-type: none"> • 2023 saw over 120 events delivered by CIHT and more than 10,000 people attended these events. • Moved to a thematic approach to our magazine Transportation Professional. • Ongoing engagement with all parts of UK public and private sector through CIHT Partnership Network activities. • CIHT Awards highlighted the best entries from over 200 submitted entries. Shortlisted entries added to 'The Work' section of CIHT website to provide new case studies and project overviews – CIHT's Nations and Regions highlighted a range of projects. • Engagement with circa 118 organisations in the Partnership Network, representing the private, public, research, and higher education sectors.
<p>Provide thought leadership on key highways and transportation issues</p>	<ul style="list-style-type: none"> • Development and hosting of a Bus Centre of Excellence in England with the Department for Transport. • Highlighted key issues of climate action, policy developments across UK, and member's work via regular media briefings and news commentary. • Regular speaker at third-party events.

We will:	Key Achievements / Initiatives in 2023
	<ul style="list-style-type: none"> • Release of regular views and thought leadership through blogs and other content releases. • CIHT Technical Champions are now established and contribute to our outputs.

3) Promote the value of membership

Recruiting new members and retaining existing members through a reputation for excellence and a range of attractive membership services.

	2022	2023
Paying members	10,442	10,467
No of apprentices in membership	449	512
% of all new members identify as female	26%	23.1%
% of UK new members that identify as ethnic minorities	23%	24%

We will:	Key Achievements / Initiatives in 2023
Help shape a long-term vision for the profession that will equip it to attract, retain, and develop diverse talent	<ul style="list-style-type: none"> • Implemented our membership retention and recruitment strategy. Ninety-one per cent of existing members have retained their membership, with over 960 new members joining CIHT in 2023. • Held our Emerging Professional and Apprentice summit at Aston University, Birmingham with over 150 attendees. • Working with partners including Tomorrow's Engineers, Engineering UK, and STEM Ambassadors to promote the positive image of the profession Over 11,000 hours of STEM ambassador activity has been undertaken. • Draft employment trends report reviewed, and recommendations drafted. • Facilitated myth-busting webinars regarding membership of a professional body for prospective non-members. • Membership benefit of the month campaign launched. • Carried out a review of student data resulting in an email campaign to encourage non-engaged students to become members.
Provide equitable services and support to members wherever they are located	<ul style="list-style-type: none"> • Implementation of updated Regional Working Arrangements (RWA) that promote consistent levels of support across the UK irrespective of member location. • We have increased support for CIHT International Groups. • Memorandum of Understanding signed with Engineers New Zealand.
Build on our provision of international, national, and	<ul style="list-style-type: none"> • Have delivered our mixed programme of events (over 120) embracing face to face, hybrid and online webinars.

We will:	Key Achievements / Initiatives in 2023
regional high quality, accessible events, seminars and networking opportunities	<ul style="list-style-type: none"> • Further enhanced CIHT Connect (our online discussion forum) to offer a supplementary channel for online networking across the membership. • Membership Survey 2022 results with topic suggestions provided to each region with action plan.
Launch a comprehensive membership strategy to achieve sustainable growth across all grades, diversify our membership profile and meet the future needs of the sector	<ul style="list-style-type: none"> • The membership strategy has been implemented via a supporting action plan throughout the year. This has included various campaigns in recruitment and retention. External activity has seen CIHT provide membership surgeries/outreach activities at a variety of companies, trade events and open days. • Value of membership included in all member comms. • The introduction of a new marketing platform has allowed more targeted content.
Have a membership and governance structure and composition that is more representative of the society we serve and suitable for a modern professional body	<ul style="list-style-type: none"> • Instigated and facilitated the inclusion of more members from a wider range of backgrounds in formal governance structures and working committees. • Updated role descriptions for regional/national roles • Created a specific EDI role on all regional/national committees • Promotion of opportunities to get involved at all levels • New volunteer strategy produced.

Future plans

The key foundations that will support the delivery of the three strategic aims and three underpinning themes set out in CIHT Strategy 2022+ are set out below.

Regions, nations, and technical groups

CIHT regions, nations, and technical groups will be at the heart of delivering our strategy. They support members individually, provide local services and engage with governments and regional bodies on strategic issues.

International focus

We have members across the globe and will continue to deliver on our international strategy. We will collaborate with our international counterparts on shared agendas.

Member Services

We will continue to extend our offer to members by investing in digitally enabled platforms, including CIHT Learn, our digital learning platform so that they can receive more personalised support services. This will also help us achieve our aim of cutting carbon emissions. We will enhance accessibility to our services and ensure members have plenty of opportunities to network digitally or in person.

Diversification of income base

We will continue to diversify our financial resources to ensure we are not overly reliant on membership subscriptions. We will do this by developing our training offering, events and additional services. We will regularly review our investment portfolio to optimise returns and provide a sustainable income base.

Research, technical and policy

We will continue to develop and deliver quality thought leadership through research, technical and policy pieces to advance the art and science of highways and transportation and build our influence and impact.

Governance

We will continue to strengthen succession planning across CIHT by encouraging more members to become actively involved in governance. We will review the skills, knowledge and competencies needed to be a progressive professional body and evolve our structures to remain relevant in a changing world.

Volunteering

We will be clear on what opportunities are available to members to become more actively involved and what they can expect from us through our volunteer strategy. We will provide training and support for volunteers so that they feel valued and able to contribute to the delivery of our work.

Business planning

We will continue with a three-year business planning cycle to enable the delivery of our strategy, including the prioritisation of actions, strong financial reporting, effective monitoring of performance and alignment of resources to ambition.

Equality, Diversity and Inclusion Strategy

We will build on our achievements to date to drive the EDI agenda more consistently and with greater pace within the membership and across the sector.

Climate Action

We will continue to develop our leadership role and support to members through training, influencing and evidence-based research in response to the UK government's objective of a Net Zero carbon emissions economy by 2050 (2045 in Scotland). We aim to become a net zero organisation by 2027.

Structure, governance, and management

The Institution is a Registered Charity in England and Wales (1136896), a Registered Charity in Scotland (SCO40873) and incorporated by Royal Charter. In June 2017, the Institution was also approved as a registered charitable body in the Republic of Ireland (20103989). With the grant of Royal Charter by HM the Queen at the end of 2009 the Royal Charter and Byelaws became CIHT's governing documents. CIHT's members (individually and via the regions) elect the Council of the Institution, and the Council in turn appoints the Board of Trustees. The Board of Trustees is responsible for directing the affairs of the charity and ensuring it is solvent, well run and delivering the charitable outcomes for which it has been set up. It is the policy of the Institution to give a full briefing and guidance to new Trustees on their duties and responsibilities, and to ensure that they have a strong understanding of the issues and risks facing the Institution in achieving its objectives. All Trustees are given induction training each year and access to other training on an ongoing basis. The Board of Trustees has four strategic Boards reporting to it as follows;

- The Appian Trading Board
- The Education and Professional Development Strategy Board
- The Membership and Member Services Strategy Board
- The Learned Society and Technical Strategy Board

The Audit Committee met with CIHT's External Auditors twice a year to review the Audit Plan and to receive the Audit of the Annual Accounts and the Management Letter and reports back to the Board of Trustees on the findings and management response.

All profits of the trading subsidiary, Appian Trading Limited, are transferred to the charity through Gift Aid to ensure that funds for the Institution's activities are used efficiently.

Good Governance Code

Since the Charity Governance Code was launched on 13 July 2017, CIHT has utilised the Code as a framework to support the development of better practice. Trustees acknowledge that the charity is best placed to fulfill its vision, mission, and strategic goals if it has effective governance in place. To date, the charity's Board has established a solid foundation in governance in which all its members are clear about their legal responsibilities as Trustees.

In conducting operations, CIHT seeks to operate in line with the seven principles and recommended practice set out in the Charity Governance Code. CIHT already has several of the Code's measures in place. These include:

- Trustees' review of CIHT's charitable purpose and reflect on changes to the external environment at annual planning days and when we conduct business planning.
- The impact of CIHT's activities against KPIs are reported at each Board meeting.
- Development of a 5-year strategic plan based on CIHT's agreed values with three strategic aims which are subject to annual review in terms of evaluating our performance and progress in terms of delivery.
- Declarations of interest are collected annually.
- Conflicts of interest are a standard item on the agenda for all Board meetings.
- There is an agreed scheme of delegated authority recorded in CIHT's Standing Orders and Financial Regulations.
- An annual skills audit for all Trustees is used to identify requirements for Board development and inform the process of new appointments to the Board.

Trustee remuneration and pay policy for senior staff

The key management personnel of the charity comprises the non-executive Board of Trustees and the Senior Management Team. The Board of Trustees has ultimate responsibility for directing the affairs of the charity and ensuring it is solvent, well-run, and delivering the charitable outcomes for which it has been set up. Day-to-day operational management of activities is delegated to senior management of the charity.

The Board of Trustees comprises a group of 13 elected members drawn from the CIHT Council. They do not receive any remuneration for volunteering their time and expertise. Details of Trustees' expenses and related party transactions are disclosed in Note 4 and Note 17, respectively.

A Staff Pay and Remuneration Panel has delegated authority from the Trustees to set pay and benefit levels for all staff members including the CEO and Directors. The Panel comprises the Chair, President, Vice President, Immediate Past President, and Hon. Treasurer, and is advised by the CEO.

Staff pay is reviewed annually considering national salary data information from ONS, current inflation rates, London average fare increases, the economic situation in the industry which the Institution serves, and the current finances of the Institution. Every four years the Institution benchmarks against pay levels in other charities of a similar size. This exercise was completed in 2023 which has subsequently informed pay review decisions put into effect from Jan 2024 post review by the Pay & Remuneration Panel

Investment holdings

As set out in the CIHT Investment policy, the objective of our investment holdings is to maximise returns within reasonable and prudent levels of risk.

In 2022, a decision was taken to consolidate all our CCLA investment holdings into the CCLA Ethical Investment Fund. This is a managed fund with specific restrictions (e.g. no investments in any organisation that derives more than a specified % of its turnover from fossil fuels, etc.)

Over the year ended 31 Dec 2023, we have seen a 13.3% (circa £173k) increase in the unrealised saleable value of CIHT investments. This compares to a 3.9% annual increase in the CPI over the same period. In the first three months of 2024, we have seen further positive returns (i.e. up £38k or +2.6% in Q1 of 2024.).

Reserves policy

CIHT maintains reserves to enable the Institution to fulfill its objectives and to implement the Corporate Plan as well as ensuring the provision of liquid resources representing four months' operating expenditure estimated as £1,172k based on the 2024 budget. In addition, contingencies may arise due to the long-term nature of the Institution's activities which may need funding out of reserves in the event of unforeseen circumstances.

As of 31 December 2023, free reserves (which includes designated funds and is defined as Current Assets plus Investments less Current Liabilities and less Restricted Funds) stood at £2,505k (2022: £2,049k). Excluding designated funds (set aside for specific purposes and outlined in Note 14 of the financial statements), net free reserves totaled £1,738k (2022: £1,686k). In line with CIHT's reserve policy, £1,172k of this sum must be held as a minimum contingency reserve sum representing four months of operating costs.

Going Concern

The Board of Trustees has carefully reviewed the financial position of the CIHT group, including financial projections for 2024 and 2025, and are satisfied that there are sufficient funds at the date of signature of the financial statements to manage any foreseeable downturn in the UK and global economy. The Board having reflected on the level of liquid reserves held also considers that there is a reasonable expectation that CIHT has adequate resources to continue in operational existence for the foreseeable future and for these reasons the Board of Trustees continues to adopt the going concern basis in preparing financial statements.

Use of voluntary assistance

The Institution relies upon the support of many members contributing their own time in the operation of its activities both within the nations, regions, and groups and at Britannia Walk. It is not possible to quantify in financial terms the benefits derived, but all such voluntary assistance is gratefully acknowledged. As indicated below, the ongoing engagement of volunteers is perceived as a medium risk faced by the Institution.

Fundraising

Fundraising is not a material source of raising income for the Institution and we do not engage in the use of third parties. There has been no non-compliance with the Fundraising code and no concerns, or complaints received.

Funds held for third parties

Under a secretariat support arrangement, CIHT hold funds on behalf of the Highways Sector Council who do not have a banking account. As at 31 December 2023, the balance held on behalf of the Highways Sector Council was £85k. This balance is included in within 'other creditors' within accounts Note 13.

Statement on Risk Assessment

Overall responsibility for risk management rests with the Board of Trustees who manage the process through formal reviews at board meetings and via the Audit Committee. Day to day responsibility is delegated to the Senior Management Team who identify and evaluate risks that relate to their areas and manage the mitigation plans accordingly.

CIHT maintains a Strategic Risk and Assurance Register which seeks to group together key risks over five areas. On an annual basis, the Audit Committee conducts a comprehensive review of the register to ensure any new emerging risks are properly reflected and that appropriate mitigations are in place or key actions are set out to address areas of perceived risk exposure. The results of the review are presented to the Board of Trustees. The Audit Committee continue to oversee delivery of key actions and take account of the trending status in each. A summary dashboard with commentary is fed back to each Trustee meeting for their consideration.

Strategic Risk Areas	Net Assurance score	What this risk area covers	Key mitigations
Strategy and Impact	Low Risk	How we plan and deliver the strategy and the impact that it makes on our charitable objectives.	Corporate strategy / Business planning and performance management framework. Oversight by Trustees, strategic Boards and Council.
Financial sustainability	Low Risk	To address external environment (for example the impacts from Covid 19, inflation, cost of living crisis and global economic uncertainty).	Financial, Membership and income diversification strategies. Financial Regulations and policies. Financial management practice and budget management. Reserves. Investment Policy.
Governance	Low Risk	Ensuring organisation is well run and efficiently that problems are identified earlier and addressed appropriately; preservation of reputation and integrity; achieving charitable objects	New governance arrangements. Oversight by Board of Trustees and Council. Comprehensive suite of policies and procedures. Risk management process. External audit review. Business continuity planning.
People (staff and volunteers)	Medium Risk	Acting as a responsible employer and to manage our use of resources effectively.	Human Resource (HR) Framework supported by external HR provider. Staff and Remuneration Panel. Annual staff survey. Regional Panel and committees. Regional Action Plans. Monitoring engagement and supporting volunteers. EDI Strategy.

Strategic Risk Areas	Net Assurance score	What this risk area covers	Key mitigations
Statutory and regulatory compliance	Low Risk	Encompassing broad range of statutory and regulatory requirements.	Policies and procedures (Data protection, Safeguarding, etc). Annual Health and Safety review. Use of professional advisors as appropriate. Compliance checklist is overseen by Audit Committee. Reporting to the Charities Commission and other regulators (eg Engineering Council)

Statement of Trustees' responsibilities

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

The laws applicable to charities in England, Wales and Scotland require the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and the group and of the incoming resources and application of resources of the group for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008, and the provisions of the Royal Charter and Byelaws, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and the provisions of the charity's constitution. They are also responsible for safeguarding the assets of the charity and the group and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

Signed on behalf of the Trustees

Gordon Baker
Chair of the Board of Trustees

Date: 15 May 2024



REPORT AND FINANCIAL STATEMENTS

For the year ended 31 December 2023

REFERENCE AND ADMINISTRATIVE DETAILS

Name and Registered Office of the Institution

The Chartered Institution of Highways & Transportation
119 Britannia Walk
London
N1 7JE

Charity Registration in England and Wales No: 1136896

Charity Registration in Scotland No: SCO40873

Charity Registration in Republic of Ireland No: 20103989

Members of the Board of Trustees 2023

The members of the Board of Trustees, who were Trustees of the charity until 21 June 2023, are shown below.

G Baker (Chair of the Board)
N Johnstone (President)
K McShane (Vice President)
S Hindshaw (Hon Treasurer)
D Sims
D Skelley
R Llewellyn
P Molyneux
K Evans
M Solanki
O Reed
L Nightingale
D Kitchener

The members of the Board of Trustees, who were Trustees of the charity from 21 June 2023, are shown below.

G Baker (Chair of the Board)
K McShane (President)
G Lyons (Vice President)
S Hindshaw (Hon Treasurer)
N Johnstone
K Evans
R Llewellyn
K Carpenter
P Molyneux
K Lynch
M Solanki
A Clewes
D Kitchener

Chief Executive and Secretary

Sue Percy

Auditor

Sayer Vincent LLP
Chartered Accountants and Statutory Auditor
110 Golden Lane
London
EC1Y 0TG



REPORT AND FINANCIAL STATEMENTS
For the year ended 31 December 2023
REFERENCE AND ADMINISTRATIVE DETAILS

Solicitors

Withers
Old Bailey
London
EC4M 7EG

Bankers

Virgin Money
London Customer Banking Centre
15th Floor, The Leadenhall Building
122 Leadenhall Street
London EC3V 4AB

Investment Managers

CCLA Investment Management Limited
Senator House
85 Queen Victoria Street
London
EC4V 4ET

Opinion

We have audited the financial statements of The Chartered Institution of Highways and Transportation (the 'parent charity') for the year ended 31 December 2023 which comprise the consolidated statement of financial activities, the group and parent charity balance sheets, the consolidated statement of cash flows and the notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- Give a true and fair view of the state of the group and parent charity's affairs as at 31 December 2023 and of the group's incoming resources and application of resources, for the year then ended
- Have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice
- Have been prepared in accordance with the requirements of the Charities Act 2011 and of the Charities and Trustee Investment (Scotland) Act 2005 and regulations 6 and 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the group 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.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on The Chartered Institution of Highways and Transportation's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. 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. 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 course of 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 this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 and the Charities Accounts (Scotland) Regulations 2006 (as amended) require us to report to you if, in our opinion:

- The information given in the trustees' annual report is inconsistent in any material respect with the financial statements;
- Sufficient and proper accounting records have not been kept; or
- The financial statements are not in agreement with the accounting records and returns; or
- We have not received all the information and explanations we require for our audit.

Responsibilities of trustees

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

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

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and report in accordance with regulations made under that Act.

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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud are set out below.

Capability of the audit in detecting irregularities

In identifying and assessing risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, our procedures included the following:

- We enquired of management and the audit committee, which included obtaining and reviewing supporting documentation, concerning the group's policies and procedures relating to:
 - Identifying, evaluating, and complying with laws and regulations and whether they were aware of any instances of non-compliance;
 - Detecting and responding to the risks of fraud and whether they have knowledge of any actual, suspected, or alleged fraud;
 - The internal controls established to mitigate risks related to fraud or non-compliance with laws and regulations.
- We inspected the minutes of meetings of those charged with governance.
- We obtained an understanding of the legal and regulatory framework that the group operates in, focusing on those laws and regulations that had a material effect on the financial statements or that had a fundamental effect on the operations of the group from our professional and sector experience.

- We communicated applicable laws and regulations throughout the audit team and remained alert to any indications of non-compliance throughout the audit.
- We reviewed any reports made to regulators.
- We reviewed the financial statement disclosures and tested these to supporting documentation to assess compliance with applicable laws and regulations.
- We performed analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud.
- In addressing the risk of fraud through management override of controls, we tested the appropriateness of journal entries and other adjustments, assessed whether the judgements made in making accounting estimates are indicative of a potential bias and tested significant transactions that are unusual or those outside the normal course of business.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities is available on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the parent charity's trustees as a body, in accordance with section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005, section 144 of the Charities Act 2011 and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the parent charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the parent charity and the parent charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Sayer Vincent LLP, Statutory Auditor
110 Golden Lane, LONDON, EC1Y 0TG
Date:

Sayer Vincent LLP is eligible to act as auditor in terms of section 1212 of the Companies Act 2006



THE CHARTERED INSTITUTION OF HIGHWAYS & TRANSPORTATION
CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating a Consolidated Income and Expenditure Account)
For the year ended 31 December 2023

	Unrestricted Funds	Restricted Funds	Total Funds	<i>Total Funds Reclassified*</i> 2022
Note	2023 £	2023 £	2023 £	2022 £
Income				
Donations and legacies	-	-	-	4,958
Income from Charitable activities:				
Promote Learning	85,583	-	85,583	70,589
Promote membership Value	2,092,345	24,205	2,116,550	1,891,616
Influencing the Future	208,595	444,230	652,825	214,345
	<u>2,386,523</u>	<u>468,435</u>	<u>2,854,958</u>	<u>2,176,550</u>
Other trading activities	847,008	-	847,008	680,132
Investment income receivable	12,008	-	12,008	4,829
Total income	<u>3,245,539</u>	<u>468,435</u>	<u>3,713,974</u>	<u>2,866,469</u>
Expenditure				
Expenditure on Charitable activities:				
Promote Learning	379,996	7,649	387,645	294,718
Promote membership Value	1,483,406	21,776	1,505,182	1,731,151
Influencing the Future	601,023	283,252	884,275	361,751
	<u>2,464,425</u>	<u>312,677</u>	<u>2,777,102</u>	<u>2,387,620</u>
Expenditure on raising funds:				
Trading & collecting subscriptions	722,170	-	722,170	579,150
Total expenditure	<u>3,186,595</u>	<u>312,677</u>	<u>3,499,272</u>	<u>2,966,770</u>
Net income / (expenditure) before gains / (losses) on investments	58,944	155,758	214,702	(100,301)
Net gains / (losses) on investments	9 173,301	-	173,301	(135,439)
Net income / (expenditure) / Net movement in funds	232,245	155,758	388,003	(235,740)
Transfers between funds	56,000	(56,000)	-	-
Net movement in funds	<u>288,245</u>	<u>99,758</u>	<u>388,003</u>	<u>(235,740)</u>
Reconciliation of funds				
Total funds brought forward	4,224,167	129,538	4,353,705	4,589,445
Total funds carried forward	14 <u>£ 4,512,412</u>	<u>£ 229,296</u>	<u>£ 4,741,708</u>	<u>£ 4,353,705</u>

* For more details see Note 2

All of the above results are derived from continuing activities.

The annexed notes form part of these financial statements



THE CHARTERED INSTITUTION OF HIGHWAYS & TRANSPORTATION

BALANCE SHEETS

As at 31 December 2023

	Note	Group 2023 £	Group 2022 £	Charity 2023 £	Charity 2022 £
Fixed assets					
Intangible assets	7	127,919	265,742	127,919	265,742
Tangible assets	8	1,879,602	1,909,154	1,879,602	1,909,154
Investments	9	1,472,723	1,299,422	1,472,823	1,299,522
		<u>3,480,244</u>	<u>3,474,318</u>	<u>3,480,344</u>	<u>3,474,418</u>
Current assets					
Debtors	12	248,827	248,901	975,655	697,796
Cash at bank and in hand		1,670,937	1,129,741	448,718	329,659
		<u>1,919,764</u>	<u>1,378,642</u>	<u>1,424,373</u>	<u>1,027,455</u>
Creditors: amounts falling due within one year	13	(658,300)	(499,255)	(538,886)	(377,559)
Net current assets		<u>1,261,464</u>	<u>879,387</u>	<u>885,487</u>	<u>649,896</u>
NET ASSETS		<u>£ 4,741,708</u>	<u>£ 4,353,705</u>	<u>£ 4,365,831</u>	<u>£ 4,124,314</u>
Funds					
Unrestricted funds:					
General funds		3,618,005	3,594,916	3,242,128	3,365,525
Designated funds		894,407	629,251	894,407	629,251
Total unrestricted funds:		<u>4,512,412</u>	<u>4,224,167</u>	<u>4,136,535</u>	<u>3,994,776</u>
Restricted funds		229,296	129,538	229,296	129,538
TOTAL FUNDS	14	<u>£ 4,741,708</u>	<u>£ 4,353,705</u>	<u>£ 4,365,831</u>	<u>£ 4,124,314</u>

The financial statements have been prepared in accordance with section 415A of the Companies Act 2006 relating to small companies. They were approved, and authorised for issue, by the Trustees on 15 May 2024 and signed on their behalf by:-

Gordon Baker
Chair of the Board of Trustees

Simon Hindshaw
Honorary Treasurer



THE CHARTERED INSTITUTION OF HIGHWAYS & TRANSPORTATION
GROUP STATEMENT OF CASH FLOWS
For the year ended 31 December 2023

	2023		2022	
	£	£	£	£
Cash flows from operating activities:				
Net income / (expenditure) for the year (as per the statement of financial activities)	388,003		(235,740)	
Adjustments for:				
Depreciation charges	59,247		63,300	
Amortisation charges	137,823		172,580	
Dividends and interest from investments	(12,008)		(4,829)	
Decrease / (increase) in debtors	74		(20,596)	
Increase in creditors	159,045		165,090	
Net cash provided by operating activities		732,184		139,805
Cash flows from investing activities:				
Dividends and interest from investments	12,008		4,829	
Purchase of tangible fixed assets	(29,695)		(9,495)	
Purchase of intangible assets	-		(61,379)	
(Gains) / losses on investments	(173,301)		135,439	
Net cash (used in) / provided by investing activities		(190,988)		69,394
Change in cash and cash equivalents in the year		541,196		209,199
Cash and cash equivalents at the beginning of the year		1,129,741		920,542
Cash and cash equivalents at the end of the year		£ 1,670,937		£ 1,129,741

1. ACCOUNTING POLICIES

1.1 STATUTORY INFORMATION

The Chartered Institution of Highways and Transportation is a charitable company limited by royal charter in England and Wales. The registered office address and principal place of business is 119 Britannia Walk, London N1 7JE.

1.2 BASIS OF PREPARATION OF FINANCIAL STATEMENTS

These financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). The charity and its subsidiary are a public benefit group for the purposes of FRS 102 and therefore have also prepared the financial statements in accordance with the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (The FRS 102 Charities SORP) and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The Trustees have assessed whether the use of the going concern basis is appropriate and have considered possible events or conditions that might cast significant doubt on the ability of the charity and group to continue as a going concern. The Trustees have made this assessment for a period of at least one year from the date of approval of the financial statements. In particular the Trustees have considered the charity and group's forecasts and projections. After making enquiries the Trustees have concluded that there is a reasonable expectation that the charity and group have adequate resources to continue in operational existence for the foreseeable future. The charity and group therefore continue to adopt the going concern basis in preparing the financial statements.

These financial statements consolidate the results of the charity and its wholly-owned subsidiary Appian Trading Limited on a line by line basis. Transactions and balances between the charitable company and its subsidiary have been eliminated from the consolidated financial statements. Balances between the two entities are disclosed in the notes to the financial statements.

The financial statements are presented in pounds sterling as this is the functional currency of the group. The accounts of non-sterling branches are translated into sterling. Income and expenditure items are translated at appropriate average rates and monetary assets and liabilities at the rates at the balance sheet date. The currency gains and losses are taken to the unrestricted funds.

1.3 INCOME

Income is included in full in the statement of financial activities when receivable unless it relates to a specific future period, in which case it is deferred.

Income from government and other grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably.

1.4 EXPENDITURE

Expenditure is recognised in the period in which it is incurred. Expenditure includes attributable VAT which cannot be recovered.

Expenditure is allocated to the particular activity where the cost relates directly to that activity. However, the cost of overall direction and administration of each activity, comprising the salary and overhead costs of the central function, is apportioned based on an estimate of staff time, of the amount attributable to each activity.

Support costs relate to premises costs which are allocated on floor area basis; other costs are allocated in proportion to income. Governance costs are the costs associated with the governance arrangements of the charity. These costs are associated with constitutional and statutory requirements and include any costs associated with the strategic management of the charity's activities.

Branches / regions are accounted for on the accruals basis, other than branches which are treated as affiliates for accounting purposes which are not consolidated.

Monetary assets and liabilities and transactions in foreign currencies are translated into sterling at the rates of exchange ruling at the balance sheet date.

1.5 TANGIBLE FIXED ASSETS AND DEPRECIATION

Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The depreciation rates in use are as follows:

Building core	50 years
Long leasehold land	not depreciated
Leasehold improvements	25 years
Office equipment and furniture	5 years
Computer equipment	3 years

Items of equipment are capitalised where the purchase price exceeds £500. Depreciation costs are allocated to activities on the basis of the use of the related assets in those activities. Assets are reviewed for impairment if circumstances indicate their carrying value may exceed their net realisable value and value in use.

1.6 INTANGIBLE FIXED ASSETS AND AMORTISATION

Amortisation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The amortisation rates in use are as follows:

Database and website	5 years
Development learning platform	5 years

1.7 FUND ACCOUNTING

Restricted funds are to be used for specified purposes as laid down by the donor. Expenditure which meets these criteria is identified to the fund, together with a fair allocation of management and support costs.

Unrestricted funds are donations and other income received or generated for the charitable purposes.

Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

1.8 INVESTMENTS

Fixed asset investments are stated at market value, where market value represents the mid-market value on the last trading day before the year end. Gains and losses arising on investment assets, whether realised or unrealised, accrue to the fund for which the investments are held.

1.9 STOCKS

Stocks are stated at the lower of cost and net realisable value. Net realisable value is the price at which stocks can be sold in the normal course of business after allowing for the costs of realisation.

1.10 CREDITORS AND PROVISIONS

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

1.11 PENSIONS

The charitable company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charitable company in an independently administered fund. The pension cost charge represents contributions payable under the scheme by the charitable company to the fund. The charitable company has no liability under the scheme other than for the payment of those contributions.

1.12 FINANCIAL INSTRUMENTS

The company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments. Financial instruments are recognised in the company's balance sheet when the company becomes party to the contractual provisions of the instrument. Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

With the exceptions of prepayments and deferred income all other debtor and creditor balances are considered to be basic financial instruments under FRS 102.

The year end carrying value of financial assets and financial liabilities, measured at amortised cost, was as follows:

	Group 2023 £	<i>Group</i> <i>2022</i> £	Charity 2023 £	<i>Charity</i> <i>2022</i> £
Financial assets measured at fair value	1,472,723	1,299,422	1,472,823	1,299,522
Financial assets measured at amortised cost	122,077	136,041	848,905	584,936
Financial liabilities measured at amortised cost	478,020	312,805	372,931	225,350

The year end carrying value of financial assets that are equity instruments, measured at cost less impairment and relating to the charity only were £100 (2022: £100). This balance relates to the investment in the subsidiary company, Appian Trading Limited.

1.13 ACCOUNTING JUDGEMENTS AND ESTIMATES

The key judgements and estimates used in the preparation of these financial statements are as follows:

- The depreciation rate of tangible fixed assets and amortisation rate of intangible assets (as detailed above)
- Support costs are apportioned to direct activities based on the direct staff costs allocated to those activities

There are no other key assumptions concerning the future and other key sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

2. PRIOR YEAR RECLASSIFICATION

In a presentational change, the headings under which income and expenditure is classified has been changed in the 2023 financial statements. The update is to better align the activities as disclosed in the financial statements with the wider charitable and strategic objectives of the charity and group. The 2022 comparatives in these financial statements have been reclassified on the same basis accordingly. This reclassification impacts the split of prior year comparatives in the Statement of Financial Activities, Note 3 ('Expenditure') and Note 18 ('Statement of Financial Activities - Prior Year').

The reclassification is presentational only. The 2022 balance sheet is not affected and there have been no adjustments to the total income, total expenditure or net moment in funds in 2022.

3. EXPENDITURE

CURRENT YEAR

	Staff costs	Direct costs	Support costs	2023	2022 Reclassified*
	£	£	£	£	£
Promote Learning	188,796	17,086	181,763	387,645	294,718
Promote membership Value	449,471	622,982	432,729	1,505,182	1,731,151
Influencing the Future	319,224	257,717	307,334	884,275	361,751
	<u>957,491</u>	<u>897,785</u>	<u>921,826</u>	<u>2,777,102</u>	<u>2,387,620</u>
Raising funds	203,159	323,419	195,592	722,170	579,150
Support costs (see Note 5)	454,534	662,884	(1,117,418)	-	-
	<u>£ 1,615,184</u>	<u>£ 1,884,088</u>	<u>£ Nil</u>	<u>£ 3,499,272</u>	<u>£ 2,966,770</u>

PRIOR YEAR (reclassified)*

	Staff costs Reclassified*	Direct costs Reclassified*	Support costs Reclassified*	2022 Reclassified*
	£	£	£	£
Promote Learning	152,702	3,068	138,948	294,718
Promote membership Value	566,984	648,251	515,916	1,731,151
Influencing the Future	133,266	107,222	121,263	361,751
	<u>852,952</u>	<u>758,541</u>	<u>776,127</u>	<u>2,387,620</u>
Raising funds	185,102	225,618	168,430	579,150
Support costs (see Note 6)	444,763	499,794	(944,557)	-
	<u>£ 1,482,817</u>	<u>£ 1,483,953</u>	<u>£ Nil</u>	<u>£ 2,966,770</u>

* For more details see Note 2

4. NET INCOME / (EXPENDITURE) FOR THE YEAR

This is stated after charging:

	2023	2022
	£	£
Depreciation	59,247	63,300
Amortisation	137,823	172,580
Trustees' expenses	6,976	5,470
Auditor remuneration (excluding VAT):		
Audit - current year	14,700	13,250
	<u>14,700</u>	<u>13,250</u>

The Trustees received no remuneration in the year.

Trustees' expenses represent the costs of travel and subsistence for 10 trustees (2022: 7).

5. DIRECT SUPPORT COSTS

	2023	2022
	£	£
Governance costs:		
Audit fee	14,700	13,250
Legal & professional	56,619	8,357
Trustee, Council and committee meetings	44,748	27,607
	<u>116,067</u>	<u>49,214</u>
Other support costs:		
Telephone, power, cleaning, rates	61,835	46,949
Building maintenance	62,229	28,564
Insurance	9,158	8,789
Printing, postage & stationery	9,568	8,783
Computer & internet	138,886	128,356
Travel	19,800	-
Subscriptions	10,337	10,271
Irrecoverable VAT, payroll processing & bank charges	79,951	69,020
Depreciation	59,247	63,300
Accountancy	57,840	54,020
PR & marketing	37,966	32,528
	<u>£ 662,884</u>	<u>£ 499,794</u>

6. STAFF COSTS

Staff costs were as follows:

	2023	2022
	£	£
Salaries and wages	1,339,728	1,244,061
Social security costs	152,816	137,384
Pension contributions	77,999	74,604
Other staff costs, recruitment and training	44,641	26,768
	<u>£ 1,615,184</u>	<u>£ 1,482,817</u>

The key management personnel of the charity comprise the Chief Executive Officer and senior management team. The total employee benefits of the key management personnel of the charity, inclusive of employer pensions and employer National Insurance contributions, were £387,399 (2022: £408,208).

The number of employees whose emoluments amounted to over £60,000 in the year (exclusive of employer pensions and employer National Insurance contributions) was as follows:

	2023	2022
	No.	No.
£60,000 - £69,999	1	-
£70,000 - £79,999	-	3
£80,000 - £89,999	2	-
£110,000 - £119,999	-	1
£120,000 - £129,999	1	-
	<u>1</u>	<u>-</u>

The average headcount during the year was as follows:

<u>30.8</u>	<u>29.5</u>
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7. INTANGIBLE ASSETS - CHARITY AND GROUP

	Development learning platform £	Database and website £	Total £
Cost			
At 1 January 2023	191,879	730,154	922,033
Additions	-	-	-
At 31 December 2023	<u>191,879</u>	<u>730,154</u>	<u>922,033</u>
Amortisation			
At 1 January 2023	25,584	630,707	656,291
Charge for the year	38,376	99,447	137,823
At 31 December 2023	<u>63,960</u>	<u>730,154</u>	<u>794,114</u>
Net book value			
At 31 December 2023	<u>127,919</u>	<u>-</u>	<u>127,919</u>
At 31 December 2022	<u>166,295</u>	<u>99,447</u>	<u>265,742</u>

8. TANGIBLE FIXED ASSETS - CHARITY AND GROUP

	Long leasehold property £	Office equipment & furniture £	Computer equipment & software £	Total £
Cost				
At 1 January 2023	2,564,585	15,640	75,902	2,656,127
Additions	-	21,229	8,466	29,695
Disposals	-	-	(3,243)	(3,243)
At 31 December 2023	<u>2,564,585</u>	<u>36,869</u>	<u>81,125</u>	<u>2,682,579</u>
Depreciation				
At 1 January 2023	663,824	15,056	68,093	746,973
Charge for the year	47,134	4,646	7,467	59,247
On disposals	-	-	(3,243)	(3,243)
At 31 December 2023	<u>710,958</u>	<u>19,702</u>	<u>72,317</u>	<u>802,977</u>
Net book value				
At 31 December 2023	<u>£ 1,853,627</u>	<u>£ 17,167</u>	<u>£ 8,808</u>	<u>£ 1,879,602</u>
At 31 December 2022	<u>£ 1,900,761</u>	<u>£ 584</u>	<u>£ 7,809</u>	<u>£ 1,909,154</u>

9. INVESTMENTS

	Group 2023 £	Group 2022 £	Charity 2023 £	Charity 2022 £
Market Value				
At 1 January	1,299,422	1,434,861	1,299,522	1,434,961
Additions at cost	-	1,120,847	-	1,120,847
Disposal proceeds	-	(1,120,847)	-	(1,120,847)
Net gains / (losses)	<u>173,301</u>	<u>(135,439)</u>	<u>173,301</u>	<u>(135,439)</u>
At 31 December	<u>£ 1,472,723</u>	<u>£ 1,299,422</u>	<u>£ 1,472,823</u>	<u>£ 1,299,522</u>
Historic cost at the year end	<u>£ 1,293,847</u>	<u>£ 1,293,847</u>	<u>£ 1,293,947</u>	<u>£ 1,293,947</u>
Investments comprise:				
	Group 2023 £	Group 2022 £	Charity 2023 £	Charity 2022 £
CCLA COIF Charities Ethical Investment Fund	1,472,723	1,299,422	1,472,723	1,299,422
Investment in subsidiary undertaking	-	-	100	100
	<u>£ 1,472,723</u>	<u>£ 1,299,422</u>	<u>£ 1,472,823</u>	<u>£ 1,299,522</u>

10. SUBSIDIARY UNDERTAKING

The charity owns the whole of the issued ordinary share capital of Appian Trading Limited, a company registered in England. The subsidiary is used for non-primary purpose trading activities. All activities have been consolidated on a line by line basis in the statement of financial activities. Available profits are gift aided to the charity. A summary of the results of the subsidiary is shown below:

	2023 £	2022 £
Turnover	849,918	643,071
Cost of sales	<u>(480,509)</u>	<u>(420,148)</u>
Surplus for the period	<u>£ 369,409</u>	<u>£ 222,923</u>

Changes in equity:

	2023 £	2022 £
Total equity brought forward	229,391	48,047
Total comprehensive income for the year	369,409	222,923
Gift aid distribution to parent charity	<u>(222,923)</u>	<u>(41,579)</u>
	<u>£ 375,877</u>	<u>£ 229,391</u>

The aggregate of the assets, liabilities and funds was:

	2023 £	2022 £
Debtors	50,605	109,692
Cash at bank and in hand	1,222,219	800,082
Creditors	<u>(896,847)</u>	<u>(680,283)</u>
Capital and reserves at the year end (including £100 share capital)	<u>£ 375,977</u>	<u>£ 229,491</u>

The subsidiary results for the year include the following transactions with the parent charity:

Recharge of staff costs from the parent charity to the subsidiary undertaking	<u>£ 203,159</u>	<u>£ 185,102</u>
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11. PARENT CHARITY

The parent charity's gross income and the results for the year are disclosed as follows:

	2023 £	2022 £
Total income	<u>£ 3,086,979</u>	<u>£ 2,264,977</u>
Net movement in funds	<u>£ 241,517</u>	<u>£ (417,084)</u>

12. DEBTORS

	Group 2023 £	Group 2022 £	Charity 2023 £	Charity 2022 £
Trade debtors	48,089	42,602	46,040	8,179
Prepayments	126,750	112,860	126,750	112,860
Other debtors	53,408	73,970	4,962	26,351
Taxation receivable (VAT)	20,580	19,469	20,470	-
Due from subsidiary inc Gift Aid	-	-	777,433	550,406
	£ 248,827	£ 248,901	£ 975,655	£ 697,796

13. CREDITORS:

AMOUNTS FALLING DUE WITHIN ONE YEAR

	Group 2023 £	Group 2022 £	Charity 2023 £	Charity 2022 £
Trade creditors	244,395	167,417	139,306	72,081
Taxes and social security	41,678	37,669	41,678	45,850
Pension costs creditor	12,530	1,723	12,530	1,723
Other creditors	113,719	70,358	113,719	70,358
Deferred income	180,280	186,450	165,955	152,209
Accruals	65,698	35,638	65,698	35,338
	£ 658,300	£ 499,255	£ 538,886	£ 377,559

	Group 2023 £	Group 2022 £	Charity 2023 £	Charity 2022 £
Deferred income				
Balance at 1 January	186,450	151,852	152,209	127,759
Amount released from previous years	(186,450)	(151,852)	(152,209)	(127,759)
Amount deferred in the year:				
Member subscriptions	140,533	123,319	140,533	123,319
Secretariat fees	24,472	25,492	24,472	25,492
Partnership income	11,864	9,416	-	-
Other income (including events)	3,411	28,223	950	3,398
Balance at 31 December	£ 180,280	£ 186,450	£ 165,955	£ 152,209

14. STATEMENT OF FUNDS - CURRENT YEAR

	Brought forward £	Income £	Expenditure £	Transfers and gains £	Carried forward £
Restricted funds:					
1. CIHT Foundation Fund	62,428	-	(7,649)	-	54,779
2. Hong Kong Branch Fund	45,824	24,205	(21,776)	-	48,253
3. Motorway Archive Trust	696	-	-	-	696
4. YP Transport Visions Group	20,590	10,400	(22,797)	-	8,193
5. Bus Centre Of Excellence	-	433,830	(260,455)	(56,000)	117,375
Total restricted funds	129,538	468,435	(312,677)	(56,000)	229,296

- The CIHT Foundation Fund has been set up as a separate restricted fund to receive charitable donations from collections and other appeals to distribute to activities and projects that advance the art and science of highways and transportation.
- The Hong Kong branch funds are controlled locally by the CIHT branch in that territory and are regarded as restricted to use in Hong Kong.
- The Motorway Archive Trust fund is used to maintain its archives related to the development of UK wide motorways.
- A grant from Rees Jefferies to support young professionals in the transport sector address approaches to exploring the future challenges and opportunities facing the sector and its professionals on a cross-sector and cross-institution basis.
- A grant provided by the Department of Transport to enable CIHT to set up and administer the Bus Centre of excellence. The £56,000 transfer out of the fund to the general refund reflects the agreed contribution towards overhead costs.

	Brought forward £	Income £	Expenditure £	Transfers £	Carried forward £
Designated funds:					
1. IT Development	40,414	-	-	500,000	540,414
2. Refurbishment	20,000	-	-	-	20,000
3. Research	75,049	-	(37,902)	-	37,147
4. Diversification of Income	124,901	-	(59,088)	20,000	85,813
5. Climate change	53,929	-	(31)	-	53,898
6. Diversity & Inclusion	29,216	-	-	-	29,216
7. HR Development	20,000	-	-	(20,000)	-
Total revenue funds	363,509	-	(97,021)	500,000	766,488
Capital funds					
8. Database and website	99,447	-	(99,447)	-	-
9. Digital Learning Platform	166,295	-	(38,376)	-	127,919
Total designated funds	£ 629,251	£ Nil	£ (234,844)	£ 500,000	£ 894,407

The Trustees approved the transfers between designated and general funds during the year as detailed above.

14. STATEMENT OF FUNDS - CURRENT YEAR (CONTINUED)

Purposes of designated funds

1. **IT Development.** To cover ongoing future development of IT platform and website.
2. **Refurbishment.** To fund the renovation and replacement of facilities and equipment for Space 119 to ensure that we are able to retain and develop lettings income.
3. **Research.** A fund to build capacity to research emerging issues in transportation infrastructure, fund specific projects in the policy and technical areas and to conduct research directly related to the Institution.
4. **Diversification of Income.** A fund to enable the research and development of commercial activities that might be undertaken by the Institution as a means of diversifying sources of revenue e.g. development of sponsorship strategy, new digital learning platform, new products, etc.
5. **Climate Change.** Enabling activities that will enable us to address objectives set out in the CIHT Climate change pledge.
6. **Diversity & Inclusion.** To provide funding to support progression of our developmental work in this area.
7. **HR Development.** Enabling investment in development and appraisal of staff and supporting change management activities.
8. **Database and website.** A transfer has been made into the fund to represent the amount spent in the year on the database and website. The year end balance on the fund equates to the book value of intangible assets.
9. **Digital Learning Platform** - A transfer has been made into the fund to represent the amount spent in the year on set up and development of CIHT learn. The year end balance on the fund equates to the book value of intangible assets.

SUMMARY OF FUNDS IN THE YEAR

	Brought forward 1 January 2023 £	Income £	Expenditure £	Transfers and gains £	Carried forward 31 December 2023 £
Total general funds	3,594,916	3,245,539	(2,951,751)	(270,699)	3,618,005
Designated funds	<u>629,251</u>	-	<u>(234,844)</u>	<u>500,000</u>	<u>894,407</u>
Total unrestricted funds	4,224,167	3,245,539	(3,186,595)	229,301	4,512,412
Restricted funds	<u>129,538</u>	<u>468,435</u>	<u>(312,677)</u>	<u>(56,000)</u>	<u>229,296</u>
Total funds	<u>£ 4,353,705</u>	<u>£ 3,713,974</u>	<u>£ (3,499,272)</u>	<u>£ 173,301</u>	<u>£ 4,741,708</u>

15. STATEMENT OF FUNDS - PRIOR YEAR

	<i>Brought forward</i>	<i>Income</i>	<i>Expenditure</i>	<i>Transfers</i>	<i>Carried forward</i>
	£	£	£	£	£
Restricted funds:					
<i>CIHT Foundation Fund</i>	57,470	4,958	-	-	62,428
<i>Hong Kong Branch Fund</i>	37,950	10,343	(2,469)	-	45,824
<i>Motorway Archive Trust</i>	696	-	-	-	696
<i>YP Transports Vision Group</i>	9,473	14,202	(3,085)	-	20,590
<i>DfT Visibility</i>	27,389	-	(27,389)	-	-
<i>DfT Manual for Streets 3</i>	85,989	-	(85,989)	-	-
Total restricted funds	218,967	29,503	(118,932)	-	129,538
Designated funds:					
<i>IT Development</i>	34,414	-	-	6,000	40,414
<i>Refurbishment</i>	15,000	-	-	5,000	20,000
<i>Research</i>	85,074	-	(25)	(10,000)	75,049
<i>Diversification of Income</i>	32,780	-	(1,500)	93,621	124,901
<i>Climate change</i>	39,180	-	(30,251)	45,000	53,929
<i>Diversity & Inclusion</i>	16,732	-	(1,516)	14,000	29,216
<i>HR Development</i>	15,000	-	-	5,000	20,000
Total revenue funds	238,180	-	(33,292)	158,621	363,509
Capital funds					
<i>Database and website</i>	246,443	-	(146,996)	-	99,447
<i>Digital Learning Platform</i>	130,500	-	(25,584)	61,379	166,295
Total designated funds	£ 615,123	£ Nil	£ (205,872)	£ 220,000	£ 629,251

SUMMARY OF FUNDS IN THE PRIOR YEAR

	<i>Brought forward</i>	<i>Income</i>	<i>Expenditure</i>	<i>Transfers and gains</i>	<i>Carried forward</i>
	<i>1 January</i>				<i>31 December</i>
	2022				2022
	£	£	£	£	£
<i>Total general funds</i>	3,755,355	2,836,966	(2,641,966)	(355,439)	3,594,916
<i>Designated funds</i>	615,123	-	(205,872)	220,000	629,251
Total unrestricted funds	4,370,478	2,836,966	(2,847,838)	(135,439)	4,224,167
<i>Restricted funds</i>	218,967	29,503	(118,932)	-	129,538
Total funds	£ 4,589,445	£ 2,866,469	£ (2,966,770)	£ (135,439)	£ 4,353,705

16. ANALYSIS OF GROUP NET ASSETS BETWEEN FUNDS

CURRENT YEAR	Designated funds	General funds	Restricted funds	Total funds
	£	£	£	£
Tangible fixed assets	-	1,879,602	-	1,879,602
Intangible fixed assets	127,919	-	-	127,919
Investments	-	1,472,723	-	1,472,723
Net current assets	766,488	265,680	229,296	1,261,464
	£ 894,407	£ 3,618,005	£ 229,296	£ 4,741,708

PRIOR YEAR	<i>Designated funds</i>	<i>General funds</i>	<i>Restricted funds</i>	<i>Total funds</i>
	<i>£</i>	<i>£</i>	<i>£</i>	<i>£</i>
<i>Tangible fixed assets</i>	-	1,909,154	-	1,909,154
<i>Intangible fixed assets</i>	265,742	-	-	265,742
<i>Investments</i>	-	1,299,422	-	1,299,422
<i>Net current assets</i>	363,509	386,340	129,538	879,387
	£ 629,251	£ 3,594,916	£ 129,538	£ 4,353,705

17. RELATED PARTY DISCLOSURES

The members of the Trustee Board received no remuneration in relation to fulfilling their role as Trustees. Expenses for travel and subsistence reimbursed to 10 Trustees amounted to £6,976 (2022: 7 Trustees reimbursed a total of £5,470).

Most of the Trustees are also members of or employed by other organisations which may undertake transactions with CIHT and Appian in the normal course of business. All such transactions are on an arm's length basis.

18. STATEMENT OF FINANCIAL ACTIVITIES - PRIOR YEAR

	<i>Unrestricted Funds Reclassified* 2022 £</i>	<i>Restricted Funds Reclassified* 2022 £</i>	<i>Total Funds Reclassified* 2022 £</i>
Income			
<i>Donations and legacies</i>	-	4,958	4,958
<i>Income from Charitable activities:</i>			
<i>Promote Learning</i>	70,589	-	70,589
<i>Promote membership Value</i>	1,881,273	10,343	1,891,616
<i>Influencing the Future</i>	200,143	14,202	214,345
	<u>2,152,005</u>	<u>24,545</u>	<u>2,176,550</u>
<i>Other trading activities</i>	680,132	-	680,132
<i>Investment income receivable</i>	4,829	-	4,829
Total income	<u>2,836,966</u>	<u>29,503</u>	<u>2,866,469</u>
Expenditure			
<i>Expenditure on Charitable activities:</i>			
<i>Promote Learning</i>	294,718	-	294,718
<i>Promote membership Value</i>	1,728,682	2,469	1,731,151
<i>Influencing the Future</i>	245,288	116,463	361,751
	<u>2,268,688</u>	<u>118,932</u>	<u>2,387,620</u>
<i>Expenditure on raising funds:</i>			
<i>Trading & collecting subscriptions</i>	579,150	-	579,150
Total expenditure	<u>2,847,838</u>	<u>118,932</u>	<u>2,966,770</u>
Net (expenditure) before (losses) on investments	(10,872)	(89,429)	(100,301)
<i>Net (losses) on investments</i>	<u>(135,439)</u>	<u>-</u>	<u>(135,439)</u>
Net (expenditure) / Net movement in funds	(146,311)	(89,429)	(235,740)
Net movement in funds	<u>(146,311)</u>	<u>(89,429)</u>	<u>(235,740)</u>
Reconciliation of funds			
<i>Total funds brought forward</i>	4,370,478	218,967	4,589,445
Total funds carried forward	<u>£ 4,224,167</u>	<u>£ 129,538</u>	<u>£ 4,353,705</u>

* For more details see Note 2