

# Notice of AGM

## Summarised financial statements

### Form of proxy

#### Notice of AGM

NOTICE IS HEREBY GIVEN that the 62nd Annual General Meeting of the Institute of Advanced Motorists Limited will be held at 1 Albany Place, Hyde Way, Welwyn Garden City, AL7 3BT on Thursday, 22 November 2018 at 12.30pm for the following purposes:-

1. To receive, consider and approve the Report of the Council and the financial statements for the year ended 31 March 2018.

2. To elect Council members:-

Liz Coyle-Camp, Ken Keir and Derek McMullan retire at the Annual General Meeting under Article 21 and, being eligible, offer themselves for re-election.

Trustees' election statements are available at [www.iamroadsmart.com/elections2018](http://www.iamroadsmart.com/elections2018).

3. To consider, and if thought fit, pass the following resolution on the recommendation of the Council:

"In accordance with Article 9.2.2, the annual membership fee to the Institute shall be increased to £40.00 with effect from 1 April 2019. This subscription shall be discounted to £36.00 for all members who choose to pay by direct debit, debit/credit card or bank transfer."

4. To deal with any other ordinary business of the Institute.

BY ORDER OF THE COUNCIL

Ruth Bridger, Secretary, 26 July 2018

Registered Number 562530, Registered Charity Number 249002 (England and Wales), SC041201 (Scotland).  
1 Albany Place, Hyde Way, Welwyn Garden City AL7 3BT.

A member entitled to vote at the Annual General Meeting may appoint a proxy to attend and vote in his/her stead. A proxy need not be a member of the Institute. A form of proxy and all relevant instructions can be found on the following page.

If any member has questions on the summarised financial statements, the full financial statements or the Report of the Council, these should be submitted to arrive at least seven days in advance of the meeting (ie by 15 November 2018), to allow sufficient time for responses to be researched properly and delivered at the AGM. Questions should be submitted in writing, either by email to [fd@iam.org.uk](mailto:fd@iam.org.uk) or by letter addressed to the Finance Director at IAM RoadSmart, 1 Albany Place, Hyde Way, Welwyn Garden City, AL7 3BT.

If you wish to attend the AGM in person, please email [support@iam.org.uk](mailto:support@iam.org.uk) with AGM in the subject line and indicate your intention to be present at the meeting.

# Form of proxy

## The Institute of Advanced Motorists Limited (“IAM RoadSmart”)

Company Number: 562530, Charity Number: 249002 (England and Wales), SC041201 (Scotland)

I, (name) \_\_\_\_\_

of (address) \_\_\_\_\_

hereby appoint (name of person)\* \_\_\_\_\_

of (their address) \_\_\_\_\_

and failing him/her, (name of person)\* \_\_\_\_\_

of (their address) \_\_\_\_\_

to vote for me and on my behalf at the Annual General Meeting of IAM RoadSmart to be held at 12.30 on the 22nd day of November 2018 and at every adjournment thereof.

### This form is to be used in respect of the resolutions mentioned below as follows:

- |  |                 |
|--|-----------------|
| 1. Receive, consider and approve the Report of the Council and the financial statements for the year ended 31 March 2018   | **For **Against |
| 2. To elect Liz Coyle-Camp as a Council Member   | **For **Against |
| 3. To elect Ken Keir as a Council Member   | **For **Against |
| 4. To elect Derek McMullan as a Council Member   | **For **Against |
| 5. Increase the annual subscription to the Institute to £40.00 with effect from 1 April 2019 (discounted to £36.00 for all members who choose to pay by direct debit/credit or debit card/bank transfer) | **For **Against |

\*This person must be present at the AGM – if appointing the Chairman, please put CHAIRMAN following “hereby appoint” and leave the address line blank.

\*\* Strike out whichever is not desired (if not used, the person holding the proxy will vote at their discretion. If both are struck out, an abstention will be recorded).

### The Council of IAM RoadSmart recommends that members vote FOR all resolutions.

Date \_\_\_\_\_

Signature \_\_\_\_\_ Membership Number \_\_\_\_\_

This completed form must be sent to: Company Secretary, Proxy Form, FREEPOST, IAM RoadSmart, (no need for any stamp or other details) to arrive no later than 12.30pm on Tuesday 20 November 2018.

## **Report of the Council on the summarised financial statements for the year ended 31 March 2018**

These summarised financial statements have been extracted from the full financial statements of the Institute of Advanced Motorists Limited. The full financial statements were approved by the Council on 26 July 2018 and will be submitted to the Charity Commission, the Office of the Scottish Charity Regulator and to the Registrar of Companies in due course. The full financial statements include the auditor's report which is unqualified.

The summarised financial statements may not contain sufficient information to provide a full understanding of the financial affairs of the Institute. For further information, the full financial statements, the auditor's report and the Report of the Council should be consulted. These are available to members on [www.iamroadsmart.com/accounts2018](http://www.iamroadsmart.com/accounts2018) or copies can be obtained from the registered office of the Institute of Advanced Motorists Limited, 1 Albany Place, Hyde Way, Welwyn Garden City, Hertfordshire AL7 3BT.

### **Independent auditor's statement to the members of the Institute of Advanced Motorists Limited**

We have examined the group summarised financial statements of the Institute of Advanced Motorists Limited for the year ended 31 March 2018 which comprise the group summarised statement of financial activities and the group summarised balance sheet.

#### **Respective responsibilities of the trustees and the auditor**

The trustees are responsible for preparing the summarised financial statements.

Our responsibility is to report to you our opinion on the consistency of the group summarised financial statements with the full annual financial statements and the Report of the Council.

We conducted our work in accordance with our engagement letter dated March 2018.

#### **Opinion**

In our opinion the group summarised financial statements are consistent with the full group annual financial statements and the Report of the Council (incorporating the Strategic Report) of the Institute of Advanced Motorists Limited for the year ended 31 March 2018.

RSM UK AUDIT LLP  
Statutory Auditor  
Chartered Accountants  
The Pinnacle  
170 Midsummer Boulevard  
Milton Keynes  
Buckinghamshire MK9 1BP

27 July 2018

## Institute Of Advanced Motorists Limited and subsidiary companies – Summarised financial statements

### Group summarised statement of financial activities for the year ended 31 March 2018

<b>Income from:</b>	<b>2018</b>	<b>2017</b>
	<b>£000</b>	<b>£000</b>
<i>Donations and legacies</i>		
Subscriptions (including Gift Aid)	3,529	3,564
Other donations	63	36
<i>Charitable activities</i>		
Test fees	579	581
<i>Other trading activities</i>		
Turnover of subsidiaries	2,926	2,856
Other income in subsidiaries (R&D tax credits)	154	-
Investments	119	89
<b>Total income before exceptional item</b>	<b>7,370</b>	<b>7,126</b>
Exceptional item	-	113
<b>Total income</b>	<b>7,370</b>	<b>7,239</b>
<b>Expenditure on:</b>		
<i>Generating funds</i>		
Fundraising and publicity	1,600	1,895
Subsidiaries	2,189	2,325
Amortisation of goodwill	273	561
	<b>4,062</b>	<b>4,781</b>
<i>Charitable activities</i>		
Research and advocacy	626	483
Membership services	1,318	1,572
Tests	550	838
Quality assurance	979	769
“RoadSmart” magazine	645	405
	<b>4,118</b>	<b>4,067</b>
<b>Total expenditure before exceptional expenditure</b>	<b>8,180</b>	<b>8,848</b>
Exceptional items	653	-
<b>Total expenditure</b>	<b>8,833</b>	<b>8,848</b>
<b>Net expenditure before exceptional income and costs</b>	<b>(810)</b>	<b>(1,722)</b>
<b>Net expenditure before impairment of fixed assets and gains/losses on investments</b>	<b>(1,463)</b>	<b>(1,609)</b>
Impairment of fixed assets	(540)	-
Net (losses) / gains on listed investment portfolio	(78)	383
<b>Net expenditure for the year</b>	<b>(2,081)</b>	<b>(1,226)</b>
<i>Other recognised gains</i>		
Exchange gains	1	16
<b>Net movement of funds in year</b>	<b>(2,080)</b>	<b>(1,210)</b>
Balances brought forward at 1 April	10,027	11,237
<b>Balances carried forward at 31 March</b>	<b>7,947</b>	<b>10,027</b>

<b>Group summarised balance sheet</b>		<b>2018</b>	<b>2017</b>
<b>As at 31 March</b>		<b>£000</b>	<b>£000</b>
<b>Fixed assets</b>			
	Intangible assets	243	1,133
	Tangible assets	271	331
	Investments	7,004	2,974
		<b>7,518</b>	<b>4,438</b>
<b>Current assets</b>			
	Stocks	56	34
	Debtors	839	859
	Cash at bank and in hand	1,208	6,439
		<b>2,103</b>	<b>7,332</b>
<b>Creditors: amounts falling due within one year</b>		<b>(1,674)</b>	<b>(1,743)</b>
<b>Net current assets</b>		<b>429</b>	<b>5,589</b>
<b>Net assets</b>		<b>7,947</b>	<b>10,027</b>
<b>Unrestricted funds</b>			
	General fund	5,157	7,027
	Designated fund	2,790	3,000
		<b>7,947</b>	<b>10,027</b>

## Votes of members at General Meetings

The Articles of Association (Articles) of the IAM specify the way in which members can vote at General Meetings. A copy of the Articles can be found on the members' areas of [www.iamroadsmart.com](http://www.iamroadsmart.com) or a hard copy can be requested from the address at the foot of the proxy form.

In summary, at any General Meeting, if a vote is concluded on a show of hands, only members present personally may vote. If, however, a poll is demanded, votes may be given either personally or by proxy.

At any General Meeting, a resolution put to the vote of the meeting shall be decided on a show of hands, unless a poll is demanded by the Chairman or by at least three members present in person or by proxy. If a poll is demanded, all proxy votes are then counted in the poll.

To appoint a proxy, a member must complete and sign the form attached and send it to the IAM's registered office not less than 48 hours before the General Meeting.

### **Notes:**

1. The proxy need not be a member of the IAM. If your proxy is not a member, please advise them to provide identification on arrival at the AGM.
2. Unless a proxy notice indicates otherwise, it will be treated as allowing the person appointed discretion as to how to vote both in relation to the principal resolutions and also on any ancillary or procedural resolutions put to the meeting and any adjournment of the meeting.
3. If you do not know anyone attending the AGM, you may appoint the Chairman as your proxy. In this case, the form of proxy will need to indicate how you would like the Chairman to vote on your behalf on all of the resolutions or allow the Chairman discretion as to how to vote on all resolutions.

# We make better drivers and riders

Contact us:  
0300 303 1134  
[support@iam.org.uk](mailto:support@iam.org.uk)

**iam**  
RoadSmart