

# AGM notification

## Summary accounts

## Form of proxy

### Notice of AGM

NOTICE IS HEREBY GIVEN that the 61st 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, 9 November 2017 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 2017.
2. To elect Council members:-
  - Dr Charles Doyle, Dr Peter Holden and Dr Catherine Lloyd retire at the Annual General Meeting under Article 21 and, being eligible, offer themselves for re-election.
  - Anna McLaren and Dr Gina Bromage retire at the Annual General Meeting under Article 23 and, being eligible, offer themselves for re-election.
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 £38.00 with effect from 1 April 2018. This subscription shall be discounted to £33.75 for all members who choose to pay by direct debit or credit card.”
4. To deal with any other ordinary business of the Institute.

BY ORDER OF THE COUNCIL

Ruth Bridger, Secretary, 21 July 2017

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 following.

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 2 November 2017), 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 [enquiries@iam.org.uk](mailto:enquiries@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 ("the IAM")

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 the Institute of Advanced Motorists Limited to be held at 12.30 on the 9th day of November 2017 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 2017   | **For **Against |
| 2. To elect Dr Charles Doyle as a Council Member   | **For **Against |
| 3. To elect Dr Peter Holden as a Council Member  | **For **Against |
| 4. To elect Dr Catherine Lloyd as a Council Member   | **For **Against |
| 5. To elect Anna McLaren as a Council Member   | **For **Against |
| 6. To elect Dr Gina Bromage as a Council Member  | **For **Against |
| 7. Increase the annual subscription to the Institute to £38.00 with effect from 1 April 2018 (discounted to £33.75 for all members who choose to pay by direct debit/credit or debit card) | **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 the IAM recommends that members vote FOR all resolutions.

As witness my hand this day of \_\_\_\_\_ (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 7 November 2017.



## **Report of the Council on the summarised financial statements for the year ended 31 March 2017**

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 21 July 2017 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](http://www.iamroadsmart.com) 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 2017 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 June 2017.

#### **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 2017.

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

28 July 2017

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

### Group summarised statement of financial activities for the year ended 31 March 2017

	2017	2016
	£000	£000
<b>Income from: Donations and legacies</b>		
Subscriptions (including Gift Aid)	3,564	3,710
Other donations	36	13
<i>Charitable activities</i>		
Test fees	581	616
<i>Other trading activities</i>		
Turnover of subsidiaries	2,856	3,229
Investments	89	118
Exceptional item	113	3,759
<b>Total incoming resources</b>	<b>7,239</b>	<b>11,445</b>
<b>Expenditure on: Generating funds</b>		
Fundraising and publicity	1,895	1,608
Subsidiaries	2,325	2,714
Amortisation of goodwill	561	561
	<b>4,781</b>	<b>4,883</b>
<i>Charitable activities</i>		
Research and advocacy	483	611
Membership services	1,572	1,065
Tests	838	672
Quality assurance	769	939
"Advanced Driving" magazine	405	512
	<b>4,067</b>	<b>3,799</b>
<b>Total resources expended</b>	<b>8,848</b>	<b>8,682</b>
<b>Net gains / (losses) on investments</b>	<b>383</b>	<b>(382)</b>
<b>Net (expenditure) / income</b>	<b>(1,226)</b>	<b>2,381</b>
<b>Other recognised gains</b>		
Exchange gains	16	2
<b>Net movement of funds in year</b>	<b>(1,210)</b>	<b>2,383</b>
Balances brought forward at 1 April	11,237	8,854
<b>Balances carried forward at 31 March</b>	<b>10,027</b>	<b>11,237</b>

<b>Group summarised balance sheet</b>		2017	2016
<b>As at 31 March</b>		£000	£000
<b>Fixed assets</b>	Intangible assets	1,133	1,357
	Tangible assets	331	86
	Investments	2,974	3,536
		<b>4,438</b>	<b>4,979</b>
<b>Current assets</b>	Stocks	34	43
	Debtors	859	6,509
	Cash at bank and in hand	6,439	1,308
		<b>7,332</b>	<b>7,860</b>
<b>Creditors: amounts falling due within one year</b>		(1,743)	(1,602)
<b>Net current assets</b>		5,589	6,258
<b>Net assets</b>		<b>10,027</b>	<b>11,237</b>
<b>Unrestricted funds</b>			
General fund		7,027	11,237
Designated fund		3,000	-
		<b>10,027</b>	<b>11,237</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  
[info@iam.org.uk](mailto:info@iam.org.uk)  
[@IAMRoadSmart](https://twitter.com/IAMRoadSmart)

**iam**  
RoadSmart