

**REGISTERED COMPANY NUMBER: 6571640 (England and Wales)**

**REGISTERED CHARITY NUMBER: 1125031**

**The Guildford  
Institute**

A UNIQUE PLACE IN THE HEART OF GUILDFORD



# **Report of the Trustees and Financial Statements for the Year Ended 31 July 2016 For The Guildford Institute**

AJ Bennewith & Company  
3 Wey Court, Mary Road, Guildford GU1 4QU

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## **Report of the Trustees for the Year Ended 31 July 2016**

The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 July 2016. They have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) effective 1 January 2015.

The Board of Trustees is very conscious of the thanks it owes to the Institute staff and volunteers without whom the successful performance reported below could not have been achieved.

We formally welcomed three new trustees to the board at the 2015 AGM;

- Ali Venables
- Janice Hurdle
- Terence Patrick – returning to the board after a previous period of trusteeship

This brings the total number of trustees at the end of the year to ten.

Mike Adams stood down after three years as Chairman at the April board meeting and was replaced by Sandra Robinson (formerly Vice Chair) who was elected unanimously by the Board. The trustees are very pleased that Mike will be continuing in his trustee capacity. The trustees fully intend to appoint a new Vice Chair in due course.

### **REFERENCE AND ADMINISTRATIVE DETAILS**

#### **Registered Company Number**

6571640  
(England and Wales)

#### **Registered Office**

Guildford Institute  
Ward Street  
Guildford  
GU1 4LH

#### **Registered Charity Number**

1125031

#### **Trustees**

Sandra Robinson – Chairman of Trustees  
Mike Wheatley  
Lesley Scordellis  
Mike Adams  
Susan Roche

Martyn Kearney – Treasurer  
Chris Blow  
Ali Venables  
Janice Hurdle  
Terence Patrick

#### **Patrons**

The Mayor of Guildford

Lady Gay Shepperd

**Auditors :** AJ Bennewith & Company, 3 Wey Court, Mary Road, Guildford GU1 4QU

**Bankers :** CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governing document**

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

### **Risk management and public benefit**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The trustees have undertaken a review of the major risks to which the Institute is exposed and agreed systems and procedures to manage these.

### **Governance and Management**

The Guildford Institute is governed by its Memorandum and Articles of Association. Its trustees are elected by its members at the Annual General Meeting and given such training as is necessary upon appointment. The trustees appoint the Chairman from among their number. One trustee, a qualified accountant, acts as Treasurer.

The Board of Trustees meets every six weeks, with the Institute Manager in attendance. The trustees are asked at the start of each meeting to declare any relevant interests. They each also complete a Register of Interests annually.

Strategic decisions are taken by the Board of Trustees; operational decisions are delegated to the Manager. However, as the Institute is a small organisation, these demarcations are somewhat fluid. The Manager is responsible for budgeting and general finances with the support of the Treasurer.

## **OBJECTIVES AND ACTIVITIES**

### **Objectives and Aims**

The objects of the Institute are set out in its Memorandum of Association [Article 3]. They may be summarised as follows:

- To promote and advance the education of all members of the community
- To contribute to the educational and cultural life and the heritage of Guildford and the surrounding area
  - By providing educational and cultural activities in a social atmosphere
  - By making facilities available for individuals and organisations to provide such activities

In shaping our objectives for the year and planning our activities, the trustees have considered the Charity Commission's guidance on public benefit, including 'public benefit: running a charity (PB2).

### **Location**

Almost all of the charity's business is conducted in the Institute's Grade II listed Victorian premises in Guildford town centre.

### **Nature of Business**

Our principal business is the provision of education and our library. As the building belongs to the Institute, we act as landlords to the Royal Bank of Scotland as well as others on long and short-term leases. In addition we offer a number of rooms for hire and contract with The Beano caterers for the provision of a vegetarian restaurant for the community.

## **ACHIEVEMENT AND PERFORMANCE**

### **Governance and Management**

We were pleased to have three new Trustees confirmed by election at the AGM in November 2015. Ali Venables who joined the board in December 2014 and is our representative on the board of Guildford Arts; Janice Hurdle whose educational background is helping to shape courses and Terence Patrick who has returned to the board after a former spell of trusteeship and his time as Mayor of Guildford.

In April this year Mike Adams, after three years as Chairman, retired from this role. We are very pleased to say he is remaining as a trustee. His place as Chairman has been taken by Sandra Robinson who has been on the board since May 2014 and has been Vice Chair since 2015.

We are very grateful to Mike for his period of stewardship of the board. He has seen the Institute through the redevelopment programme and his long association with the Institute and involvement in clubs and societies; room hire and music has brought useful perspectives and insights to board discussions and decisions. His experience, knowledge and wisdom will continue to be much used and valued by the Board.

As part of our succession management strategy, we will soon be appointing a new Vice Chair to support the Chairman and gain experience.

After three years' service, Chris Blow has announced his intention to retire from trusteeship at the AGM in November 2016. We are sorry to be losing him but delighted that he is to continue his commitment to organising the Young Musicians' Recital Programme which has been very successful and which he has plans to develop further.

We will, therefore, be seeking a suitable person as new Trustee to join the Board imminently.

Office Staffing has changed considerably during the year.

- Ffion Jones left us in October to pursue her talents in writing and illustrating children's books. This left a two day a week vacancy and the role of Deputy Manager unfilled.
- We were very pleased to be able to promote Amy Rice to the Deputy Manager role where her skills and experience are proving to be a great asset.
- Eliza Alvarez – Alfaro worked with us for a short period as temporary cover, before leaving to relocate to Canada.
- Mindful that Amy Mason would be going on maternity leave, we waited to appoint long-term temporary cover in the form of Vicky Betts on a full time basis from January 2016.
- Amy Mason gave birth to a beautiful son – James Henry – on 15th February 2016. She is hoping to return to work in the latter part of 2016.
- Vicky Betts will continue in her current role until at least Christmas 2016.

Current staffing is therefore:

- Trish Noakes – Institute Manager – Full-Time
- Amy Rice – Deputy Manager – Full-Time
- Amy Mason – Membership and Marketing Assistant – Part-Time (Currently on maternity leave)
- Vicky Betts – Temporary Administrator – Full-Time
- Steve Coombs – Morning Caretaker & Steward – Part-Time
- Mark Finn – Steward – Part-Time
- Vince LaPorte – Steward – Part-Time

Over thirty volunteers support the work of our staff team and without them the Institute simply could not function. At present, reception and the library and its historic collections are covered exclusively in this way and The Keep (our bi-annual members' newsletter) is compiled and edited by a volunteer team.

Their work is greatly valued and we appreciate the gift they make of their time and expertise. This appreciation also extends to our trustee team who have made an increasing commitment over time and particularly during the redevelopment works of recent years. Many of our trustees have given regular service to the Institute for several years – some for more than a decade. They are the unsung heroes of the Institute.

### **Publicity**

The brochure is our main tangible publicity vehicle. Since it was introduced in 2010 it has gone from strength to strength, growing in circulation, repute and popularity. The termly brochure is a one-stop-shop for everything that happens at the Institute, advertising courses, talks, visits and special events as well as highlighting the community activities that happen here and promoting room hire to potential users. This year we have continued to update the format and although publishing the brochure in hard-copy is a time consuming and costly enterprise, it more than merits the expense.

Production of each brochure starts from the moment the last one is available – giving little down-time and the need for all those involved to be constantly aware of deadlines. This does allow us to release the next term's brochure well before the end of the current term.

The popularity of our course, talks and visits programmes now necessitates a quick response to secure spaces and many courses will be fully booked before the end of the previous term. We continuously review and evolve our offer to satisfy demand and innovate new opportunities.

Alongside the brochure, the website has grown to be an invaluable shop window for the Institute: a third of course bookings and more than 15% of membership payments were made via the website this year. The website coupled with credit and debit card payments now accounts for over 75% of course and membership payments and has considerably reduced our use of cash and cheques for payment.

The website also details everything on offer at the Institute. It reaches new participants and users for the Institute and has been considerably revamped and updated during this year. Work is continuing with functionality enhancements such as a shopping basket planned for the near future. This will enable us to open up online booking for visits and special events as well as making multiple purchases easier.

This year we have continued to utilise social media - expanding our friends on Facebook and increasing our tweets and retweets on Twitter. Our social media presence has specific benefits in publicising our courses and events directly, but also connects us with the local community and its businesses. We also have a presence on local information board, Streetlife.

We have established a strong relationship with the local press over the years and in particular benefit from articles on The Guildford Dragon, in the Surrey Advertiser and The Guide2Surrey as well as mentions on BBC Radio Surrey and Eagle Radio.

In spring this year Trish Noakes and Amy Rice attended a *Retirement Refreshers Fair* at Farnham Maltings. This event boasted over 50 stands of organisations offering local leisure and educational opportunities to those newly retired from work. The event was well attended and our stand proved a popular destination. Contacts made on the day have since become both members and course attendees.

In early summer the Institute was the focus of the *Enterprise Summer School Challenge*. This event, over three days, brought together bright young, would-be entrepreneurs from the University of Surrey and the University for the Creative Arts to consider, as part of their workshop, how they felt the Institute could develop its appeal and capitalise on future opportunities. They generated some innovative and exciting ideas which will be considered by the Board for adoption as part of our ongoing marketing strategy.

In summer for the first time in many years, we took part in the Guildford Fringe Festival acting as a venue. We hosted 60 young people at a *Summer Stage School Workshops* in the Old Billiard Room and Assembly Room with professional cast members teaching them to sing and choreograph popular musical numbers, to create a showcase performance of hits from *Mamma Mia* and *We Will Rock You*.

### **Unlocking the Institute: Building Redevelopment**

We undertake an external redecoration programme every 6 years and our 2016 facelift is now underway. Behind the scaffolding and covers people are hard at work undertaking repairs and repainting the entire facade of the building. We hope this will remedy some of the water ingress issues experienced in our rooms. We will also be doing some internal works over the summer. We hope to be fully operational and with a new face from the start of autumn term.

Last year's focus on the Kitchen and on the audio-visual system and air handling units in the Assembly Room has paid dividends and really complements the improved accessibility which was created by our major redevelopment project.

As a direct result of the audio-visual installation we have welcomed a new incarnation of the previously popular film-club who use the Assembly Room equipment to project films in Blu-ray quality and with surround sound.

We will shortly be installing new signage within the building making it much easier to navigate for those attending meetings and events.

### **Fundraising**

Since completion of the redevelopment project in 2013 and the kitchen refurbishment, fundraising has been more low-key. We have continued to apply for grants and awards on a project basis and will continue to do this as suitable opportunities arise.

Donations and bequests, whether targeted to a specific purpose or unspecified, are a vital source of funds for the charity. They allow us to proceed with work that is beyond necessary maintenance and to continue to develop the Institute into a community hub fit for the 21st century.

The loss of revenue from non-members who no longer pay to attend Wednesday Talks will, we hope, be offset by donations instead.

## **Library**

This academic year began as usual with the library opening for Heritage Day in September. It was as popular as ever with nearly a hundred visitors. This year's theme was "Guildford at Play" with exhibition boards showing how people in the town spent their increasing leisure time at the turn of the twentieth century, using examples and photographs from the archive collections. These pastimes included cycling, photography, nature rambles, attending events at the Guildford Institute, and of course, reading! These were the years when the Institute library was at its busiest with loans as high as 40,000 a year.

The summer term Wednesday Talks programme began with the library volunteers "Unlocking the Secrets of the Guildford Institute". Several volunteers each picked a story from our archives that had caught their attention while working on their projects and gave a brief talk about it, illustrating the story with images from the collection. The volunteers involved gave extra time to this project and the library received a lot of positive feedback. The talk also raised the profile of the library amongst the members and talk attendees and seems to have increased library use.

The stock take of the modern collection is now complete, taking over twelve months, it was essential to an improved service. The historic volumes collection has been completely catalogued. The volunteers are now working on the original collection in the basement and are still busy indexing various archive collections but most of the major ones are completed.

A total of 325 new titles were added to stock this year, including donations and purchases.

Library footfall continues to increase – a trend begun since the building renovations. Enquiries, both brief requests and those requiring more research, have also increased significantly over the last few years, possibly due to the online catalogue acquired in 2011. However, in common with all other libraries, our loan figures dropped again slightly.

Altogether, another successful year for the library thanks to the dedication and hard work of the volunteers and the support of the membership and other users.

## **Courses**

The Guildford Institute course programme had another successful year in 2015-16, with several new tutors and five new subject areas added

- Health and Well-Being
- Cyber Security
- Science
- Architecture
- Art & Music History (Multi-Disciplinary)

We depend entirely on tutor availability to offer the diversity of programme to which we aspire. During 2015-16 we were fortunate to secure six new tutors to join our existing team of excellent and enthusiastic tutors. Sadly we have also seen the retirement of three Tutors; we thank them for the contribution they have made to the course programme and wish them well in their new-found leisure time.



Over the course of this year 35 tutors offered 155 courses across 1,186 learning hours, with a total course enrolment of 1,971 learners. Of the 155 courses organised, 142 courses ran. Courses are only ever cancelled because of low uptake or the non-availability of the tutor due to ill health.

For the first time ever, the termly average of guided learning hours (number of learners multiplied by hours of learning) exceeded 5,000.

Art History courses continue to be a popular staple within the programme and we are grateful to the tutors who are always innovative in their proposals, offering content ranging from 17th century Dutch art through to the life and works of Grayson Perry.

Four multi-disciplinary courses, which combined art history and literature as well as art history and music history, ran and were very well received.

Courses ranged in duration and style from one-off workshop sessions to full term-length courses.

In addition to weekday courses, nine Saturday and eleven evening courses were offered. These were sufficiently popular for us to intend to grow this type of course offer next year.

Two tutor-guided walks focussing on architecture in London and a tutor-led visit to the National Portrait Gallery were also scheduled, as was a local walk which concentrated on photographing buildings in Guildford. This continued our intention to offer something to suit everyone and include local flavour wherever possible.

Following the successful introduction of Summer School courses in 2013-2014, the Summer School programme has continued to develop. This year, a wider selection of Summer School courses was offered: two art history courses, six drawing and painting workshops, one blogging course and a science-based workshop.

We were once again pleased to see a significant demand for these sessions. Indeed, places on the science-based workshop filled so promptly that an additional course was added to the programme, making a total of eleven Summer School courses. Of the eleven, ten sessions were fully booked.

We were again pleased to receive consistently positive feedback from learners on both the content and delivery of the course programme. Both learner and tutor feedback continues to be used to proactively shape future course programmes and to ensure that our offer remains current, popular and wide-reaching. The Guildford Institute remains committed to improving and expanding its course provision.

We are always very happy to receive recommendations and ideas for future courses and potential tutors. Many of our most popular tutors came to us through word-of-mouth and much of our course programming is the direct result of learner requests.

## **Membership and Related Activities**

We held membership costs this year at £33 (single) and £55 (joint). The trustees believe membership offers excellent value for money and as numbers have remained constant or grown slightly in every year since we became independent, clearly so do our members.

During 2015-16 there were:

- 416 Annual Memberships of which
  - 325 were Single Memberships
  - 91 were Joint MembershipsTherefore accounting for 507 individuals in total

Plus

- 28 Life Memberships – of which
  - 19 were Single Life Memberships
  - 9 were Joint Life MembershipsTherefore accounting for 37 individuals in total

Plus

- 18 Honorary Life Memberships – of which
  - 12 were Single Life Memberships
  - 6 were Joint Life MembershipsTherefore accounting for 24 individuals in total

So, in total we had 462 memberships accounting for 568 individuals. An increase on the previous year.

Our members are a key focus of much that we do and a vital thread of continuity within the Institute.

## **Wednesday Talks**

This year the Institute organised 33 Wednesday Talks, covering a range of diverse topics.

These remain very popular amongst both members and non-members and are very well attended, with many of the talks becoming fully booked only days after release of the schedule.

Some last minute cancellations due to illness etc. are inevitable so it is always worth joining a waiting list if a talk is over-subscribed.

Our members' priority booking system is now in place. Members and non-members alike do need to book places but this can be done either in person or over the telephone.

We are very fortunate to attract an eclectic mix of lively, knowledgeable and communicative speakers including world authorities in their chosen field.

Particular highlights of the talks programme this year included

- Acupuncture and Chinese Medicine
- Dying to be Beautiful (a look at fashion, cosmetics and costumes through history, that were extremely uncomfortable, did not consider well-being or were sometimes fatal).
- A Guide to Cloud Watching
- Beekeeping
- The Adventures of a Lady Balloon Pilot
- An International Women's Day talk on The First "Lady" Lord: Baroness Wootton of Abinger

- Lewis Carroll in Guildford
- The story of Leo: The World's First Business Computer
- War Horse
- Clandon from the Ashes.

Over the course of the year more than 1,600 places were filled on our Wednesday afternoon talks.

Although Wednesday Talks are now free to both members and non-members, we are encouraging donations from those who attend so that we can continue to provide highly quality speakers, as most request a fee or expenses.

The audio visual equipment continues to provide much improved audibility in the Assembly Room and has particularly helped with Wednesday Talks in allowing everyone to enjoy crystal clear delivery by the speakers.

### **Special Talks and Events**

Once again the Beano hosted two very popular Christmas Lunches. Over 90 people attended and enjoyed a festive vegetarian meal and a “fiendishly difficult” festive quiz.

In the autumn term we welcomed John McKean, Professor of Architecture at the University of Brighton, who spoke about Charles Rennie Mackintosh and his work as an artist, designer and architect.

In spring, we had an interesting talk from Guildford town guide, Paul Backhouse on Alan Turing and his family home in Guildford.

We kicked off the summer term by celebrating the Queen's 90<sup>th</sup> Birthday with our indoor picnic (of traditional afternoon tea and cakes), accompanied by a pianist delivering tunes from across the last 90 years and speaker Jayne Fincher, a former royal photographer. In a packed and festive Assembly Room, we all enjoyed hearing familiar tunes and seeing Jayne's photographs with her personal experiences of working alongside the Queen. The afternoon was rounded off with rousing renditions of The National Anthem and Happy Birthday, and a loyal toast.

In May, John Shere talked to us about the Royal Observer Corps and what over 200,000 men and women, mainly volunteers, did in history to help defend our country.

Desmond Haley completed our summer events programme with a talk on the 1916 Battle of the Somme, part of our series of events to commemorate the centenary of the “War to End All Wars”.

### **Music**

The programme of Tuesday evening Young Musicians' Recitals has continued to be successful and this year we hosted a total of 13 recitals.

These are important opportunities, giving young, local music talent the chance to perform in a 'real' setting. Our audiences are always entertained and impressed and we continue to receive positive feedback on the excellence of the performances.

Over 300 people enjoyed the chance to hear some beautiful renditions on the clarinet, cello, piano, oboe, viola, trumpet and by some very gifted singers. Programmes ranged from modern music back

to the very origins of classical music.

For the coming year, we will again focus on delivering full programmes in the spring and autumn term and a reduced offer for summer, when school exam commitments and holidays impact availability.

### **Visits**

This year, we have continued to offer a balanced mix of coach trips and 'make-your-own-way' day trips. A combined total of 332 people attended visits to:

- Kew Gardens
- Winchester Cathedral and College
- Crime Museum
- The National Portrait Gallery
- The Houses of Parliament
- The Charterhouse, London
- Guildford Cathedral
- Blenheim Palace
- Kia Oval
- Chenies Manor House
- Petworth House and Park
- The Royal Pavilion, Brighton

Our very successful trip to Chenies Manor House in May was recommended by a member. As coming up with inspirational ideas for 12 relatively local and unusual visits can be challenging, we welcome suggestions of other places to visit next year or in the future.

### **Exhibitions**

The exhibition space on the walls of the Assembly Room continues to provide an extremely popular venue for displaying work by local artists.

This year, we hosted 13 separate exhibitions, featuring photography; quilting and hand embroidery; digital art; abstract art as well as works with a contemporary twist; watercolours; acrylics; oil paintings and wildlife portraits.

We are pleased to have been able to host so many skilled artists from in and around Guildford. We have an outstanding selection of exhibitions coming up this autumn and we have already started booking exhibitions for 2017.

### **The Keep**

Two editions of The Keep were published in the year and circulated to all members. The editorial group continues to manage the publication and has been working hard to re-energise The Keep.

We used a new printing company for the spring edition, issue 76. This produced an excellent, more professional finish and we were very pleased by the number of compliments we received from members. We always welcome submissions from members and clubs and societies for future Keep editions.

### **Provision of Facilities**

Footfall in the Institute has continued to grow since the installation of the lift and redevelopment of

the reception area.

This year, a temperature control system has been fitted in the Assembly Room. This has benefitted the restaurant users, those who attend the Wednesday talks, plus room hirers. It is hoped that this provision will make the Assembly Room a more comfortable and hospitable venue, particularly in summers to come.

The installation of the new audio-visual system in the Assembly Room has also benefitted the Wednesday talk attendees considerably, as well as many room hirers, clubs and societies with greatly improved audibility, better projection and increased and improved seating layouts. In particular the Cinema Club has been restarted thanks to the availability of DVD/Blu-ray and surround sound.

Our rooms are in increasing demand as venues for meetings, with both local charities and companies finding them an affordable and friendly alternative to more commercial options. There are now regularly days and evenings when the Institute is 'full' and we sometimes have to turn away room hire requests. This revenue is crucial to the ongoing economic wellbeing of the Institute.

The Institute continues to act as a base for many local societies and organisations. Groups including:

- The Guildford Chess Club
- The Modern History Group
- The Guildford Speakers
- Guildford Writers Club
- Guildford Book Club
- The Guildford Natural History Society
- The Music Institute – Folk Club
- The Guildford Bridge Club
- Guildford Games
- Guildford Work Break Choir

regularly use our space to conduct their activities and call the Institute 'home'. We also have groups who meet to practise conversation in a range of European languages.

This year, several new organisations decided to start using the Institute as their main delivery venue. Cinema Guildford has re-launched cinema nights at the Institute, something much requested by members and other users, and now offers films in the Assembly Room on a frequent basis. Films on offer include everything from art-house to Hollywood blockbuster and from comedy to science fiction and film noir.

We have also become home to a Retro Gaming Club, which meets to enjoy computer games dating from the 1990s on Thursday evenings.

These groups all make a valued contribution to the finances of the Institute which helps us to support our ongoing work but also attract new users and helps dispel our 'hidden gem' reputation.

Our suite of small offices on the second floor continues to provide a valuable source of income for the Institute and helps us to fulfil our aspiration of being a community hub. These offices are used by community support organisations including counsellors and psychotherapists, family mediation specialists (who featured in a recent BBC TV series) and an environmental organisation. The Royal Bank of Scotland continues to occupy prime space on the ground floor of the Institute.

The Beano Restaurant has continued to operate successfully this year, with Leonie Palmer and her daughter Emma using our facilities to offer vegetarian lunches, plus a variety of snacks and beverages, six days a week. The new look servery has proven popular, allowing them to display and serve their offering in a more attractive and hygienic way. We are proud to hold a Food Hygiene rating Grade 5.

## **FUTURE DEVELOPMENTS**

Following the successful redevelopment of the building which has included the completion of the kitchen refurbishment, as well as the external decorations which are currently being undertaken, the Trustee Board has been thinking about what the Institute could and should be offering to the people of Guildford during the next five to ten years.

We have written a new strategic plan which will shortly be available on the website. We have agreed five strategic objectives from which we are developing detailed plans for the future. We will regularly monitor our success in the achievement of these.

Our staff team has been very successful in increasing the number and variety of courses offered over the years. They will be redoubling their efforts in the next few years to broaden this offer even further. We will aim to offer topics that will interest a broader age range to attract new course participants and future members of the Institute. We also intend to provide some day courses at weekends as well as occasional evening courses, while increasing those available during holiday periods.

All of this will take time to develop and will add to the workload of our small and talented staff team. The logistics involved in organising an increased number of courses with only a limited number of rooms at our disposal are quite complicated and will need careful planning.

Among the changes that we hope you will see in the coming year is a somewhat more welcoming reception service, as we focus our efforts on improving the image of the Institute to current and new users of our courses and other activities. We also want to consider the future of our much treasured library in terms of increasing its footfall through local and, we hope, national interest.

We hope you will continue to find much to enjoy in the coming year as Institute members and users of the services that we offer. We very much welcome your suggestions and feedback.

## **FINANCIAL REVIEW**

The positive performance of last year has been improved on during the current year. Income from charitable activities has increased by 10% to £295,649 (2015: £269,589) but expenditure on charitable activities (excluding projects costs) has increased by 13% to £228,292 (2015: £201,966).

Net income amounted to £76,434 (2015: £58,040) including net income of £3,255 (2015: net expenditure £15,149) in Restricted funds, and net income of £73,179 (2015: £73,189) in Unrestricted funds. As last year, a transfer of £5,000 has been made from Unrestricted Funds to Designated Funds to cover the expected cost of the external painting of the charity's premises, which is expected to commence in August 2016.

During the current year a small project was completed for the installation of an air conditioning system in the Assembly Room. The costs of this project have been capitalised and are being written off over 3 years in accordance with the Charity's depreciation policies.

The Charity's Unrestricted funds commenced the year at £276,338 (2015: £210,314) which has increased by £73,179 (2015: £73,189) from net income and decreased by the allocation of £5,000 to Designated funds, leaving a balance at the year-end of £344,517 (2015: £276,338).

The balance of the Charity's Restricted funds at the commencement of the year was £459,491 (2015: £472,475) which has increased by £3,255 (2015: decrease £12,984) to leave a balance of £462,746 (2015: £459,491) at the current year end.

### **Reserves Policy**

The Charity Commission expects Trustees to decide, publish, implement and monitor a charity's reserves policy. Last year the Trustees of the Guildford Institute set a new level of three months' running costs as its Reserves Policy target. Although, during the last two years, the level of reserves has been inadequate to reach this target, significant progress has been made this year to cover the position.

As shown in the Balance Sheet at 31 July 2016, on page 20, the Charity has net current assets of £131,012 (2015: £72,441) on Unrestricted funds with long term creditors of £41,810 (2015: £44,352) resulting in available reserves of £89,202 (2015: £28,089). Total resources expended on Unrestricted funds as shown on page 19, are £224,549 (2015: £198,236) meaning a three month target would be £56,137 (2015: £49,559). Therefore for the current year the target has been more than achieved. The Trustees remain committed to maintaining the Charity's reserves to at least the level of its stated Reserves Policy and will continue to keep the situation under constant review

The results for the year are shown in the annexed Statement of Financial Activities.

## **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The Trustees (who are also the Directors of Guildford Institute for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 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 those financial statements, the Trustees are required to

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charity SORP;
- Make judgements and estimates that are reasonable and prudent;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## **STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS**

So far as the Trustees are aware, there is no relevant information (as defined by Section 418 of the Companies Act 2006) of which the charitable company's auditors are unaware, and each Trustee has taken all the steps that he/she ought to have taken as a Trustee in order to make him/herself aware of any relevant audit information and to establish that the charitable company's auditors are aware of that information.

ON BEHALF OF THE BOARD:

.....  
S Robinson - Chair of Trustees

Date: 30<sup>th</sup> September 2016



## **Report of the Independent Auditors to the Trustees of The Guildford Institute**

We have audited the financial statements of Guildford Institute for the year ended 31 July 2016 on pages 19 to 27. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective 1 January 2015) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the charitable company's Trustees, as a body, in accordance with 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 charitable company's Trustees those matters we are required to state to them in an auditors' 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 charitable company and the charitable company's Trustees as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of Trustees and Auditors**

As explained more fully in the Statement of Trustees Responsibilities set out on page 16, the Trustees (who are also the Directors of the charitable company 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.

The Trustees have elected for the financial statements to be audited in accordance with the Charities Act 2011 rather than the Companies Act 2006. Accordingly we have been appointed as auditors under Section 144 of the Charities Act 2011 and report in accordance with regulations made under Section 154 of that Act.

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 charitable company'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 Report of the Trustees 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.

## **Report of the Independent Auditors to the Trustees of The Guildford Institute - continued**

### **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 July 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.

### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Report of the Trustees is inconsistent in any material respect with the financial statements ; or
- the charitable company has not kept adequate accounting records; 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.

### **AJ Bennewith & Company**

Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006

3 Wey Court  
Mary Road  
Guildford  
Surrey GU1 4QU

Date: .....

## Statement of Financial Activities for the Year Ended 31 July 2016

	Note	Unrestricted funds £	Designated funds £	Restricted funds £	31.07.16 Total funds £	31.07.15 Total funds £ Restated (Note 17)
<b>Income from:</b>						
Donations and legacies	2	1,788		10,389	12,177	27,547
Charitable activities:	3					
Library		166			166	20
Institute Activities		13,078			13,078	13,015
Bar		27,497			27,497	26,617
Courses		83,530			83,530	66,995
General Activities		16,699			16,699	18,900
Premises		154,679			154,679	144,042
Investments	4	291			291	165
<b>Total</b>		<b>297,728</b>	<b>-</b>	<b>10,389</b>	<b>308,117</b>	<b>297,301</b>
<b>Expenditure on:</b>						
Charitable activities:	5					
Library		4,653			4,653	3,737
Institute Activities		8,769			8,769	8,671
Bar		7,439			7,439	6,057
Courses		28,759			28,759	25,037
General Activities		155,424		3,743	159,167	138,830
Premises		19,505			19,505	19,634
Other:						
Building Project	6	-		3,391	3,391	37,295
<b>Total</b>		<b>224,549</b>	<b>-</b>	<b>7,134</b>	<b>231,683</b>	<b>239,261</b>
<b>Net income</b>		<b>73,179</b>	<b>-</b>	<b>3,255</b>	<b>76,434</b>	<b>58,040</b>
<b>Transfers between funds</b>	15	<b>(5,000)</b>	<b>5,000</b>		<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>68,179</b>	<b>5,000</b>	<b>3,255</b>	<b>76,434</b>	<b>58,040</b>
<b>Reconciliation of funds:</b>						
<b>Total funds brought forward</b>		<b>276,338</b>	<b>10,000</b>	<b>459,491</b>	<b>745,829</b>	<b>687,789</b>
<b>Total funds carried forward</b>		<b>344,517</b>	<b>15,000</b>	<b>462,746</b>	<b>822,263</b>	<b>745,829</b>

The notes form part of these financial statements

## Balance Sheet At 31 July 2016

	Note	Unrestricted funds £	Designated funds £	Restricted funds £	31.07.16 Total funds £	31.07.15 Total funds £
<b>Fixed assets:</b>						
Tangible assets	11	255,315		460,356	715,671	705,289
<i>Total fixed assets</i>		<i>255,315</i>	<i>-</i>	<i>460,356</i>	<i>715,671</i>	<i>705,289</i>
<b>Current assets:</b>						
Stocks		854			854	908
Debtors	12	11,368	5,831		17,199	13,079
Cash at bank and in hand		226,005	9,169	2,390	237,564	180,194
<i>Total current assets</i>		<i>238,227</i>	<i>15,000</i>	<i>2,390</i>	<i>255,617</i>	<i>194,181</i>
<b>Liabilities:</b>						
Creditors: Amounts falling due within one year	13	(107,215)			(107,215)	(109,289)
<i>Net current assets</i>		<i>131,012</i>	<i>15,000</i>	<i>2,390</i>	<i>148,402</i>	<i>84,892</i>
<i>Total assets less current liabilities</i>		<i>386,327</i>	<i>15,000</i>	<i>462,746</i>	<i>864,073</i>	<i>790,181</i>
Creditors: Amounts falling due after more than one year	14	(41,810)		-	(41,810)	(44,352)
<i>Total net assets</i>		<i>344,517</i>	<i>15,000</i>	<i>462,746</i>	<i>822,263</i>	<i>745,829</i>
<b>The funds of the charity:</b>						
Unrestricted funds:	15					
General fund					344,517	276,338
Designated funds					15,000	10,000
<i>Total unrestricted funds</i>		<i>344,517</i>	<i>15,000</i>	<i>-</i>	<i>359,517</i>	<i>286,338</i>
Restricted funds:	16					
Building funds				462,746	462,746	459,491
<i>Total charity funds</i>		<i>344,517</i>	<i>15,000</i>	<i>462,746</i>	<i>822,263</i>	<i>745,829</i>

The notes form part of these financial statements

## **Balance Sheet - continued**

### **At 31 July 2016**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 July 2016.

The Members have not deposited notice, pursuant to Section 476 of the Companies Act 2006 requiring an audit of these financial statements.

The Trustees acknowledge their responsibilities for

- a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been audited under the requirements of Section 144 of the Charities Act 2011.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective 1 January 2015).

The financial statements were approved by the Board of Trustees on 30<sup>th</sup> September 2016 and were signed on its behalf by:

.....  
M Kearney - Trustee (Treasurer)

The notes form part of these financial statements

# Notes to the Financial Statements for the Year Ended 31 July 2016

## 1. Accounting Policies

### **Basis of preparing the financial statements**

The financial statements of the charity have been prepared in accordance with the Companies Act 2006, the Charities SORP (FRSSE) "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015)" and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

### **Income**

All income is included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Lifetime Memberships are credited to the Statement of Financial Activities over a period of 10 years.

### **Expenditure**

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

### **Tangible fixed assets**

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

- Land & buildings – Not Provided
- Computer Equipment – Straight line over 3 years
- Furniture & fixtures – Straight Line over 3 years

### **Stocks**

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

### **Taxation**

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

### **Fund accounting**

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

Designated funds have been set aside by the Trustees for future expenditure as noted in the Trustees' report.

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

## Notes to the Financial Statements - continued for the Year Ended 31 July 2016

### 2. Donations and legacies

	31.07.16	31.07.15
	£	£
Donations	1,788	1,671
Building fund donations	2,721	6,702
Building fund grants	7,668	19,174
	<b>12,177</b>	<b>27,547</b>

### 3. Charitable activities - income

		31.07.16	31.07.15
	Activity	£	£
Library	Library	166	20
Institute Activities	Institute Activities	13,078	13,015
Bar	Bar	12,709	12,637
Room and Equipment Hire	Bar	14,788	13,980
Courses	Courses	83,530	66,995
Annual Membership	General Activities	14,416	15,882
Lifetime Membership	General Activities	1,543	1,405
Other Income	General Activities	740	1,613
Room and Equipment Hire	Premises	51,859	40,643
Rental Income	Premises	102,820	103,399
		<b>295,649</b>	<b>269,589</b>

### 4. Investments

	31.07.16	31.07.15
	£	£
Deposit account interest	291	165
	<b>291</b>	<b>165</b>

### 5. Charitable activities - expenditure

	31.07.16	31.07.15
	£	£
Library	4,653	3,737
Institute Activities	8,769	8,671
Bar	7,439	6,057
Courses	28,759	25,037
General Activities	148,811	133,434
Premises	19,505	19,634
Building Project	3,391	37,295
	<b>221,327</b>	<b>233,865</b>

### 6. Other - expenditure

	31.07.16	31.07.15
	£	£
Building Project	3,391	37,295
	<b>3,391</b>	<b>37,295</b>

### 7. Net income

	31.07.16	31.07.15
	£	£
Net income is stated after charging		
Auditors' Remuneration	3,320	2,280
Depreciation – owned assets	9,777	2,575

## Notes to the Financial Statements - continued for the Year Ended 31 July 2016

### 8. Trustees' remuneration and benefits

There were no Trustees' remuneration or other benefits for the year ended 31 July 2016 nor for the year ended 31 July 2015.

### Trustees' Expenses

There were no Trustees' expenses paid for the year ended 31 July 2016, nor for the year ended 31 July 2015.

### 9. Related party transactions

A partial repayment of a building loan, amounting to £1,000, was made to a trustee during the year (2015: £1,000). The original loan was made to the charity in October 2013 for £10,000 repayable in instalments over a 10 year period. (See also note 13.)

### 10. Staff costs

	31.07.16	31.07.15
	£	£
Wages & salaries	105,332	99,306
Pension contributions	1,081	-
Social security costs	4,804	4,753
	<b>111,217</b>	<b>104,059</b>

Average number of staff	7	8
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No member of staff earned more than £60,000 during the current or preceding year

### 11. Fixed assets – Tangible assets

	Freehold property £	Furniture & Fixtures £	Computer equipment £	Totals £
<b>COST</b>				
At 1 August 2015	696,587	8,609	4,008	709,204
Additions	-	7,058	13,101	20,159
Disposals	-	-	-	-
<b>At 31 July 2016</b>	<b>696,587</b>	<b>15,667</b>	<b>17,109</b>	<b>729,363</b>
<b>DEPRECIATION</b>				
At 1 August 2015	-	1,877	2,038	3,915
Charge for year	-	4,438	5,339	9,777
Disposals	-	-	-	-
<b>At 31 July 2016</b>	<b>-</b>	<b>6,315</b>	<b>7,377</b>	<b>13,692</b>
<b>NET BOOK VALUE</b>				
<b>At 31 July 2016</b>	<b>696,587</b>	<b>9,352</b>	<b>9,732</b>	<b>715,671</b>
<b>At 31 July 2015</b>	<b>696,587</b>	<b>6,732</b>	<b>1,970</b>	<b>705,289</b>



## Notes to the Financial Statements - continued for the Year Ended 31 July 2016

### 12. Debtors

	31.07.16	31.07.15
	£	£
Trade debtors	4,225	8,692
Other debtors	6,189	1,295
Prepayments	6,785	3,092
	<b>17,199</b>	<b>13,079</b>

### 13. Creditors: Amounts falling due within one year

	31.07.16	31.07.15
	£	£
Building project loans	39,000	41,000
Trade Creditors	3,389	1,910
Social security and other taxes	1,102	1,399
Lifetime Members	1,542	1,542
Deferred income	47,861	46,637
Accrued expenses	10,518	8,890
Other creditors	3,803	7,911
	<b>107,215</b>	<b>109,289</b>

During the project for redevelopment of the charity's building in 2013, a number of individuals made interest-free loans to the charity in order to assist the financing of the development. These loans are repayable on differing terms and those which are repayable, despite the original period of the loan, at the instigation of the lender, are shown as amounts falling due within one year.

Deferred income represents income received in advance of the period to which it relates.

### 14. Creditors: Amounts falling due after more than one year

	31.07.16	31.07.15
	£	£
Building project loans	37,000	38,000
Lifetime Members	4,810	6,352
	<b>41,810</b>	<b>44,352</b>

### 15. Total charity funds

	At 01.08.15 £	Net movement in funds £	Transfers between funds £	At 31.07.16 £
<b>Unrestricted funds</b>				
General fund	276,338	73,179	(5,000)	344,517
Designated funds	10,000	-	5,000	15,000
<b>Restricted funds</b>				
Building fund	459,491	3,255		462,746
<b>TOTAL FUNDS</b>	<b>745,829</b>	<b>76,434</b>	<b>-</b>	<b>822,263</b>

## Notes to the Financial Statements - continued for the Year Ended 31 July 2016

### 15. Total charity funds (continued)

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

	Income £	Expenditure £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	297,728	(224,549)	73,179
<b>Restricted funds</b>			
Building fund	10,389	(7,134)	3,255
	<b>308,117</b>	<b>(231,683)</b>	<b>76,434</b>

### 16. Restricted funds

During the financial year, donations and grants towards the redevelopment project, including the new ventilation system, amounted to £10,389 with expenditure amounting to £7,134.

### 17. Statement of Financial Activities for the year ended 31 July 2015 (restated)

	Unrestricted funds £	Designated funds £	Restricted funds £	31.07.15 Total funds £
<b>Income from:</b>				
Donations and legacies	1,671		25,876	27,547
Charitable activities:				
Library	20			20
Institute Activities	13,015			13,015
Bar	26,617			26,617
Courses	66,995			66,995
General Activities	18,900			18,900
Premises	144,042			144,042
Investments	165			165
<b>Total</b>	<b>271,425</b>	<b>-</b>	<b>25,876</b>	<b>297,301</b>
<b>Expenditure on:</b>				
Charitable activities:				
Library	3,737			3,737
Institute Activities	8,671			8,671
Bar	6,057			6,057
Courses	25,037			25,037
General Activities	135,100		3,730	138,830
Premises	19,634			19,634
Other:				
Building Project	-		37,295	37,295
<b>Total</b>	<b>198,236</b>	<b>-</b>	<b>41,025</b>	<b>239,261</b>
<b>Net income/(expenditure)</b>	<b>73,189</b>	<b>-</b>	<b>(15,149)</b>	<b>58,040</b>
<b>Transfers between funds</b>	<b>15</b>	<b>(7,165)</b>	<b>5,000</b>	<b>2,165</b>
<b>Net movement in funds</b>	<b>66,024</b>	<b>5,000</b>	<b>(12,984)</b>	<b>58,040</b>
<b>Reconciliation of funds:</b>				
<b>Total funds brought forward</b>	<b>210,314</b>	<b>5,000</b>	<b>472,475</b>	<b>687,789</b>
<b>Total funds carried forward</b>	<b>276,338</b>	<b>10,000</b>	<b>459,491</b>	<b>745,829</b>

## **Notes to the Financial Statements - continued for the Year Ended 31 July 2016**

### **17. Statement of Financial Activities for the year ended 31 July 2015 (restated) (continued)**

The Statement of Financial Activities for the year ended 31 July 2015 has been restated in order to comply with the requirements of the Charities SORP (the "FRSSE") which became effective for reporting periods beginning on or after 1 January 2015.

## Detailed Statement of Financial Activities for the Year Ended 31 July 2016

INCOMING RESOURCES	31.07.16 £	31.07.15 £
<b>Voluntary income</b>		
Donations	1,788	1,671
Building fund donations	2,721	6,702
Building fund grants	7,668	19,174
	<b>12,177</b>	<b>27,547</b>
<b>Investment income</b>		
Deposit account interest	291	165
	<b>291</b>	<b>165</b>
<b>Income from charitable activities</b>		
Institute activities	13,078	13,015
Bar	12,709	12,637
Courses	83,530	66,995
Library	166	20
Room and equipment hire	66,647	54,623
Annual Membership	14,416	15,882
Lifetime Membership	1,543	1,405
Rental income	102,820	103,399
Other income	740	1,613
	<b>295,649</b>	<b>269,589</b>
<b>Total income</b>	<b>308,117</b>	<b>297,301</b>
<b>Expenditure</b>		
Wages	105,332	99,306
Pension contributions	1,081	-
Social security	4,804	4,753
Water	734	773
Insurance	3,081	2,415
Light and heat	3,016	5,056
Telephone	3,335	4,720
Postage and stationery	4,112	3,903
Advertising	8,903	8,860
IT costs	5,087	4,956
Books	588	329
Newspapers	838	768
Photocopying	1,802	1,708
Subscriptions	90	122
Equipment	2,296	497
Travel	429	245
Bar Supplies	6,994	5,518
Other costs	516	292
Licences	721	780
Cleaning	8,940	10,240
Training	583	325
Institute activities	8,728	8,671
	<i>CARRIED FORWARD</i>	<i>164,237</i>
	<b>172,010</b>	<b>164,237</b>

THIS PAGE DOES NOT FORM PART OF THE STATUTORY FINANCIAL STATEMENTS

## Detailed Statement of Financial Activities – continued

## for the Year Ended 31 July 2016

### Expenditure - continued

	<i>BALANCE BOUGHT FORWARD</i>	<i>172,010</i>	<i>164,237</i>
Tutor fees		28,759	25,037
Repairs and renewals		5,704	3,660
Building project costs		3,391	37,295
Furniture and Fixtures depreciation		4,438	1,239
Computer equipment depreciation		5,339	1,336
Bank charges		1,686	1,061
Accountancy		698	537
Legal and professional fees		6,338	2,579
Auditors' remuneration		3,320	2,280
<b>Total expenditure</b>		<b>231,683</b>	<b>239,261</b>
<b>Net income</b>		<b>76,434</b>	<b>58,040</b>

THIS PAGE DOES NOT FORM PART OF THE STATUTORY FINANCIAL STATEMENTS