

**Collaborative International Pesticides Analytical Council
Limited**

**(Company limited by guarantee and not having
share capital)**

Report and Financial Statements

For The Year Ended 31 December 2016

**Company Number: 00984076
Charity Number: 261553**

Collaborative International Pesticides Analytical Council Limited

**Financial Statements
For The Year Ended 31 December 2016**

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Collaborative International Pesticides Analytical Council Limited

Trustees' Report

Reference and Administration details

The Directors of the charitable company ("the charity") are its Trustees for the purpose of charity law and throughout this report are collectively referred to as the Trustees.

The Trustees present their annual report with the financial statements of the charity for the year ended 31 December 2016.

Constitution

Collaborative International Pesticides Analytical Council Limited (known as CIPAC) is a company limited by guarantee and not having any share capital and a registered charity. It is governed by its Memorandum and Articles of Association. Company number : 00984076. Charity number : 261553.

Honorary Officers / Trustees / Directors

The Trustees serving during the year were as follows:

Chairman / Director	Dr R Hänel
Secretary	Mr L Bura
Treasurer / Director	Mr B E Hocken
Assistant Secretary	Mr T De Rijk

Management Committee / Trustees / Directors

Dr J Garvey
Mr L Manso
Mrs M De Oliveira
Mrs EC De Aguila
Dr L Benke*

Registered Office

17 Claygate Avenue
Harpenden
Herts
AL5 2HE

Auditor

Mercer & Hole
Chartered Accountants
420 Silbury Boulevard
Central Milton Keynes
Bucks
MK9 2AF

Principal Bankers

HSBC Bank plc
1 High Street
Harpenden
Herts
AL5 2RS

* The 2015 Trustee's Report incorrectly stated that Dr L Benke had resigned.

Collaborative International Pesticides Analytical Council Limited

Trustees' Report continued

Structure, Governance and Management

Governing Document

Collaborative International Pesticides Analytical Council Limited is a charitable company limited by guarantee and not having any share capital. It is governed by its Memorandum and Articles of Association dated 8th July 1970.

Recruitment and Appointment of Trustees

Current Trustees are automatically eligible for re-election. Prospective Trustees are nominated at the annual general meetings, and are elected subject to approval by majority vote.

Induction & Training

New Trustees are inducted and trained at the annual Symposium conferences.

Risk Management

The management committee have examined the major strategic, business and operational risks that CIPAC faces and confirm that systems have been established to lessen these risks.

Objectives and Activities

Objects of the charity

1. To promote the international agreement on methods for the analysis of pesticide products and physio-chemical test methods for formulations.
2. To promote inter-laboratory programmes.
3. To sponsor symposia to encourage development in the fields mentioned above.
4. To collaborate with other organisations.

Principal Activities

The principal activity of the charity in the year was the promotion of agriculture in the field of pesticides for the benefit of the community. There have been no material changes in these activities or in the policies adopted by the Council since the last annual report of the Council.

Public Benefit

In setting out the charity's aims and objectives the Trustees have given careful consideration to the Charity Commissions guidance on public benefit.

During the year the council sponsored and supported symposia, research and publication of scientific papers to encourage development of the analysis of pesticide products and physio-chemical test methods to improve pesticide use for the advancement of agriculture.

Our publications are available to all interested in this area and have dealt with many issues which are of benefit to the wider community.

Collaborative International Pesticides Analytical Council Limited

Trustees' Report Continued

Objectives and Activities (continued)

Organisation of work

At CIPAC's annual meetings, results of collaborative studies are evaluated, the status of the methods are discussed, programmes for future work are set up, and new pesticides are allocated to member countries. National or regional committees, so called Pesticide Analytical Committees, carry out most work. These committees not only conduct the actual collaborative studies, including the statistical evaluation of the results, but also are responsible for the extensive preliminary work.

The "Guidelines for the CIPAC Collaborative Study Procedures for the Assessment of Performance of Analytical Methods" are the internal CIPAC standard for conducting inter-laboratory trials and are in agreement with IUPAC recommendations & ISO standards. The international studies are announced through CIPAC Information Sheets.

An Information Sheet is issued on request of the leader or the committee, when the preliminary work has proved the method concerned is rugged, precise and accurate enough to be tested at a full-scale level. The information Sheets have a worldwide distribution and give information about the kind and extent of the method, special equipment and the contact address for participation.

Once a method has been accepted it may be classified as a CIPAC Method, a Provisional CIPAC Method, or a tentative CIPAC Method. If two or more methods are acceptable, one is selected as the Referee Method.

A symposium has become an integral part of the annual CIPAC meeting. It not only serves a purely scientific purpose but is also a meeting point for the officials and analysts of the pesticide industry. The programme is usually such, that it places the CIPAC work in a wider agricultural and environmental context.

Collaborative International Pesticides Analytical Council Limited

Trustees' Report Continued

Achievements and Performance

CIPAC has responded to the representation of a commercial world in that handbooks are provided on CD-ROMs in addition to the traditional paper formats. The charity now also produces pre-published methods to order.

CIPAC has approximately thirty volunteers around the world who comprise highly qualified scientists who give their time for free to produce analytical work that is ongoing and has been the subject of several handbook publications that are available on a worldwide basis.

Financial Review

The surplus for the year amounted to £9,733. It is proposed that this is transferred to reserves. Total funds at the year end amounted to £345,989.

The present stocks of Handbooks and CD ROMs will enable CIPAC to satisfy orders for the coming year. A decision has been taken by the committee to write down the value of old handbooks over a five year period.

Reserves policy:

CIPAC invests its funds in a Bank Money Market Account. These funds represent the net sale proceeds of CIPAC Handbooks and CD ROMs after deducting printing and carriage costs over approximately thirty years. The funds are kept in low risk investments, reflecting the need to access funds at short notice.

Whilst scientific work is given on a free of charge basis there has been a build up of cash reserves against the time when scientists/consultants are paid for their services. The production of future publications will be made on a 'break even' basis to ensure the dilution of reserves (represented by cash).

Plans for Future Periods

It is the desire and intention of the charity to continue the promotion of agriculture in the field of pesticides.

The Trustees do not anticipate that there will be any fundamental change in the development of the charity during the coming year.

Subsequent Events

No matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the charity, the results of these operations or the state of affairs of the charity in the financial year subsequent to the financial year ended 31 December 2016.

Collaborative International Pesticides Analytical Council Limited

Trustees' Report Continued

Auditors

The Auditors, Mercer & Hole, are deemed to be re-appointed in accordance with Section 487(2) of the Companies Act 2006.

Statement of responsibilities of the Trustees

The charity trustees (who are also the directors of Collaborative International Pesticides Analytical Council Limited for the purposes of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing the 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 judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

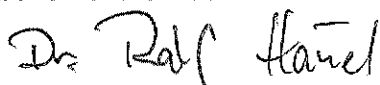
Statement of disclosure to the auditors

In so far as the trustees are aware at the time of approving our trustees' annual report:

- there is no relevant information, being information needed by the auditor in connection with preparing their report, of which the charity's auditor is unaware, and
- the trustees, having made enquiries of fellow directors and the charity's auditor that they ought to have individually taken, have each taken all steps that he/she is obliged to take as a director in order to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

This report is prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

On behalf of the Board



Dr R Hänel

DATE:

18/04/17

Signed on behalf of the Committee of Management

Collaborative International Pesticides Analytical Council Limited
Independent Auditor's Report to the Trustees

We have audited the financial statements of Collaborative International Pesticides Analytical Council Limited for the year ended 31 December 2016 which comprise the Revenue Account, the Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Generally Accepted Accounting Practice.

This report is made solely to the Trustees, 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 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 charity and its Trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditor

As explained more fully in the Trustees' Responsibilities Statement, the Trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees' Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 December 2016, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Collaborative International Pesticides Analytical Council Limited

Independent Auditor's Report to the Trustees Continued

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Trustees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which we are required to report by exception

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 Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the Trustees' Report.

Michael Joy FCA (Senior Statutory Auditor)
for and on behalf of Mercer & Hole
Chartered Accountants
Statutory Auditor

420 Silbury Boulevard
Central Milton Keynes
Bucks
MK9 2AF

DATE:

Collaborative International Pesticides Analytical Council Limited

**Revenue Account
For The Year Ended 31 December 2016**

	2016		2015	
	£	£	£	£
Sales of handbooks, CD ROMs and publications		32,072		31,631
Cost of Sales				
Opening Stock	3,862		4,259	
Purchases	889		2,676	
Packing and dispatch	<u>5,012</u>		<u>4,879</u>	
	9,763		11,814	
Closing Stock	<u>(3,502)</u>		<u>(3,862)</u>	
		<u>(6,261)</u>		<u>(7,952)</u>
Surplus on handbooks, CD ROMs and publications	80.5%	25,811	74.9%	23,679
Administrative Expenses				
Travel and administration expenses	13,267		6,581	
Consultants' costs	1,529		1,458	
Symposium expenses	2,333		2,180	
Accountancy	1,694		1,425	
Audit fees	860		860	
Website	342		-	
Legal and Professional	(390)		-	
Bank charges and interest	105		98	
Office equipment - Depreciation	700		647	
ISBN pre-fix numbers	<u>-</u>		<u>300</u>	
		<u>(20,440)</u>		<u>(13,549)</u>
Operating Surplus		5,371		10,130
Other Income and Expenses				
Sponsorship		3,342		2,083
Interest receivable				<u>953</u>
Bank deposit interest		<u>1,020</u>		
Surplus for the Year		<u>9,733</u>		<u>13,166</u>

Continuing Operations

None of the charity's activities were acquired or discontinued during the financial year.

Total Recognised Gains and Losses

The charity has no recognised gains or losses other than the surplus for the financial year.

The notes on pages 11 to 15 form part of these financial statements.

Collaborative International Pesticides Analytical Council Limited

**Statement of Financial Activities
For The Year Ended 31 December 2016**

	Notes	Unrestricted Funds	
		2016	2015
		£	£
INCOME AND ENDOWMENTS FROM:			
Charitable activities	A	32,072	31,631
Donations and legacies		3,342	2,083
Investments		1,020	953
TOTAL		<u>36,434</u>	<u>34,667</u>
EXPENDITURE ON:			
Charitable activities			
Trading expenditure	A	6,261	7,952
Management and administration	B	20,440	13,549
TOTAL		<u>26,701</u>	<u>21,501</u>
Net income and net movement in funds		9,733	13,166
RECONCILIATION OF FUNDS			
Total funds brought forward		336,256	323,090
Total funds carried forward		<u>345,989</u>	<u>336,256</u>

Notes

- A** Income from charitable activities consists of sales of handbooks, CD ROMs and publications net of VAT during the year. Trading expenditure includes all direct costs relating to the trading income.
- B** Administration expenditure includes the remuneration of the auditor and general office costs. See note 3.

Continuing Activities

None of the charity's activities were acquired or discontinued during the financial year. The charity has no recognised gains or losses other than the results shown above for the financial year.

Collaborative International Pesticides Analytical Council Limited

**Balance Sheet
As At 31 December 2016**

	Notes	2016 £	£	2015 £	£
FIXED ASSETS					
Tangible assets	7		351		351
CURRENT ASSETS					
Stocks	8	3,502		3,862	
Debtors	9	8,647		7,357	
Cash at bank and in hand		334,289		325,486	
		<u>346,438</u>		<u>336,705</u>	
CREDITORS: amounts falling due within one year	10	<u>(800)</u>		<u>(800)</u>	
NET CURRENT ASSETS			<u>345,638</u>		<u>335,905</u>
TOTAL NET ASSETS			<u>345,989</u>		<u>336,256</u>
UNRESTRICTED FUNDS			<u>345,989</u>		<u>336,256</u>
TOTAL CHARITY FUNDS	11		<u>345,989</u>		<u>336,256</u>

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

The financial statements were approved by the Trustees and signed on their behalf by:

Dr. Ralf Hänel

Dr R Hänel
Chairman

DATE: 12/09/17

The notes on pages 11 to 15 form part of these financial statements

Collaborative International Pesticides Analytical Council Limited

Notes to the Financial Statements For The Year Ended 31 December 2016

1. Accounting Policies

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the financial statements.

1.1 Basis of Preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), Update Bulletin 1, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Collaborative International Pesticides Analytical Council Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

1.2 Reconciliation with previous Generally Accepted Accounting Practice

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required. The trustees concluded that no such restatement was required. The date of transition to FRS 102 was 1 January 2015.

1.3 Going concern

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

1.4 Cash flow

The accounts do not include a cash flow statement because the charity is not a larger charity as defined by the Charities SORP FRS 102 and is therefore exempt from the requirement to prepare such a statement in accordance with Update Bulletin 1.

1.5 Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from the sale of handbooks, CD ROMs and publications represents the invoiced amount of goods sold net of value added tax.

1.6 Fund Accounting

General unrestricted funds comprise accumulated surpluses and deficits which are available for use at the discretion of the Trustees in furtherance of the general charitable objectives.

Collaborative International Pesticides Analytical Council Limited

Notes to the Financial Statements Continued For The Year Ended 31 December 2016

1. Accounting Policies Continued

1.7 Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

1.8 Depreciation of tangible fixed assets

Depreciation is provided on the following annual rates in order to write off each asset over its useful life.

Office equipment	25% on cost
Computer equipment	50% on cost

1.9 Stocks

Stocks are stated at the lower of costs and net realisable value. Net realisable value is based on the estimated selling price less further costs to completion and disposal.

1.10 Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

1.11 Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1.12 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.

1.13 Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

1.14 Remuneration of Trustees

Trustees did not receive payments or remuneration during the year. Trustees' travelling and secretarial expenses incurred when travelling to, or engaged upon, the business of the charity were reimbursed.

Collaborative International Pesticides Analytical Council Limited

**Notes to the Financial Statements Continued
For The Year Ended 31 December 2016**

2. Legal status of the Charity

The charity is a company limited by guarantee in England within the United Kingdom and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

3. Management and administration

	2016	2015
	£	£
Travel and administration	13,267	6,581
Symposium expenses	2,333	2,180
Consultants' costs	1,529	1,458
Bank charges	105	98
Governance costs - Auditors' remuneration:		
Audit	860	860
Accountancy	1,694	1,425
Depreciation	700	647
Website	342	-
Legal and Professional	(390)	-
ISBN pre-fix numbers	-	300
	<hr/>	<hr/>
	20,440	13,549
	<hr/>	<hr/>

4. Trustee remuneration and expenses, and the cost of key management personnel

The charity trustees were not paid or received any other benefits from employment with the charity in the year (2015: £nil). Administration expenses include amounts totalling £12,687 which were reimbursed to three Trustees for travel and secretarial expenses (2015: £6,581 to three Trustees). No charity trustee received payment for professional or other services supplied to the charity (2015: £nil).

The key management personnel of the charity, comprise the trustees only. The total employee benefits of the key management personnel of the charity were £nil (2015: £nil).

5. Staff Numbers

No staff were employed by the charity in the year (2015: nil)

6. Corporation Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

Collaborative International Pesticides Analytical Council Limited

**Notes to the Financial Statements Continued
For The Year Ended 31 December 2016**

7. Tangible Fixed Assets

	Office & computer Equipment £
Cost or valuation:	
At 1 January 2016	2,706
Additions	700
Disposals	<u>-</u>
At 31 December 2016	<u>3,406</u>
Depreciation:	
At 1 January 2016	2,355
Charge for year	700
Disposals	<u>-</u>
At 31 December 2016	<u>3,055</u>
Net book value:	
At 31 December 2016	<u>351</u>
At 31 December 2015	<u>351</u>

8. Stocks

	2016 £	2015 £
Books and CD ROM's for resale	<u>3,502</u>	<u>3,862</u>

9. Debtors

	2016 £	2015 £
Trade debtors	8,099	7,158
Social security and other taxes	548	199
	<u>8,647</u>	<u>7,357</u>

Collaborative International Pesticides Analytical Council Limited

**Notes to the Financial Statements Continued
For The Year Ended 31 December 2016**

10. Creditors: amounts falling due within one year

	2016 £	2015 £
Accruals and deferred income	800	800
	<u>800</u>	<u>800</u>

11. Unrestricted funds of the charity

	Unrestricted Funds £
Balance at 1 January 2016	336,256
Movements in funds for the year	9,733
Balance at 31 December 2016	<u>345,989</u>

12. Related party transactions

There were no transactions between the charitable company and related parties in the year.