

**REPORT OF THE DIRECTORS AND  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2017  
FOR  
THE FEDERATION OF PILING SPECIALISTS**

**THE FEDERATION OF PILING SPECIALISTS**

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For The Year Ended 31 December 2017**

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**THE FEDERATION OF PILING SPECIALISTS**

**COMPANY INFORMATION**  
**For The Year Ended 31 December 2017**

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**DIRECTORS:** M Blower  
S P Hadley  
A Henderson  
P J Hines

**SECRETARY:** Forum Court Associates Limited

**REGISTERED OFFICE:** Office 205  
Devonshire House  
29-31 Elmfield Road  
Bromley  
Kent  
BR1 1LT

**REGISTERED NUMBER:** 01296219 (England and Wales)

**AUDITORS:** Crane & Partners  
Chartered Accountants & Statutory Auditors  
Leonard House  
5 - 7 Newman Road  
Bromley  
Kent  
BR1 1RJ

# THE FEDERATION OF PILING SPECIALISTS

## REPORT OF THE DIRECTORS For The Year Ended 31 December 2017

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The directors present their report with the financial statements of the company for the year ended 31 December 2017.

### REVIEW OF BUSINESS

Over the past four years the FPS has continued to be an active and strong Federation acting in the common interest of its members.

### Current Status

The Federation has 19 full Members with a number of expressions of interest in joining from both geotechnical contractors seeking full membership and companies in the supply chain seeking Associate Membership.

The FPS continues to

- uphold quality standards and expectations
- collaborate on health and safety and the sharing of information
- maintain its position as a technical authority in producing guidance in the field of geotechnics
- play a role as a consultant and partner to outside organisations: Build UK, CPCS, BSI, EFFC and Ground Forum.
- Offer training in support of Members' needs
- Provide leadership on key industry issues via the Committee system
- Be an active voice in promoting industry issue
- Remain in good financial health

### 2017 Strategy & Activity

The FPS identified five key themes for 2017/18 and has pursued them through the year:

#### Occupational Health and Wellbeing

The FPS will take a lead in the industry by agreeing a minimum standard that can be promoted to the wider industry via Build UK. This will be integrated into the Membership audit. The Federation will collaborate to work towards a common understanding and ultimately best practice around challenging issues such as working hour practices and mental health. As part of the focus on working hours, opportunities to widen participation in the industry should also be addressed as shift patterns and length can limit participation in the industry.

Areas for action:

- A minimum standard will be produced that covers the common practices Members already carry out, e.g. drugs and alcohol testing.
- Developing a consensus around working hours and mental health policies to be explored with Members.
- The FPS will align with relevant external campaigns such as Heads Together.

#### Commercial Good Practice

The FPS will continue to promote responsible commercial practices that encompass both the interests of the specialist contractor and the client. We will work to lead on better practices and respond to poor industry practices that our Members encounter.

Areas for action:

- Achieving neutral cashflow via fair certification, payment practices and management
- Promotion of caps on liability via Build UK and our own PR activity.
- Post Brexit business environment and access to overseas labour

#### Harm Reduction

The FPS will continue to raise the bar in reducing accidents through identification and analysis of FPS accident data. We will collaborate to address the common problem areas through seeking common solutions and promotion of awareness of good safe practices. We will continue to promote our safety practices to the EFC.

# THE FEDERATION OF PILING SPECIALISTS

## REPORT OF THE DIRECTORS For The Year Ended 31 December 2017

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### Areas for action:

- Hands and arms require a specific focus to reduce the amount of manual handling on site. This will involve developing and sharing knowledge on common tools, approaches and methods
- Run a campaign to promote awareness of the issue on site and nationally.
- Support root cause analysis training and preparing organisational response to incidents (e.g. via EFFC training course)

### Technical standards and digital construction

The FPS will provide proactive input into the technical standards relating to ground engineering. We will also work to engage with designers and contractors to inform specifications and designs. We will continue to advance digital construction (BIM) internally and externally uphold Members' interests.

### Areas for action:

- Promote the FPS e-Pile Schedule as the industry format for providing design information
- Work via AMs and contacts with clients (HS2, Crossrail etc) to raise design issues

### Learning and development - attracting new people

The FPS will promote a career in the industry to school leavers, graduates and older people transferring into industry. We will look to widen participation via encouraging flexible working practices and conditions. We will look at training pathways and create courses where necessary to ensure appropriate training is available and ensure that there are clear, supported routes for people to develop through their career. We will address labour agencies and how to improve their work forces, ethical working practices and training provision.

### Areas for action:

- Develop the industry strategy for training, qualifications and standards
- Continue to support the development of the Trailblazer piling apprenticeship
- Develop an NVQ in Geotechnical installation
- Define and promote the career paths available within the industry via the FPS website, Build UK and CITB.

### **Standing Objectives**

The Federation's strategy over the next five years is to continue with the good work that we deliver; specifically we will continue to:

Provide leadership and best practice guidance on sector-wide issues.

- Provide a means of achieving together what can't be achieved by individual companies.
- Through our Registration Scheme
- We will set standards and ensure compliance with a minimum standard.
- Allow Members to benchmark themselves against their peers.
- Provide a means of client or industry sector accreditation.
- Assist companies in meeting client demands.
- Represent the Members views to the Government, HSE, and other influential bodies via:-
- NSCC/Build UK
- EFFC
- Ground Forum
- Contacts with other bodies such as: Builders Profile; HSE; CECA; CPA; Coal Authority; Network Rail; highways Agency, NHBC, BSI and CEN Committees.
- Disseminate information to members
- Safety alerts
- Quarterly reports
- Safety days
- Order Statistics
- Accident Statistics
- Tool Box Talks and other training aids (e.g. videos/DVD)
- Ad-hoc circulations of relevant information
- Members' website
- Deliver our work through our committees that
- facilitate the sharing of information and ideas

# THE FEDERATION OF PILING SPECIALISTS

## REPORT OF THE DIRECTORS For The Year Ended 31 December 2017

- 
- promote best practice that members can take back to their companies
  - Hold social events (Annual dinner; Summer Ball; Golf Day)

### DIRECTORS

The officers throughout the year were as follows:

A E Henderson	(Chairman)
P J Hines	(Vice Chairman)
M R Blower	(Immediate Past Chairman)
S P Hadley (Appointed 26 April 2016)	(Junior Vice Chairman)

### STATEMENT OF DIRECTORS' RESPONSIBILITIES

The directors are responsible for preparing the Report of the Directors and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that period. In preparing these financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the 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 directors are aware, there is no relevant audit information (as defined by Section 418 of the Companies Act 2006) of which the company's auditors are unaware, and each director has taken all the steps that he ought to have taken as a director in order to make himself aware of any relevant audit information and to establish that the company's auditors are aware of that information.

### AUDITORS

The auditors, Crane & Partners, will be proposed for re-appointment at the forthcoming Annual General Meeting.

This report has been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

### ON BEHALF OF THE BOARD:

.....  
A Henderson - Director

Date: .....

## **REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF THE FEDERATION OF PILING SPECIALISTS**

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### **Opinion**

We have audited the financial statements of The Federation of Piling Specialists (the 'company') for the year ended 31 December 2017 on pages seven to ten. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the company's members, 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 company's members those matters we are required to state to them in a Report of the Auditors and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

In our opinion the financial statements:

- give a true and fair view of the state of the company's affairs as at 31 December 2017 and of its surplus 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.

### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and the provisions available for small entities, in the circumstances set out in note six to the financial statements, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Conclusions relating to going concern**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the directors' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the directors have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

### **Other information**

The directors are responsible for the other information. The other information comprises the information in the Report of the Directors, but does not include the financial statements and our Report of the Auditors thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

### **Opinion on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Directors for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Directors has been prepared in accordance with applicable legal requirements.

## **REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF THE FEDERATION OF PILING SPECIALISTS**

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

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Directors.

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

### **Responsibilities of directors**

As explained more fully in the Statement of Directors' Responsibilities set out on page four, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the directors determine necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the directors are responsible for assessing the company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

### **Our responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Report of the Auditors.

Graham Atkin FCA (Senior Statutory Auditor)  
for and on behalf of Crane & Partners  
Chartered Accountants & Statutory Auditors  
Leonard House  
5 - 7 Newman Road  
Bromley  
Kent  
BR1 1RJ

Date: .....

**THE FEDERATION OF PILING SPECIALISTS**

**INCOME STATEMENT**

**For The Year Ended 31 December 2017**

	Notes	2017 £	2016 £
<b>TURNOVER</b>		398,268	350,372
Administrative expenses		277,960	290,959
<b>OPERATING SURPLUS</b>		120,308	59,413
Interest receivable and similar income		137	151
<b>SURPLUS BEFORE TAXATION</b>		120,445	59,564
Tax on surplus		26	30
<b>SURPLUS FOR THE FINANCIAL YEAR</b>		<u>120,419</u>	<u>59,534</u>

The notes form part of these financial statements

**BALANCE SHEET**  
31 December 2017

	Notes	2017 £	2016 £
<b>CURRENT ASSETS</b>			
Debtors	3	271,892	250,292
Cash at bank		297,482	212,693
		<hr/>	<hr/>
		569,374	462,985
<b>CREDITORS</b>			
Amounts falling due within one year	4	32,845	46,875
		<hr/>	<hr/>
<b>NET CURRENT ASSETS</b>		<b>536,529</b>	<b>416,110</b>
		<hr/>	<hr/>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<b>536,529</b>	<b>416,110</b>
		<hr/>	<hr/>
<b>RESERVES</b>			
Income and expenditure account		536,529	416,110
		<hr/>	<hr/>
		<b>536,529</b>	<b>416,110</b>
		<hr/>	<hr/>

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

The financial statements were approved by the Board of Directors on ..... and were signed on its behalf by:

.....  
M Blower - Director

.....  
A Henderson - Director

The notes form part of these financial statements

# THE FEDERATION OF PILING SPECIALISTS

## NOTES TO THE FINANCIAL STATEMENTS For The Year Ended 31 December 2017

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### 1. STATUTORY INFORMATION

The Federation of Piling Specialists is a private company, limited by guarantee, registered in England and Wales. The company's registered number and registered office address can be found on the Company Information page.

### 2. ACCOUNTING POLICIES

#### Basis of preparing the financial statements

These financial statements have been prepared in accordance with the provisions of Section 1A "Small Entities" of Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

#### Income

Income comprises levies from members, income from seminars and income from publications.

### 3. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2017	2016
	£	£
Trade debtors	261,336	230,008
Prepayments	10,556	20,284
	<hr/>	<hr/>
	271,892	250,292
	<hr/>	<hr/>

### 4. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2017	2016
	£	£
Trade creditors	13,683	27,742
Corporation tax	26	30
VAT	16,776	16,997
Accruals and deferred income	2,360	2,106
	<hr/>	<hr/>
	32,845	46,875
	<hr/>	<hr/>

### 5. RELATED PARTY DISCLOSURES

The directors are all employees of member companies of the trade association. They receive no individual benefit from membership but their employing company receive benefits and pay levies on the same terms and conditions as all of the other members of the trade association.

### 6. APB ETHICAL STANDARD - PROVISIONS AVAILABLE FOR SMALL ENTITIES

In common with many other businesses of our size and nature we use our auditors to prepare and submit returns to the tax authorities and assist with the preparation of the financial statements.

### 7. ULTIMATE CONTROLLING PARTY

No single individual has a controlling interest over the company.

**THE FEDERATION OF PILING SPECIALISTS**

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**For The Year Ended 31 December 2017**

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**8. RECONCILIATION AND MOVEMENT IN MEMBERS' FUNDS**

	£ Balance B/Fwd	£ Income	£ Expenditure	£ Transfers	£ Balance C/Fwd
General Fund	94,166	150,836	(143,091)	(3,648 )	98,263
<b>Other Funds:</b>					
FPS Summer Ball Fund	11,547	23,270	(26,553)	-	8,264
EFFC Fund	8,629	-	-	2,000	10,629
Legal Fund	10,000	-	-	-	10,000
Apprenticeship Scheme Fund	269,358	127,250	(33,438)	-	363,170
NVQ Fund	-	56,430	(32,774)	-	23,656
Training Fund	16,436	-	(4,054)	-	12,382
Golf Day Fund	5,974	3,020	(2,722)	-	6,272
Annual Dinner Fund	-	35,199	(33,306)	-	1,893
Registration and Audit Fund	-	2,400	(2,048)	1,648	2,000
 <b>Total Funds</b>	 <b>416,110</b>	 <b>398,405</b>	 <b>(277,986)</b>	 <b>-</b>	 <b>536,529</b>
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

During the year £2,000 (2016: £2,000) was transferred from the General Fund to the EFFC fund to fund the costs of FPS hosting the next UK Annual General Meeting of the European Federation of Foundation Contractors.

During the year £1,648 was transferred from the General Fund to the Registration and Audit Fund, as the costs had exceeded income generation.

**THE FEDERATION OF PILING SPECIALISTS**

**DETAILED INCOME AND EXPENDITURE ACCOUNT**

For The Year Ended 31 December 2017

	2017 £	2016 £
<b>Turnover</b>		
Levies	132,370	127,900
Levies - Associate members	12,880	9,300
Apprenticeship scheme income	127,250	131,500
Registration and audit fee	-	2,400
Summer ball income	23,270	34,710
Annual dinner income	35,199	32,890
Golf day income	3,020	3,392
Donations	1,650	1,685
Application fees	2,625	4,600
Rig bearing pressure seminar	95	1,995
NVQ lvl 3 2017	56,430	-
Sales of publications - SPERWALL	3,479	-
	<hr/> 398,268	<hr/> 350,372
<b>Other income</b>		
Deposit account interest	137	151
	<hr/> 398,405	<hr/> 350,523
<b>Expenditure</b>		
Insurance	641	638
Advertising and promotion	15,460	16,859
EFFC subscriptions and levies	9,657	8,048
European expenses	4,256	1,997
Subscriptions	10,878	10,822
Secretarial fees	69,900	66,006
Printing, postage and telephone	2,793	2,632
General expenses	50	1,170
Travel expenses and meetings	9,711	8,248
Website	12,315	10,684
PSSTS course	4,054	-
Andrew Bond IEC7	5,000	-
Apprenticeship scheme	33,438	54,801
NVQ expenses	32,774	17,193
Golf day expenses	2,722	1,937
Summer ball expenses	26,553	27,968
Audit fund expenses	2,048	7,310
Annual dinner expenses	33,306	42,377
Platform seminar	1,125	10,980
Auditors' remuneration	1,175	1,175
	<hr/> 277,856	<hr/> 290,845
	<hr/> 120,549	<hr/> 59,678
<b>Finance costs</b>		
Bank charges	104	114
<b>NET SURPLUS</b>	<b><hr/>120,445</b>	<b><hr/>59,564</b>

This page does not form part of the statutory financial statements