

**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 2013

Company Number: 984076
Charity Number: 261553

Collaborative International Pesticides Analytical Council Limited

**Financial Statements
For The Year Ended 31 December 2013**

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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 2013.

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 : 984076. Charity number : 261553.

Honorary Officers / Trustees / Directors

The Trustees serving during the year were as follows:

Chairman / Director	Dr R Hänel
Secretary	Dr L Bura
Treasurer / Director	Mr B E Hocken
Assistant Secretary / Director	Mrs S Tessier

Management Committee / Trustees / Directors

Dr M D Müller (resigned 13/06/2013)
Dr J Garvey
Mrs N Luetrakool
Mr J Foltyn
Miss M De Oliveira
Mr L Manso (appointed 13/06/2013)

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

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 £14,149. It is proposed that this is transferred to reserves. Total funds at the year end amounted to £312,189.

The present stocks of Handbooks and CD ROMs will enable CIPAC to satisfy orders for much of 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 the past 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.

Post Balance Sheet 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 2013.

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

Company law requires 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 as at the end of the financial year and of the profit or loss of the charity for that period. In preparing those 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 the policies adopted are in accordance with The Charities (Accounts and Reports) Regulations 2005, the Statement of Recommended Practice "Accounting and Reporting by Charities" and with applicable Accounting Standards, 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

(a) so far as the Trustees are aware, there is no relevant audit information of which the charity's auditors are unaware, and

(b) they have taken all the steps that they ought to have taken as Trustees in order to make themselves aware of any relevant audit information and to establish that the charity's auditors are 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: 17 March 2014

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 2013 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 applicable to Small Entities.

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. 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 2013, 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 applicable to smaller entities; 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: 17 March 2014

Collaborative International Pesticides Analytical Council Limited

**Revenue Account
For The Year Ended 31 December 2013**

	2013		2012	
	£	£	£	£
Sales of handbooks, CD ROMs and publications		42,550		35,342
Cost of Sales				
Opening Stock	12,073		13,275	
Purchases	1,540		4,087	
Packing and dispatch	<u>6,459</u>		<u>6,750</u>	
	20,072		24,112	
Closing Stock	<u>(5,591)</u>		<u>(12,073)</u>	
		<u>(14,481)</u>		<u>(12,039)</u>
Surplus on handbooks, CD ROMs and publications	66.7%	28,069	63.3%	23,303
Administrative Expenses				
Travel and administration expenses	8,273		5,582	
Consultants' costs	3,620		5,270	
Symposium expenses	2,185		9,461	
Accountancy	1,525		1,124	
Audit fees	860		836	
Website	67		-	
Other	-		152	
Bank charges and interest	123		151	
Office equipment - Depreciation	<u>706</u>		<u>707</u>	
		<u>(17,359)</u>		<u>(23,283)</u>
Operating Surplus		10,710		20
Other Income and Expenses				
Sponsorship		2,513		6,419
Interest receivable				
Bank deposit interest		<u>926</u>		<u>1,066</u>
Surplus for the Year		<u>14,149</u>		<u>7,505</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 14 form part of these financial statements.

Collaborative International Pesticides Analytical Council Limited

**Statement of Financial Activities
For The Year Ended 31 December 2013**

		Unrestricted Funds	
	Notes	2013	2012
		£	£
INCOMING RESOURCES			
Trading income	A	42,550	35,342
Sponsorship		2,513	6,419
Interest receivable		926	1,066
Total incoming resources		<u>45,989</u>	<u>42,827</u>
Less cost of generating funds:			
Trading expenditure	A	14,481	12,039
Management and administration	B	17,359	23,283
TOTAL RESOURCES EXPENDED		<u>31,840</u>	<u>35,322</u>
MOVEMENT IN TOTAL FUNDS FOR YEAR			
Net incoming resources		14,149	7,505
Total funds brought forward		298,040	290,535
Total funds carried forward		<u>312,189</u>	<u>298,040</u>

Notes

A Trading income 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.

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 2013**

	Notes	2013		2012	
		£	£	£	£
FIXED ASSETS					
Tangible assets	3		-		706
CURRENT ASSETS					
Stocks	4	5,591		12,073	
Debtors	5	8,605		6,703	
Cash at bank and in hand		298,793		279,258	
		<u>312,989</u>		<u>298,034</u>	
CREDITORS: amounts falling due within one year	6	<u>(800)</u>		<u>(700)</u>	
NET CURRENT ASSETS			<u>312,189</u>		<u>297,334</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>312,189</u>		<u>298,040</u>
UNRESTRICTED FUNDS			<u>312,189</u>		<u>298,040</u>
	7		<u>312,189</u>		<u>298,040</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 R Hänel
Chairman
DATE : 17 March 2014

The notes on pages 11 to 14 form part of these financial statements

Collaborative International Pesticides Analytical Council Limited

Notes to the Financial Statements For The Year Ended 31 December 2013

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 the Statement of Recommended Practice on accounting and reporting by charities (SORP 2005), applicable accounting standards and the Companies Act 2006.

The financial statements have also been prepared on the basis of historical costs and do not take into account changing money values or, except where stated, current valuations of non-current assets. Cost is based on the fair values of the consideration given in exchange for assets. The accounting policies have been consistently applied, unless otherwise stated.

1.2 Cash flow

The accounts do not include a cash flow statement because the charity, as a small reporting entity, is exempt from the requirement to prepare such a statement under Financial Reporting Standard 1 "Cash flow statements".

1.3 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.

1.4 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

1.5 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.

1.6 Turnover

Turnover represents the invoiced amount of goods sold and services provided net of value added tax.

Collaborative International Pesticides Analytical Council Limited

**Notes to the Financial Statements Continued
For The Year Ended 31 December 2013**

1.7 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.

2. Management and administration

	2013	2012
	£	£
Travel and administration	8,273	5,582
Symposium expenses	2,185	9,461
Consultants' costs	3,620	5,270
Bank charges	123	151
Auditors' remuneration : Audit	860	836
Accountancy	1,525	1,124
Depreciation	706	707
Website	67	-
Other	-	152
	<hr/>	<hr/>
	17,359	23,283
	<hr/> <hr/>	<hr/> <hr/>

Administration expenses includes £8,259 which were reimbursed to three Trustees for travel and secretarial expenses (2012: £5,568 three Trustees).

3. Tangible Fixed Assets

	Office & computer Equipment £
Cost or valuation:	
At 1 January 2013	4,153
Additions	-
Disposals	<hr/> -
At 31 December 2013	<hr/> 4,153
Depreciation:	
At 1 January 2013	3,447
Charge for year	706
Disposals	-
At 31 December 2012	<hr/> 4,153
Net book value:	
At 31 December 2013	-
At 31 December 2012	<hr/> <hr/> 706

Collaborative International Pesticides Analytical Council Limited

**Notes to the Financial Statements Continued
For The Year Ended 31 December 2013**

4. Stocks

	2013 £	2012 £
Books and CD ROM's for resale	5,591	12,073

5. Debtors

	2013 £	2012 £
Trade debtors	8,270	6,157
Prepayments	-	307
Social security and other taxes	335	239
	<u>8,605</u>	<u>6,703</u>

6. Creditors: amounts falling due within one year

	2013 £	2012 £
Accruals and deferred income	800	700
	<u>800</u>	<u>700</u>

Collaborative International Pesticides Analytical Council Limited

**Notes to the Financial Statements Continued
For The Year Ended 31 December 2013**

7. Unrestricted funds of the charity

	Unrestricted Funds £
Balance at 1 January 2013	298,040
Movements in funds for the year	14,149
Balance at 31 December 2013	<u>312,189</u>

8. Related party transactions

M Muller resigned as a trustee during the year. Between the date of his resignation and the year end, the charitable company was charged a total of £3,620 from M Muller, in respect of consultancy fees.