# THE BRITISH OCCUPATIONAL HYGIENE SOCIETY

England & Wales · Charity number 1150455

## Details

| | |
|---|---|
| **Other names** | BOHS |
| **Status** | Registered |
| **Legal form** | Other |
| **Company number** | RC000858 |
| **Registered** | 2013-01-11 |
| **Register** | View on the Charity Commission register |

## Contact

| | |
|---|---|
| **Address** | British Occupational Hygiene Society<br>Unit 5-6<br>Melbourne Business Court<br>Pride Park<br>DE24 8LZ |
| **Phone** | 01332298101 |
| **Email** | admin@bohs.org |
| **Website** | www.bohs.org |

## Activities

**Objects:** 3. OBJECTSTHE OBJECTS FOR WHICH THE CHARTERED SOCIETY IS INCORPORATED ARE THE PROMOTION AND PROTECTION OF OCCUPATIONAL AND ENVIRONMENTAL HEALTH AND HYGIENE. IN FURTHERANCE OF THIS OBJECT THE CHARTERED SOCIETY WILL:3.1 PROMOTE PUBLIC AND PROFESSIONAL AWARENESS, GOOD PRACTICE AND STANDARDS; AND 3.2 RESEARCH AND ADVANCE EDUCATION IN THE SCIENCE OF OCCUPATIONAL AND ENVIRONMENTAL HEALTH AND HYGIENE IN PARTICULAR BY OPERATING A PROFESSIONAL FACULTY.

**Activities:** British Occupational Hygiene Society (BOHS), is a professional organisation representing occupational hygienists, promoting awareness of occupational hygiene and the underpinning medical, scientific and engineering issues. It offers qualifications, regulates the profession of occupational hygienists, improves knowledge and understanding through conferences and publications.

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## Classification

- **How:** Provides Services, Provides Advocacy/advice/information, Sponsors Or Undertakes Research, Acts As An Umbrella Or Resource Body
- **What:** General Charitable Purposes, Education/training, The Advancement Of Health Or Saving Of Lives
- **Who:** The General Public/mankind

## Geography

- Throughout England And Wales

## Finances

| Period end | Income | Expenditure | Assets | Employees |
|---|---|---|---|---|
| 2024-12-31 | £1,708,242 | £1,847,999 | £1,114,779 | 20 |
| 2023-12-31 | £1,517,653 | £1,613,642 | £1,254,536 | 20 |
| 2022-12-31 | £1,427,957 | £1,586,517 | £1,300,744 | 19 |
| 2021-12-31 | £1,305,526 | £1,276,070 | £1,504,779 | 19 |
| 2020-12-31 | £989,639 | £1,415,881 | £1,371,485 | 18 |

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## Trustees

| Name | Role | Appointed |
|---|---|---|
| ALEXANDER GEORGE WILSON | | 2022-05-04 |
| Adrian Parris | | 2024-05-17 |
| Craig William Hendry | | 2024-05-17 |
| Damien Markus James Eaves | | 2024-05-17 |
| Dr Helen Elizabeth Taylor | | 2024-05-17 |
| Helen Maria Pearson | | 2023-05-03 |
| Jason Sidney Thomas Hodgkiss | | 2023-05-03 |
| Jonathan Grant | | 2024-05-17 |
| Lindsay Michael Betts | | 2024-05-17 |
| Mary Kathleen Cameron | | 2024-05-17 |
| Michael James Robertson | | 2023-05-03 |
| Parmjit Gahir | | 2023-05-03 |
| Sarah Jane Leeson | | 2022-05-04 |
| Susan Lett | | 2022-05-04 |

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**THE BRITISH OCCUPATIONAL HYGIENE SOCIETY**

England & Wales - Charity number 1150455

# Accounts

# The British Occupational Hygiene Society
(A company limited by guarantee)

# ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

Charity Number 1150455
Company Number RC000858

The British Occupational Hygiene Society
(A company limited by guarantee)

Financial Statements
for the year ended 31 December 2024


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**The British Occupational Hygiene Society**
**(A company limited by guarantee)**

**Reference and Administrative Information**

| | | |
|---|---|---|
| **Chief Executive Officer:** | Professor K Bampton | |
| **Trustees:** | Mr P Gahir | President |
| | Mr A Parris | President Elect |
| | (appointed May 2024) | |
| | Ms H Pearson | Hon. Secretary |
| | Mr J Hodgkiss | Hon. Treasurer |
| | Mr A Wilson | Immediate Past President |
| | Mr D Eaves | (appointed May 2024) |
| | Ms S Leeson | FOH Registrar |
| | Mr J Grant | FAAM Registrar |
| | (appointed May 2024) | |
| | Ms S Lett | |
| | Ms C Forshaw | (resigned May 2024) |
| | Ms M K Cameron | (appointed May 2024) |
| | Ms N M Flavin | (resigned May 2024) |
| | Mrs C Trow | (resigned September 2024) |
| | Ms J McDonagh | (resigned August 2024) |
| | Mr M Robertson | |
| | Mr C Hendry | (appointed May 2024) |
| | Ms H Taylor | (appointed May 2024) |
| | Mr L Betts | (appointed May 2024) |
| **Secretary:** | Ms H Pearson | Hon. Secretary |
| **Senior Management/ Leadership Team:** | Professor K Bampton | Chief Executive |
| | Ms L Oxlade | Finance and Resources Manager |
| **REGISTERED OFFICE:** | 5/6 Melbourne Business Court<br>Millennium Way<br>Pride Park<br>Derby<br>DE24 8LZ | |
| | The charity is incorporated in England and Wales | |

**The British Occupational Hygiene Society**
**(A company limited by guarantee)**

**Reference and Administrative Information**

| | |
|---|---|
| **Company Registration Number:** | RC000858 |
| **Charity Registration Number:** | 1150455 |
| **Solicitors:** | Nelsons Solicitors LLP<br>Pennine House<br>8 Stanford Street<br>Nottingham<br>NG1 7BQ |
| **Bankers:** | HSBC<br>1 St Peters Street<br>Derby<br>Derbyshire<br>DE1 2AE |
| **Auditors:** | TC Group<br>10 Stadium Business Court<br>Millennium Way<br>Pride Park<br>Derby<br>DE24 8HP |

**The British Occupational Hygiene Society**
**(A company limited by guarantee)**

**Report of the Trustees for the year ended 31 December 2024**

The Trustees, who are Directors for the purposes of Company Law, present the Annual Report together with the financial statements and auditors' report of the charitable company for the year ended 31 December 2024

## Objectives and Activities

### *Objects & Aims*

The Society is a charity, and its objects are to promote the science of occupational hygiene and health, good practices and standards, research, and advance education in the subject of occupational and environmental hygiene. The Royal Charter recognises the Society as the pre-eminent body in the UK for occupational hygiene.

### *Objectives, Strategy and Activities*

All our charitable activities are undertaken to further our charitable purpose for the public benefit. Many of these activities would not be possible without the significant voluntary contributions of our members. The trustees wish to express their continued gratitude to members in this regard. Membership of the Society is open to anyone with an interest in occupational hygiene and reduced membership rates are available to students and retired members.

The Society has examined the information contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. The Trustees regularly consider how planned activities will contribute to the aims and objectives they have set. The intent of the Strategy is to focus the Society's resources to deliver an improved public benefit in reducing the incidence of ill- health caused or made worse by work.

### *Strategic Themes*

The Society has broken down our vision into a set of aims that we are working to achieve:

- Work to eliminate harmful exposures
- Promote safe and effective substitutes for existing hazards
- Design out threats to human health
- Manage out work practices that place people at risk
- Ensure all people in all working environments have the right protection at the right time

**Key developments planned for 2021-2025 are:**

1. To develop a Professional Standards Governance and Performance Framework which would be externally recognised as the definitive competency statement whilst also being a formal statement of the profession and a benchmark for anyone providing occupational health services.

2. To establish a presence in Higher Education to support learning, qualification, and professional development to broaden and deepen the public, sectoral, governmental, and professional understanding of occupational hygiene.

3. The enhancement of technical capabilities by maintaining and developing a systematic programme of technical guidance production and review, informed, and critiqued by practice and research.

4. The formalisation of international engagement by reviewing each of our existing bilateral partnerships, consulting on strategic aims of partner societies and, so far as is mutually beneficial and sustainable, develop partnerships with other occupational health societies and organisations globally.

The main activities undertaken by the Society under these strategic themes encompass:

- **Campaigns:** leadership of industry awareness campaigns
- **Membership:** provision of services and support to members
- **Events:** running of scientific conferences and events
- **Qualifications:** the provision of qualifications and competency schemes
- **Publishing:** of an academic journal and other scientific information
- **Policy and Technical:** scientific and technical representation to government, regulators, and other bodies

***Public Benefit***

The main purpose of the Society is to reduce the incidence of ill-health caused or made worse by work. This falls within the recognised charitable purpose of the advancement of health or the saving of lives under the Charities Act 2006. The public benefit of this aim applies both directly to the working population and to those affected by the wider health impact of workplaces.

The Trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

**Structure, Governance and Management**

The Society is a charitable company, incorporated by Royal Charter on 20 December 2012 and registered as a new charity on 11 January 2013.

The Society is established under Royal Charter which sets out its objects and powers and is governed under the associated Byelaws and Regulations.

Under the Byelaws, Ordinary Board Members of the Board are elected at the AGM to serve for a period of three years. The Honorary Officers of Secretary, and Treasurer are elected for a period of three years, the Registrars for Faculty of Occupational Hygiene and Faculty of Asbestos Assessment and Management are elected for a period of three years and a new President is elected annually to serve on a three-year cycle (year one as President-Elect, year two as President and year three as Immediate Past-President).
All new Board members are provided with an induction and operational briefing. They have access to selected previous Board paperwork, and documents outlining the practices and procedures used by the Board for its operation. During the President-Elect's one-year term, mentoring and support are provided by the President, Immediate Past President, and Chief Executive.

The Board members (who are both directors and trustees) manage the Society through regular Board meetings which focus on strategic decision making and policy setting. The implementation of strategy, policy and the day-to-day running of the Society's operations are delegated to the members of the Management Team who, through the Chief Executive, are accountable to the Board.

All the Trustees are members of the Society. None of the trustees have any beneficial interest in the Society.

The Board maintains a risk register which is reviewed by the Board every quarter. The Board is satisfied that it has identified, discussed, and had oversight of the major risks facing the organisation, and that plans are in place as far as possible to reasonably mitigate those risks. External risks to funding are minimised by the implementation of procedures for the authorisation of all transactions.

2021 saw the launch of a new Strategic Plan for implementation from 2021-2025. It focuses on the key roles of the Society as a home for the Occupational Hygiene and Asbestos Professions, as a learned scientific Society and as a scientific charity devoted to the promotion of worker health protection.

**Achievements and performance**

A full review of the Society's achievements and performance is provided in the BOHS Annual Report which accompanies the Financial Statements, circulated to members.

2024 saw the Society building on significant step changes in its role as a national body.

The Register of Occupational Hygiene Professionals was fully implemented, our new software solution for qualifications was transitioned to, we started developing research projects to underpin our scientific mission and continued to work at pace to influence policy.

We also launched the M series of qualifications in replacement of the joint W500 awards with OHTA. BOHS also followed through its commitment to support the Occupational Hygiene Society of Ireland in delivered the International Occupational Hygiene Association Conference in Dublin.

All of these activities have an element of risk and therefore considerable focus was on successful delivery and risk management, rather than the promotion of new initiatives. Nonetheless, the groundwork was completed to bring all local exhaust ventilation testing professionals into a registration scheme and to do the same in respect of asbestos surveyors. These are two highly significant projects which will impact positively on the Society's sustainability beyond 2025.

**1. Campaigns**

BOHS's 2024 Parliamentary work saw it continuing to support the All Party Parliamentary Group on Respiratory Health and the APPG on Health and Safety. While the election placed these groups into abeyance for several months, BOHS had a central role in supporting the group's understanding of the cluster of silicosis cases in the engineered stone industry.

BOHS produced technical guidance for the industry, based on materials prepared by the Australian Institute of Occupational Hygiene and, towards the end of 2024, produced an online training tool for free distribution across the industry. BOHS was active in supporting other bodies in focusing their research strategies on understanding control effectives in managing respirable crystalline silica risks. Our visibility in the national press around this issue was high as the authoritative independent scientific body on this issue.

The Society also campaigned for amendments to the Leasehold Reform Bill to reflect the risks of asbestos, with the support of Sir Stephen Timms. While the amendments were not successful, Sir Stephen took on the crucial Ministerial role within the Department of Work and Pensions and continues to be receptive to BOHS's scientific input on risk in the asbestos sector.

Directly linked to BOHS's campaign for the better recognition of the burden of ill-health on women, the HSE started producing gender-based statistics as part of its national statistical package. Other organisations have taken an active interest in this area and a Parliamentary event has been scheduled for 2026 to focus on this.

BOHS continued to be concerned with variable standards in the Local Exhaust Ventilation sector. The suspension of the operation of the Institute for Local Exhaust Ventilation in 2025 gave rise to an opportunity for BOHS to work across the whole of the LEV sector to agree a way forward. This was combined with a review of BOHS's qualifications for the sector, which are the cornerstone of the occupational hygiene element of competence. We have been able to secure support across the sector to move forward on standards in a unified way, setting the stage for a directory of LEV professionals. Our highly successful Certificate of Control Days, run in partnership with BOHS training provider Oxyl8 worked to significantly increase engagement with LEV qualifications.

**1.Campaigns continued**

BOHS and FAAM continued to focus on the risks associated with management in situ for asbestos and the need to make progress toward implementing the recommendations of the Work and Pensions Select Committee. In furtherance of this, BOHS has been working towards a simplified version of the asbestos surveyors' competency scheme commission in the last decade by HSE but abandoned because of market conditions. The new approach, driven by our qualifications data and centering around a directory of qualified asbestos surveyors is work in progress, but will provide an essential and valuable tool for those commissioning asbestos surveyors to be able to determine the training level achieved by individual surveyors, rather than relying solely on the accreditation of their company.

BOHS continued to work in support of the COVID-19 Inquiry as part of the science-based umbrella group, the Covid Airborne Transmission Alliance (a Core Participant for Module 3 - The Experience of Healthcare). Over the course of the ten weeks of the Module, we reviewed thousands of pages of evidence and helped the Inquiry shape its questions, as well as advising on witnesses and preparing a substantial witness statement on airborne transmission and the control of respiratory risk.

**2. Membership (including FAAM)**

General membership of the Society (as opposed to professional membership) continued to diminish marginally. However, this appears to be largely a reflection of general members who work in the field seeing the benefit of becoming professional members, since there was a corresponding increase in professional membership. Our overall membership now is the highest since our current records system began in 2019.

The Faculty of Occupational Hygiene set about bedding in the Register of Occupational Hygiene Professionals and completed a comprehensive review of our flagship qualification in Occupational Hygiene, the Diploma. Significant guidance developed including a revised technical document on Metal Working Fluids, amongst other documents.

The Faculty of Asbestos Assessment and Management launched some significant research projects, including one relating to a revised version of the Walton and Becket Graticule. The Faculty also set the blueprint for a competency framework, surveyor's directory, and a pathway to Chartered status for its most senior members.

**3.Events**

BOHS delivered five conferences, including the International Occupational Hygiene Association Conference in Dublin, the Asbestos Conference, and an expanded LEV Conference, the UKHCA's conference and the European Asbestos Forum Conference. In addition, we launched face-to-face regional events in earnest and held a highly successful stand-alone Awards evening. While conference delivery continues to be a challenging sector, we were more effective in locking in cost controls and were able to deliver high quality conferences on budget despite generally raised prices and a tighter market.

**4.Qualifications**

Qualifications faced the double challenge of implementing a new software system, while also needing to launch the M series in replacement of the W series which we had previously been jointly awarded with the Occupational Hygiene training Association. The latter fundamental change posed a potential risk that could have impacted much of our overseas training activity. However, efficient rollout and the strength of the BOHS brand resulted in us meeting our budget expectations for income from the M series.

The impact of these changes on the team was considerable and in the earlier part of the year, it was clear that we lacked sufficient capacity to keep to KPIs. However, with additional work to manage process, we were able to get back on track in delivery and continue to embed the new systems.

In parallel, we continued to review qualifications and standards, with a focus on LEV and the Diploma in Occupational Hygiene. The majority of the work on these major changes completed in 2024 for launch in 2025.

**5.Publishing**

The Annals of Work Exposures and Health continued in rude health with broadened engagement, contribution, and multiple issues. The shape of academic publishing continues to evolve, but the level of activity of the Annals continues to be high. We signed another 5-year contract with Oxford University Press with a continued contribution rate of 70% of generated surplus.

**Financial Review**

As was the case for many organisations, 2024 was a turbulent year financially. The budget for the year was predicated on a marginal loss of £2,178. The budget was to be partly achieved by reshaping the workforce.

However, for operational reasons the planned reduction in staffing costs was not implemented, resulting in a revision to the budget to provide for a £57,192 deficit, with the aim of increasing income to make up for it. Overall, income was slightly up on budget by £14,837 by the end of the year.

Qualifications income was only £245 short of the income target and the slight shortfall in membership income was made up for by increased publication income. Significantly, conference income was impacted by a decline in income for the Asbestos Conference, leading to a shortfall of £24,130. This was directly the result of other organisations launching free events within weeks of our conference and the impact of adverse trading conditions in the asbestos sector. The conference team nonetheless succeeded in delivering additional unbudgeted activity which mitigated income shortfalls in two other events.

The conference team was also very successful in managing the cost control issues which impacted the 2023 budget, for example delivering the IOHA conference 10% under the bid budget, while providing a significant bigger event. Other departments all delivered within budget with the material exception of Governance and Qualifications.

The Governance budget saw a variance of £5,963, driven largely by additional overseas travel by officers as a result of international opportunities to continue to support BOHS international presence for charitable activities.

The most significant overspend was in support of Qualifications, amounting to £109,169. The bulk of this additional expenditure was represented by the decision not to reshape staffing. However, long-term sickness absence requiring agency backfill contributed significant costs throughout the year, so that the overall additional staffing costs for Qualifications for 2024 amounted to over £72,000 over the initial budget.

The proliferation of demand for paper examinations as a result of changes in training partner delivery models had a significant impact on costs of invigilation, printing, and postage, amounting to over £20,000. Because of the heavy manual element of managing paper examinations, staff were working to full capacity to meet KPIs.

Finally, the termination of the legacy examinations software contract was delayed because of challenges in assuring the quality and usability of data archives.

As a result of the adjustment to budget, arising from the retention of the same staffing model, conference income loss and staff and paper examinations costs in qualifications, the statement of financial activities shows a net deficit for the year of £139,757 compared to a £46,208 deficit in 2023, resulting in an overall variance to budget for 2024 of £82,564.

**Future Sustainability**

Qualifications income and expenditure is crucial to BOHS. However, growth in demand needs to be capable of being able to be supported by the current staffing levels and there needs to be sufficient capacity to manage the impact of illness and other staffing continuity issues. To address this, more focused management activity aimed at process simplification and efficiency gains will be implemented, alongside growth of business. Written examinations present a range of risks beyond the operational and cost impact and so these will be phased out through 2025.

Conference income needs to be sustainable and moving the asbestos conference to a less crowded time of year is hoped to avoid some of the impacts experienced in 2024. Cost control measures will continue to be applied in the management of the conference budgets.

Overseas travel for officers, which formed a vital role in maintaining our international profile will need to be delivered within budget.

Much of the work through 2024 has been to enable the Society to upscale its capacity to deliver charitable activities which create income. This has chiefly been through the ongoing projects to enable the qualifications team and their processes to handle increased volume, while working on developments, such as the LEV and Asbestos Surveyor's directories which can promote better health in the workplace, a desire for higher quality provision and, commensurate change in the demand for training.

This, in turn will have a knock-on effect on membership and engagement with activities such as conferences. In a generally difficult trading environment for training and the knowledge economy, the Society's strategy to promote professional standards is at the heart of its charitable mission but is also key to driving sustainability in financial and engagement terms.

**Reserves**

Our reserves, which are unrestricted, amounted to £ 1,114,779 compared to £1,254,536 in 2023. Around 30% of reserves are invested for potential growth whilst the remainder are held on deposit or used for working capital. The Society's investment funds were held in one charity account during 2024, with the value of the Charities Investment Fund fluctuating throughout the year and showing a final net gain in value of £21,765 in 2024 made up of £6,083 realised and £15,682 unrealised gains.

***Policy on Reserves***

BOHS maintains reserves as part of its risk strategy and to ensure a sustainable financial base. The purposes of reserves are the following:

- To ensure the Society can cover administrative, contractual, and operating costs
- To assure the Society's position of independence, and freedom and responsiveness of action
- To provide financial headroom for the Society to develop its activities for members
- To provide reassurance for suppliers

The level of reserves is determined annually by the Board as part of the budget setting process. The minimum level of reserves was thoroughly reviewed during 2022 and will be assessed annually as part of the budget-setting process against risk, contractual obligations and likely future income streams and expenditure.

## Pay Policy for Staff and Trustees

The Board members, who are the trustees and directors of the British Occupational Hygiene Society, give their time freely and no remuneration was given to any trustee of the Society within the year. Details of the trustees' expenses and related party transactions are disclosed within the accounts.

The pay of staff is reviewed annually and may be increased, based on a benchmarking process against increases in national average earnings, local labour market costs for specialist skills as well as inflation indices.

## Fundraising Disclosures

The charity does not conduct significant fundraising activities that require disclosure under the Charities Act 2011.

## Financial Instruments

### *Objectives and Policies*

The Charity's activities expose it to a number of financial risks including credit risk, cash flow risk and liquidity risk. The use of financial derivatives is governed by the Charity's policies approved by the board of trustees, which provide written principles on the use of financial derivatives to manage these risks. The Charity does not use derivative financial instruments for speculative purposes.

### *Cash flow Risk*

The Charity's activities expose it primarily to the financial risks of changes in foreign currency exchange rates and interest rates. The Charity uses foreign exchange forward contracts and interest rate swap contracts to hedge these exposures.
Interest bearing assets and liabilities are held at a fixed rate to ensure certainty of cash flows.

### *Credit Risk*

The Charity's principal financial assets are bank balances and cash, trade and other receivables, and investments.
The Charity's credit risk is primarily attributable to its trade receivables. The amounts presented in the balance sheet are net of allowances for doubtful receivables. An allowance for impairment is made where there is an identified loss event which, based on previous experience, is evidence of a reduction in the recoverability of the cash flows.
The credit risk on liquid funds and derivative financial instruments is limited because the counterparties are banks with high credit-ratings assigned by international credit-rating agencies.
The Charity has no significant concentration of credit risk, with exposure spread over a large number of counterparties and customers.

### *Liquidity Risk*

In order to maintain liquidity and to ensure that sufficient funds are available for ongoing operations and future developments, the Charity uses a mixture of long-term and short-term debt finance.
Further details regarding liquidity risk can be found in the Statement of accounting policies in the financial statements.

## Third Party Indemnity Provisions

The British Occupational Hygiene Society (The Society) maintains qualifying liability insurance for its trustees.

**Statement of Trustees Responsibilities**

The trustees (who are also the directors of The British Occupational Hygiene Society for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees 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 charitable company and of the incoming resources and application of resources, including its income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards, comprising FRS 102 have been followed, subject to any material departures disclosed and explained in the financial statements; and
- 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 that can disclose with reasonable accuracy at any time the financial position of the charitable 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

**Disclosure of Information to Auditor**

Each trustee has taken steps that they ought to have taken as a trustee in order to make themselves aware of any relevant audit information and to establish that the Charity's auditor is aware of that information. The trustees confirm that there is no relevant information that they know of and of which they know the auditor is unaware.

The annual report was approved by the trustees of the Charity on 17 April 2025 and signed on its behalf by:

Mr P Gahir President
Trustee

**Report of Independent Auditors to the Trustees of**
**The British Occupational Hygiene Society**
**(A company limited by guarantee)**

## Opinion

We have audited the financial statements of The British Occupational Hygiene Society for the year ended 31 December 2024 on pages sixteen to thirty-one which comprise the Statement of Financial Activities, the summary Income and Expenditure Account, the Balance Sheet, the Cash Flow Statement and the related notes. 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).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2024 and of the incoming resources and application of resources 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 Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable 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 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 director's 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 charitable 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 Trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our Auditors report 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 we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. 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.

**Report of Independent Auditors to the Trustees of**
**The British Occupational Hygiene Society**
**(A company limited by guarantee)**

**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 Trustees Report which includes the Director's report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Directors included within the Trustees report has been prepared in accordance with applicable legal requirements.

**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 Director's report included within the Trustees report.

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 and proper accounting records have not been kept by the parent charitable company, or returns adequate for our audit have not been received from branches not visited by us; or
- Parent charitable company financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustee's remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemption from the requirement to prepare a Strategic Report or in preparing the Trustees report.

**Responsibilities of Trustees**

As explained more fully in the Statement of Trustees Responsibilities set out on page eleven, 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, and for such internal control as the trustees determine is 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 trustees are responsible for assessing the charitable 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 trustees either intend to liquidate the charitable company or to cease operations, or has no realistic alternative but to do so.

**Auditors' 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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

- Enquiring of management of any known or suspected instances of fraud, as well as considering management's assessment of the susceptibility of the financial statements to fraud.

- Performing substantive testing over a selection of journal entries made in the period, to address the risk of fraud due to management override of controls. With a focus on entries made by unusual team members or entries made at unusual times or on unusual dates.

- We also communicated relevant identified laws and regulations and potential fraud risks to all engagement team members, and remained alert to any indications of fraud or non-compliance with laws and regulations throughout the audit.

- Reviewing the financial statement disclosures and testing to supporting documentation to assess compliance with provisions of relevant laws and regulations described as having a direct effect on the financial statements. Specifically checking compliance with The Charity Commission as well as employment laws and regulations.

- Performing analytical procedures to identify any unusual or unexpected relationships that may indicate an increased risk of material misstatement as a result of fraud, or management override.

- Assessing accounting estimates which have a material impact of the year end accounts, to determine if there is indication of management bias.

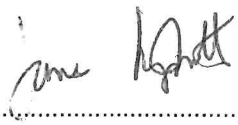
Despite the audit being planned and conducted in accordance with ISAs (UK) there remains an unavoidable risk that material misstatements in the financial statements may not be detected owing to inherent limitations of the audit, and that by their very nature, any such instances of fraud or irregularity likely involve collusion, forgery, intentional misrepresentations, or the override of internal controls.

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. This description forms part of our Report of the Auditors.

**Report of Independent Auditors to the Trustees of**
**The British Occupational Hygiene Society**
**(A company limited by guarantee)**

**Use of our report**

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.



.....

James Liptrott (Senior Statutory Auditor)
For and on behalf of TC Group, statutory auditor
10 Stadium Business Court
Millennium Way
Pride Park
Derby
DE24 8HP

Date: 22/4/25

**The British Occupational Hygiene Society**
**(A company limited by guarantee)**

**Statement of Financial Activities for the year ended 31 December 2024**
**(Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)**

| | Notes | Unrestricted | Total | |
|---|---|---|---|---|
| | | General | 2024 | 2023 |
| | | £ | £ | £ |
| **INCOME AND ENDOWMENTS** | | | | |
| Donations and Legacies | 3 | 35,616 | 35,616 | 500 |
| Charitable Activities | 4 | 1,650,564 | 1,650,564 | 1,517,046 |
| Other Income | | 297 | 297 | 107 |
| **TOTAL INCOME** | | 1,686,477 | 1,686,477 | 1,517,653 |
| **EXPENDITURE** | | | | |
| Charitable Activities | 5/6 | (1,847,999) | (1,847,999) | (1,613,642) |
| **TOTAL EXPENDITURE** | | (1,847,999) | (1,847,999) | (1,613,642) |
| Net Gains/Losses on Investment Assets | | 21,765 | 21,765 | 49,781 |
| Net (Expenditure)/ Income | | (139,757) | (139,757) | (46,208) |
| Net Movement in Funds | | (139,757) | (139,757) | (46,208) |
| **RECONCILIATION OF FUNDS:** | | | | |
| Total Funds Brought Forward | | 1,254,536 | 1,254,536 | 1,300,744 |
| Total Funds Carried Forward | 22 | 1,114,779 | 1,114,779 | 1,254,536 |

All of the Charity's activities derive from continuing operation during the above two periods.

**The British Occupational Hygiene Society**
**Company Number RC000858**

**Balance Sheet as at 31 December 2024**

| | Notes | 2024 £ | 2023 £ |
|---|---|---|---|
| **FIXED ASSETS** | | | |
| Intangible Assets | 12 | 42,175 | 58,039 |
| Tangible Assets | 13 | 609,061 | 631,202 |
| Investments | 14 | 323,969 | 452,204 |
| | | 975,205 | 1,141,445 |
| **CURRENT ASSETS** | | | |
| Stocks | 15 | 20,300 | 23,419 |
| Debtors | 16 | 255,537 | 250,680 |
| Cash at Bank and in Hand | 17 | 115,696 | 110,612 |
| | | 391,533 | 384,711 |
| **CREDITORS**: Amounts falling due within one year | 18 | (251,959) | (271,620) |
| **NET CURRENT ASSETS** | | 139,574 | 113,091 |
| **NET ASSETS** | | 1,114,779 | 1,254,536 |
| **THE FUNDS OF THE CHARITY:** | | | |
| **UNRESTRICTED INCOME FUNDS** | | | |
| Unrestricted funds | | 1,114,779 | 1,254,536 |
| **TOTAL FUNDS** | 22 | 1,114,779 | 1,254,536 |

The accounts are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

**ON BEHALF OF THE BOARD:**

.....
Mr P Gahir – President
Trustee

Approved by the Directors of the Company and Trustees of the Charity on 17 April 2025

The notes on pages 19 to 31 form part of these financial statements

## The British Occupational Hygiene Society

## Statement of Cash Flows for the Year Ended 31 December 2024

| | Notes | 2024<br>£ | 2023<br>£ |
|---|---|---|---|
| **Cash Flows from Operating Activities** | | | |
| Net Cash (Expenditure)/ Income | | (139,757) | (46,208) |
| **Adjustments to cash flows from non-cash items** | | | |
| Depreciation and amortisation | | 42,324 | 49,311 |
| Loss on disposal of tangible fixed assets | | 208 | 3,998 |
| Net gains/losses on investment assets | | (21,765) | (49,781) |
| | | 20,767 | 3,528 |
| | | (118,990) | (42,680) |
| **Working Capital Adjustments** | | | |
| (Increase)/decrease in stocks | 15 | 3,119 | (9,697) |
| Decrease in debtors | 16 | (4,857) | 12,177 |
| (Decrease)/increase in creditors | 18 | (39,035) | 48,029 |
| Increase in deferred income | | 19,375 | 35,166 |
| | | (21,398) | 85,675 |
| Net Cash Flows from Operating Activities | | (140,388) | 42,995 |
| **Cash flows from Investing Activities** | | | |
| Interest receivable and similar income | | - | - |
| Purchase of fixed assets | 12/13 | (4,527) | (40,398) |
| Sale of investments | | 150,000 | - |
| Net cash flows from Investing Activities | | 145,473 | (40,398) |
| Net (decrease)/ increase in cash and cash equivalents | | 5,085 | 2,597 |
| Cash and cash equivalents at 1 January | | 110,612 | 108,015 |
| Cash and cash equivalents at 31 December | | 115,697 | 110,612 |

All of the cash flows are derived from continuing operations during the above two periods.

The notes on pages 19 to 31 form part of these financial statements

**The British Occupational Hygiene Society**
**(A company limited by guarantee)**

**Notes to the Financial Statements**
**for the year ended 31 December 2024**

## 1. STATUTORY INFORMATION

The British Occupational Hygiene Society is a private limited company, limited by guarantee, registered in England and Wales. The company's registered number and registered office address can be found on the company's information page. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the Charity in the event of liquidation.

## 2. ACCOUNTING POLICIES

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the period.

### a) Basis of Preparation and Statement of Compliance

The financial statements have been prepared in accordance with the Accounting and Reporting by Charities; Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019) – (Charities SORP (FRS102)), The Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The functional currency is pounds sterling because that is the currency of the primary economic environment in which the Charity operates in.

The Charity meets the definition of a public benefit entity under FRS102.

### b) Going Concern

The accounts are prepared on a going concern basis. The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

### c) Income Recognition

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

***Donations and Legacies***

Donations are recognised when the Charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the Charity before the Charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the Charity and it is probable that those conditions will be fulfilled in the reporting period.

***Grants Receivable***

Grants are recognised when the Charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

***Deferred Income***
Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:
- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Income received in respect of future events is recognised when the event substantially occurs. Subscription income is recognised over the period of time to which the subscription relates.

***Investment Income***
Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

**d) Expenditure**
All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measure reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

***Charitable Activities***
Charitable expenditure comprises those costs incurred by the Charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

***Governance Costs***
These include the costs attributable to the Charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustee's meetings and reimbursed expenses.

**e) Interest Receivable**
Interest is included when receivable by the charity.

**f) Fund Accounting**
Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the Charity.

**g) Government Grants**
Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

**h) Fixed Assets**

All tangible fixed assets purchased that have a cost of more than £500 and an expected useful economic life that exceeds one year are capitalised. Tangible fixed assets are initially recognised at cost less accumulated depreciation and any accumulated impairment losses.

Depreciation is provided at the following rates so as to write off the cost, less any estimated residual value, over their estimated useful economic life.

| | | |
|---|---|---|
| Leasehold Property | - | Straight line over 50 years |
| Office Equipment | - | 33.33% straight line |
| Fixtures and Fittings | - | 20% straight line |

Intangible assets are initially measured at cost less accumulated amortisation and any accumulated impairment losses.

Amortisation is provided at the following rates so as to write off the cost, less any estimated residual value, over their estimated useful economic life.

| | | |
|---|---|---|
| IT Software | - | 5 years straight line |

Other intangibles consist of arms and a crest which are deemed to have an infinite life so no amortisation is charged on these.

**i) Fixed Asset Investments**

Fixed asset investments, other than programme related investments, are included at market value at the balance sheet date. Realised gains and losses on investments are calculated as the difference between sales proceeds and their market value at the start of the year, or their subsequent costs, and are charged or credited to the Statement of Financial Activities in the period of disposal.

Unrealised gains and losses represent the movement in the market value during the year and are credited or charged to the Statement of Financial Activities based on the market value at the year end.

**j) Stock**

Stock is valued at the lower of cost and estimated selling price less costs to complete and sell, after due regard for obsolete and slow-moving stocks. Cost is determined using the first-in, first-out (FIFO).

**k) Trade Debtors**

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established where there is objective evidence that the Charity will not be able to collect all amounts due according to the original terms of the receivables

**l) Cash at Bank and in Hand**

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

**m) Creditors and Provisions**

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the Charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

**n) Pensions and other Post Retirement Obligations**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**o) Financial Instruments**

The Charity has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

**p) Significant judgements and estimates**

The preparation of the financial statements requires management to make estimates and assumptions that affect the reported amount of assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period.

The key estimates and assumptions used in these financial statements are detailed in notes 2c and 2h.

## 3. Income from Donations and Legacies

| | Unrestricted Funds General | 2024 |
|---|---|---|
| | £ | £ |
| Donations and Legacies | | |
| Donations | 23,647 | 23,647 |
| Grants including capital grants | 11,969 | 11,969 |
| Government Grants | | |
| | 35,616 | 35,616 |

| | Unrestricted Funds General | 2023 |
|---|---|---|
| | £ | £ |
| Donations and Legacies | | |
| Donations | 500 | 500 |
| | 500 | 500 |

## 4. Income from Charitable Activities

| | Unrestricted Funds General | 2024 | 2023 |
|---|---|---|---|
| | £ | £ | £ |
| Qualifications | 732,611 | 732,611 | 775,863 |
| Membership Services | 177,950 | 177,950 | 149,472 |
| Conference and Events | 448,216 | 448,216 | 268,826 |
| Publications | 281,147 | 281,147 | 263,804 |
| Schemes and Services | - | - | 59,081 |
| Governance & Sponsorship | 10,640 | 10,640 | - |
| | 1,650,564 | 1,650,564 | 1,517,046 |

## 5. Expenditure on Charitable Activities

| | Unrestricted Funds General | Total 2024 |
|---|---|---|
| | £ | £ |
| Qualifications | 587,821 | 587,821 |
| Membership Services | 168,827 | 168,827 |
| Conference and Events | 476,069 | 476,069 |
| Publications | 90,829 | 90,829 |
| Schemes and Services | - | - |
| Head Office | 200,022 | 200,022 |
| Marketing and Communications | 54,684 | 54,684 |
| Leadership | 47,833 | 47,833 |
| | 1,626,085 | 1,626,085 |

| | Unrestricted Funds General | Total 2023 |
|---|---|---|
| | £ | £ |
| Qualifications | 486,000 | 486,000 |
| Membership Services | 160,907 | 160,907 |
| Conference and Events | 311,231 | 311,231 |
| Publications | 84,754 | 84,754 |
| Schemes and Services | 57,640 | 57,640 |
| Head Office | 204,284 | 204,284 |
| Marketing and Communications | 49,418 | 49,418 |
| Leadership | 42,878 | 42,878 |
| | 1,397,112 | 1,397,112 |

In addition to the expenditure analysed above, there are also governance costs of £221,914 (2023: £216,530) which relate directly to charitable activities. See note 6 for further details.

## 6. Analysis of Governance and Support Costs

### Governance Costs

| | Unrestricted Funds General £ | Total 2024 £ |
|---|---|---|
| Staff Costs | | |
| Wages and Salaries | 155,247 | 155,247 |
| Social Security costs | 14,918 | 14,918 |
| Pension costs | 7,355 | 7,355 |
| Audit Fees | | |
| Audit of the financial Statements | 3,750 | 3,750 |
| Other fees paid to accountants | 2,000 | 2,000 |
| Governance Overheads | 24,562 | 24,562 |
| Board & Faculty Expenses | 14,082 | 14,082 |
| | 221,914 | 221,914 |

| | Unrestricted Funds General £ | Total 2023 £ |
|---|---|---|
| Staff Costs | | |
| Wages and Salaries | 147,449 | 147,449 |
| Social Security costs | 15,034 | 15,034 |
| Pension costs | 6,861 | 6,861 |
| Audit Fees | | |
| Audit of the financial Statements | 3,750 | 3,750 |
| Other fees paid to auditors | 2,230 | 2,230 |
| Governance Overheads | 24,709 | 24,709 |
| Board & Faculty Expenses | 16,496 | 16,496 |
| | 216,530 | 216,530 |

## 7. Net Incoming/ Outgoing Resources

Net (outgoing)/ incoming resources for the year include:

| | 2024 £ | 2023 £ |
|---|---|---|
| Operating leases – other assets | 2,334 | 2,574 |
| Audit Fees | 3,750 | 3,750 |
| Depreciation/Amortisation of fixed assets | 42,324 | 49,311 |

## 8. Trustees Remuneration and Expenses

No trustees, nor any persons connected with them, have received any remuneration from the Charity during the year.

No trustees have received any other benefit from the charity during the year.

11 Trustees received reimbursement of expenses amounting to £12,945 in the current year (2023: 14 trustees - £13,153).

## 9. Staff Costs

The aggregate payroll costs were as follows:

| | 2024<br>£ | 2023<br>£ |
|---|---|---|
| **Staff costs during the year were:** | | |
| Wages and Salaries | 680,646 | 632,200 |
| Social Security costs | 57,071 | 50,688 |
| Pension costs | 33,968 | 30,818 |
| Other staff costs | 23,236 | 14,089 |
| | 794,921 | 727,795 |

The monthly average number of personal (including senior management/ leadership team) employed by the Charity during the year expressed as full time equivalents was as follows:

| | 2024<br>£ | 2023<br>£ |
|---|---|---|
| Charitable | 19 | 19 |
| Management | 1 | 1 |
| | 20 | 20 |

The number of employees whose emoluments fell within the following bands was:

| | 2024 | 2023 |
|---|---|---|
| £80,001 - £90,000 | 1 | 1 |

The total employee benefits of the key management personnel of the Charity were £85,056 (2023: £81,410).

## 10. Auditors' Remuneration

| | 2024<br>£ | 2023<br>£ |
|---|---|---|
| Audit of the Financial Statements | 3,750 | 3,750 |
| **Other fees to auditors** | | |
| Fees payable to auditors for non-audit services | 2,000 | 2,230 |

## 11. Taxation

The Charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

## 12. Intangible Assets

| | IT Software<br>£ | Other Intangibles<br>£ | Total<br>£ |
|---|---|---|---|
| **Cost** | | | |
| At 1 January 2024 | 120,730 | 19,480 | 140,210 |
| Additions | - | - | - |
| Disposals | - | - | - |
| At 31 December 2024 | 120,730 | 19,480 | 140,210 |
| **Amortisation and Impairment** | | | |
| At 1 January 2024 | 82,171 | - | 82,171 |
| Charge for the year | 15,864 | - | 15,864 |
| Eliminated on disposals | - | - | - |
| At 31 December 2024 | 98,035 | - | 98,035 |
| **Net Book Value** | | | |
| At 31 December 2024 | 22,695 | 19,480 | 42,175 |
| At 31 December 2023 | 38,559 | 19,480 | 58,039 |

## 13. Tangible Fixed Assets

| | Leasehold Buildings £ | Furniture and Equipment £ | Total £ |
|---|---|---|---|
| **Cost** | | | |
| At 1 January 2024 | 620,588 | 67,571 | 688,159 |
| Additions | - | 4,527 | 4,527 |
| Disposals | - | (750) | (750) |
| At 31 December 2024 | 620,588 | 71,348 | 691,936 |
| **Depreciation** | | | |
| At 1 January 2024 | 29,164 | 27,793 | 56,957 |
| Charge for the year | 10,600 | 15,860 | 26,460 |
| Eliminated on disposals | - | (542) | (542) |
| At 31 December 2024 | 39,764 | 43,111 | 82,875 |
| **Net Book Value** | | | |
| At 31 December 2024 | 580,824 | 28,237 | 609,061 |
| At 31 December 2023 | 591,424 | 39,778 | 631,202 |

## 14. Fixed Asset Investments

| | 2024 £ | 2023 £ |
|---|---|---|
| Other Investments | 323,969 | 452,204 |

**Other Investments**

| | Listed Investments £ | Total £ |
|---|---|---|
| **Valuation** | | |
| At 1 January 2024 | 452,204 | 452,204 |
| Revaluation | 15,682 | 15,682 |
| Disposals at market value | (143,917) | (143,917) |
| At 31 December 2024 | 323,969 | 323,969 |
| **Net Book Value** | | |
| At 31 December 2024 | 323,969 | 323,969 |
| At 31 December 2023 | 452,204 | 452,204 |

The historical cost of the listed investments at 31 December 2024 was £258,506 (2023: £402,423).

The investment is in CCLA Charities Investment Fund.

## 15. Stock

| | 2024 £ | 2023 £ |
|---|---|---|
| Stocks | 20,300 | 23,419 |

## 16. Debtors

| | 2024 £ | 2023 £ |
|---|---|---|
| Trade debtors | 96,438 | 110,280 |
| Prepayments and other debtors | 159,099 | 140,400 |
| | 255,537 | 250,680 |

## 17. Cash and cash equivalents

| | 2024 £ | 2023 £ |
|---|---|---|
| Cash at bank | 115,696 | 110,612 |

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

| | 2024 | 2023 |
|---|---|---|
| | £ | £ |
| Trade creditors | 92,568 | 154,301 |
| Other taxation and social security | 13,569 | 22,746 |
| Accruals and other creditors | 61,916 | 30,042 |
| Deferred income and advanced payments | 83,906 | 64,531 |
| | 251,959 | 271,620 |

| | 2024 | 2023 |
|---|---|---|
| | £ | £ |
| **Deferred Income** | | |
| Deferred income at 1 January 2024 | 56,221 | 16,520 |
| Resources deferred in the period | (78,939) | (56,221) |
| Amounts released from previous periods | (56,221) | (16,520) |
| Deferred income at year end | (78,939) | (56,221) |

## 19. Obligations under leases and hire purchase contracts

**Operating lease commitments**

Total future minimum lease payments under non-cancellable operating leases are as follows:

| | 2024 | 2023 |
|---|---|---|
| **Other** | £ | £ |
| Within one year | 3,320 | 1,360 |
| Between one and five years | 10,151 | 2,598 |
| | 13,471 | 3,958 |

## 20. Pension and other schemes

**Defined contribution pension scheme**

The Charity operated a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the Charity to the scheme and amounted to £33,968 (2023: £30,818).

## 21. Commitments

**Capital Commitments**

The total amount contracted for but not provided in the financial statements was £Nil (2023: £Nil).

## 22. Funds

| Unrestricted | Balance at 1 January 2024 £ | Incoming Resources £ | Resources Expenses £ | Other recognised Gains/(losses) £ | Balance at 31 December 2024 £ |
|---|---|---|---|---|---|
| General | 1,254,536 | 1,686,477 | (1,847,999) | 21,765 | 1,114,779 |

| Unrestricted | Balance at 1 January 2023 £ | Incoming Resources £ | Resources Expenses £ | Other recognised Gains/(losses) £ | Balance at 31 December 2023 £ |
|---|---|---|---|---|---|
| General | 1,300,744 | 1,517,653 | (1,613,642) | 49,781 | 1,254,536 |

## 23. Analysis of net assets between funds

| | Unrestricted Funds General £ | Total funds at 31 December 2024 £ |
|---|---|---|
| Fixed assets | 651,236 | 651,236 |
| Fixed asset investments | 323,969 | 323,969 |
| Current assets | 393,956 | 393,956 |
| Current liabilities | (254,382) | (254,382) |
| Total net assets | 1,114,779 | 1,114,779 |

| | Unrestricted Funds General £ | Total funds at 31 December 2023 £ |
|---|---|---|
| Fixed assets | 689,241 | 689,241 |
| Fixed asset investments | 452,204 | 452,204 |
| Current assets | 384,711 | 384,711 |
| Current liabilities | (271,620) | (271,620) |
| Total net assets | 1,254,536 | 1,254,536 |

## 24. Analysis of net funds

| | At 1 January 2024 | Financing cash flows | At 31 December 2024 |
|---|---|---|---|
| | £ | £ | £ |
| Cash at bank and in hand | 110,612 | 5,085 | 115,697 |
| Net Debt | 110,612 | 5,085 | 115,697 |

## 25. Related Party Transactions

Certain Trustees of the British Occupational Hygiene Society also have relationships with other organisations with whom the Charity interacts. These transactions are summarised as follows:

During the year 4 (2023 – 4) companies were charged £34,808 (2023: £36,348) for courses, training provider services and listings. £1,000 (2023: £1,460) was owing to the Charity at the year end and is included within debtors.

During the year Nil (2023 – 1) company charged the Charity £Nil (2023: £150) for consultancy, examiners and markers fees.

**THE BRITISH OCCUPATIONAL HYGIENE SOCIETY**

England & Wales - Charity number 1150455

# Accounts

# The British Occupational Hygiene Society
**(A company limited by guarantee)**

# ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

**Charity Number 1150455**
**Company Number RC000858**

**The British Occupational Hygiene Society**
**(A company limited by guarantee)**

**Financial Statements**
**for the year ended 31 December 2023**


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**The British Occupational Hygiene Society**
**(A company limited by guarantee)**

**Reference and Administrative Information**

| | | |
|---|---|---|
| **Chief Executive Officer:** | Professor K Bampton | |
| **Trustees:** | Mr A Wilson | President |
| | Mr P Gahir | President Elect |
| | Ms C Keen | Past President |
| | Ms H Pearson (appointed May 2023) | Hon. Secretary |
| | Mr J Hodgkiss (appointed May 2023) | Hon. Treasurer |
| | Mr D Eaves | |
| | Ms S Leeson | |
| | Mr J Grant | |
| | Ms S Lett | |
| | Mr A Parris | |
| | Ms C Forshaw | |
| | Ms M K Cameron | |
| | Ms N M Flavin | |
| | Mrs C Trow | |
| | Ms A Margary | (resigned May 2023) |
| | Mrs A Parker | (resigned May 2023) |
| | Ms J McDonagh | (appointed May 2023) |
| | Mr M Robertson | (appointed May 2023) |
| **Secretary:** | Ms H Pearson | Hon. Secretary |
| **Senior Management/ Leadership Team:** | Professor K Bampton | Chief Executive |
| | Ms L Oxlade | Finance and Resources Manager |
| **REGISTERED OFFICE:** | 5/6 Melbourne Business Court<br>Millenium Way<br>Pride Park<br>Derby<br>DE24 8LZ | |
| | The charity in incorporated in England and Wales | |

**The British Occupational Hygiene Society**
**(A company limited by guarantee)**

**Reference and Administrative Information**

| | |
|---|---|
| **Company Registration Number:** | RC000858 |
| **Charity Registration Number:** | 1150455 |
| **Solicitors:** | Nelsons Solicitors LLP<br>Pennine House<br>8 Stanford Street<br>Nottingham<br>NG1 7BQ |
| **Bankers:** | HSBC<br>1 St Peters Street<br>Derby<br>Derbyshire<br>DE1 2AE |
| **Auditors:** | Haines Watts<br>Chartered Accountants & Statutory Auditor<br>10 Stadium Business Court<br>Millenium Way<br>Pride Park<br>Derby<br>DE24 8HP |

**The British Occupational Hygiene Society**
**(A company limited by guarantee)**

**Report of the Trustees for the year ended 31 December 2023**

The Trustees, who are directors for the purposes of company law, present the annual report together with the financial statements and auditors' report of the charitable company for the year ended 31 December 2023.

## Objectives and Activities

### *Objects & Aims*

The Society is a charity, and its objects are to promote the science of occupational hygiene and health, good practices and standards, research, and advance education in the subject of occupational and environmental hygiene. The Royal Charter recognises the Society as the pre-eminent body in the UK for occupational hygiene.

### *Objectives, Strategy and Activities*

All our charitable activities are undertaken to further our charitable purpose for the public benefit. Many of these activities would not be possible without the significant voluntary contributions of our members. The trustees wish to express their continued gratitude to members in this regard. Membership of the Society is open to anyone with an interest in occupational hygiene and reduced membership rates are available to student and retired members.

The Society has examined the information contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. The Trustees regularly consider how planned activities will contribute to the aims and objectives they have set. The intent of the Strategy is to focus the Society's resources to deliver an improved public benefit in reducing the incidence of ill-health caused or made worse by work.

### *Strategic Themes*

The Society has broken down our vision into a set of aims that we are working to achieve:

- Work to eliminate harmful exposures
- Promote safe and effective substitutes for existing hazards
- Design out threats to human health
- Manage out work practices that place people at risk
- Ensure all people in all working environments have the right protection at the right time

**Key developments planned for 2021-2025 are:**

1. To develop a Professional Standards Governance and Performance Framework which would be externally recognised as the definitive competency statement whilst also being a formal statement of the profession and a benchmark for anyone providing occupational health services.

2. To establish a presence in Higher Education to support learning, qualification, and professional development to broaden and deepen the public, sectoral, governmental, and professional understanding of occupational hygiene.

3. The enhancement of technical capabilities by maintaining and developing a systematic programme of technical guidance production and review, informed, and critiqued by practice and research.

4. The formalisation of international engagement by reviewing each of our existing bilateral partnerships, consulting on strategic aims of partner societies and, so far as is mutually beneficial and sustainable, develop partnerships with other occupational health societies and organisations globally.

The main activities undertaken by the Society under these strategic themes encompass:

- **Campaigns:** leadership of industry awareness campaigns
- **Membership:** provision of services and support to members
- **Events:** running of scientific conferences and events
- **Qualifications:** the provision of qualifications and competency schemes
- **Publishing:** of an academic journal and other scientific information
- **Policy and Technical:** scientific and technical representation to government, regulators, and other bodies

***Public Benefit***

The main purpose of the Society is to reduce the incidence of ill-health caused or made worse by work. This falls within the recognised charitable purpose of the advancement of health or the saving of lives under the Charities Act 2006. The public benefit of this aim applies both directly to the working population and to those affected by the wider health impact of workplaces.

The Trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

## Structure, Governance and Management

The Society is a charitable company, incorporated by Royal Charter on 20 December 2012 and registered as a new charity on 11 January 2013.

The Society is established under Royal Charter which sets out its objects and powers and is governed under the associated Byelaws and Regulations.

Under the Byelaws, Ordinary Board Members of the Board are elected at the AGM to serve for a period of three years. The Honorary Officers of Secretary, and Treasurer are elected for a period of three years, the Registrars for Faculty of Occupational Hygiene and Faculty of Asbestos Assessment and Management are elected for a period of three years and a new President is elected annually to serve on a three-year cycle (year one as President-Elect, year two as President and year three as Immediate Past-President).

All new Board members are provided with an induction and operational briefing. They have access to selected previous Board paperwork, and documents outlining the practices and procedures used by the Board for its operation. During the President-Elect's one-year term, mentoring and support are provided by the President, Immediate Past President, and Chief Executive.

The Board members (who are both directors and trustees) manage the Society through regular Board meetings which focus on strategic decision making and policy setting. The implementation of strategy, policy and the day-to-day running of the Society's operations are delegated to the members of the Management Team who, through the Chief Executive, are accountable to the Board.

All the Trustees are members of the Society. None of the trustees have any beneficial interest in the Society.

The Board maintains a risk register which is reviewed by the Board every quarter. The Board is satisfied that it has identified, discussed, and had oversight of the major risks facing the organisation, and that plans are in place as far as possible to reasonably mitigate those risks. External risks to funding are minimised by the implementation of procedures for the authorisation of all transactions.

2021 saw the launch of a new Strategic Plan for implementation from 2021-2025. It focuses on the key roles of the Society as a home for the Occupational Hygiene and Asbestos Professions, as a learned scientific Society and as a scientific charity devoted to the promotion of worker health protection.

## Achievements and Performance

A full review of the Society’s achievements and performance is provided in the BOHS Annual Report which accompanies the Financial Statements, circulated to members.

The Society celebrated 70 years since its establishment, with a focus on raising the profile of Occupational Hygiene.

The Board noted in Q3 2023 that the key developments outlined in the Strategy had been delivered and now formed part of “Business as Usual”. In the light of this, the Board has committed to review the Strategy in Q1 2024 with a view to determining whether to use the reminder of the strategy period for consolidation or whether any refresh of the development aims should be undertaken.

The Society voted on a Special Resolution to modify its name, but although a majority voted for a change, it did not meet the required special majority needed for it to pass. The Board determined not to revisit the Society's name until the new Strategy Cycle commences.

The Society received a Grant of Arms to complement its brand and intellectual property.

A brief summary is given here under the main activities.

### *1. Campaigns*

2023 saw the Society engaging directly with the 3 Parliaments of Great Britain, publishing for the first time reports highlighting occupational hygiene challenges in **Wales** and in **Scotland**. BOHS worked extensively with Westminster Parliamentarians and its campaign against the sunsetting of Asbestos and Workplace Health Regulations by the (then) Retained EU (Revocation and Reform) Bill was explicitly cited in the decisive House of Lords Committee debate.

BOHS was a significant member of the cross-professional campaign to retain workplace health protections in English Law, coordinating across the Occupational Health Multi-Disciplinary Forum Membership, the Council for Work and Health and the newly-formed Safety Alliance, as well as the Trades Union Congress to provide informed technical and regulatory responses to proposed REUL reforms.

The Registrar of FAAM and CEO were engaged with Parliamentarians and other social actors in the increased debate over asbestos regulations, attending Ministerial and Parliamentary meetings and informing debates. In late 2023, BOHS drafted an amendment, which was subsequently tabled, to the Leasehold and Freehold Reform Bill in relation to the control of asbestos.

BOHS published a significant report on **Women's Workplace Health** which secured engagement, particularly across the Trades Union Movements. This was supported by evidence to the Parliamentary Review of the Escalation of Violence Against Women.

The Society responded to a number of other Parliamentary and Government consultations, not least in relation to the Government's **Working Better** proposals. It is believed that responses had a positive influence on the scientific and technical evidence base of government decision-making, as evidenced by Government responses.

BOHS acts as an adviser to the All-Party Parliamentary Group on Respiratory Health and has been active in supporting their work on Respirable Crystalline Silica. BOHS also worked with the APPGs on Health and Safety and Insomnia.

BOHS continued to work with the Health Professional bodies concerned with the control of COVID-19 in healthcare spaces, including the Royal College of Nursing, the British Medical Association and the science-based umbrella group, the Covid Airborne Transmission Alliance. As part of CATA, BOHS is a Core Participant for Module 3 (The Experience of Healthcare) for the COVID-19 Inquiry. CATA received a Rule 9 request for a **Witness Statement** on the UK's preparedness for the pandemic, which was produced by BOHS, highlighting occupational hygiene.

BOHS's Breathe Freely Campaign was emulated by Canada and the United States, and an International Partnership was launched.

## *2. Membership (including FAAM)*

General membership of the Society (as opposed to professional membership) diminished marginally. However, this appears to be largely a reflection of general members who work in the field seeing the benefit of becoming professional members, since there was a corresponding increase in professional membership.

### Faculty of Occupational Hygiene (FOH)

The Faculty of Occupational Hygiene continued to grow its membership and marked the year with a significant step change in its role in its function and purpose. These are incredibly significant developments in raising the profile of occupational hygiene, but also making the Faculty the leading voice for professional standards in the area:

- BOHS (delivering through the Faculty) is the designated organisation under the Regulated Professions Act 2022 for the recognition of overseas qualifications in Occupational Hygiene.
- BOHS is launching a Register of Occupational Hygiene Professionals, which secured accreditation by the Professional Standards Authority for Health and Social Care, which is a statutory body that regulates registration of professionals in the public interest.
- The Faculty has completed work and consulted on a Competency Framework for Professional Standards in Occupational Hygiene which is linked to Registration. This is being drawn on for the development of a European framework for occupational hygiene competencies.
- The Faculty published a full archive of its historic guidance, and a number of new technical guides and publications

### Faculty of Asbestos Assessment and Management (FAAM)

FAAM activity focused on addressing a range of technical and policy issues in the context of asbestos. Its membership remained stable, despite challenges within the workforce of the asbestos industry nationally.

- New action research has been undertaken jointly with removal contractors to understand issues with clearance processes
- Research in asbestos suppression techniques have been undertaken
- Following on from submissions to the Work and Pensions Committee, FAAM have continued to provide consultation advice and input into reforms affecting asbestos policy and practice

### *3. Events*

BOHS delivered five conferences, including the Annual Conference, Asbestos Conference and LEV Conference, while supporting other events, including Regional Meetings and UKHCA's conference. Conference impact was high, with strong attendance and high visibility, including wider engagement by other professional bodies and organisations. Conference financial performance was less positive, arising from sharp unbudgeted increases in the cost of events and some adverse impact of the economic climate. Conference costs and income shortfall directly impacted the Society's bottom line, requiring a review of the Society's conference and events strategy for the future.

### *4. Qualifications*

Qualifications encountered a slow first quarter, reflecting the impact of the general economic climate. However, take-up of BOHS qualifications increased throughout the year, with a record number of qualifications taken for the final quarter. For the first time, the team was able to meet all service KPIs for all quarters of the year, despite needing to work to develop an alternative to its legacy software system.

BOHS also needed to launch a new set of qualifications, the M series at very short notice to react to the unexpected termination of our partnership with the Occupational Hygiene Training Association. This change affected the major route to UK Occupational Hygiene qualifications, as well as our international qualifications operation. The M series was launched, ready for delivery in January 2024 within three weeks of the termination of the contract.

BOHS continued to review its qualifications and qualifications governance, appointing new Principal Examiners across the portfolio, and working on the revision and modernisation of its approach.

### *5. Publishing*

The Annals of Work Exposures and Health achieved again, increasing an even higher impact factor, and was more widely cited than in pre-pandemic periods. The Annals released 9 issues in the year and continue to be widely cited, indicating a step change in impact even post-pandemic.

BOHS worked to edit and produce a publication, *300 Years of Occupational Hygiene*, authored by former President Trevor Ogden, with additional material by current President, Alex Wilson.

## Financial Review

The budget for 2023 was forecast for a marginal surplus of £2,167, which was not achieved, largely because of the general adverse trading conditions impacting costs and revenue for conferencing activity. Operating income fell short of the budget target of £1,573,084 by £55,538 however this was mitigated by the gain on investments and nominal other income amounting to £ 49,888, resulting in an overall shortfall on total income of £ 5,650

Expenditure was impacted by significant inflationary pressures, resulting in additional operating costs exceeding budget by £ 29,788

The statement of financial activities shows a net deficit for the year of £ 46,208 compared to £204,035 deficit in 2022, resulting in an overall variance to budget for 2023 of £48,375

**Additional approved expenditure from reserves**

Additional expenditure of £ 36,500 was authorised from reserves for:

£ 17,020 iMIS software development to phase out the legacy Calibrand system

£ 19,480 Grant of Arms and IP protection

This expenditure has been capitalised in the financial statements

**Trading Losses**

Net loss on conference budget accounted for £ 61,255 and £ 17,161 shortfall in qualifications which was partly mitigated by better performance/efficiencies in other areas.

**Future Sustainability**

Significant work needed to be undertaken in 2023 to replace a legacy software system underpinning the qualifications provision. Review and revision of the existing qualifications portfolio aim to complement systems with better products and service. It is anticipated that the improvements in process may create efficiency savings to increase capacity for delivery.

A review of conference activity and risk in the post-COVID era provided a focus for future sustainability around events.

Our reserves, which are unrestricted, amounted to £ 1,254,536 compared to £1,300,744 in 2022. Around 50% of reserves are invested for potential growth whilst the remainder are held on deposit or used for working capital. The Society's investment funds were held in one charity account during 2023, with the value of the Charities Investment Fund fluctuating throughout the year and showing a final net gain in value of £ 49,781 in 2023.

***Policy on Reserves***

BOHS maintains reserves as part of its risk strategy and to ensure a sustainable financial base. The purposes of reserves are the following:

- To ensure the Society can cover administrative, contractual, and operating costs
- To assure the Society’s position of independence, and freedom and responsiveness of action
- To provide financial headroom for the Society to develop its activities for members
- To provide reassurance for suppliers

The level of reserves is determined annually by the Board as part of the budget setting process. The minimum level of reserves was thoroughly reviewed during 2022 and will be assessed annually as part of the budget-setting process against risk, contractual obligations and likely future income streams and expenditure.

### Pay Policy for Staff and Trustees

The Board members, who are the trustees and directors of the British Occupational Hygiene Society, give their time freely and no remuneration was given to any director of the Society within the year. Details of the director's expenses and related party transactions are disclosed within the accounts.

The pay of staff is reviewed annually and may be increased, based on a benchmarking process against increases in national average earnings, local labour market costs for specialist skills as well as inflation indices.

### Fundraising Disclosures

The charity does not conduct significant fundraising activities that require disclosure under the Charities Act 2011.

## Financial Instruments

### *Objectives and Policies*

The Charity's activities expose it to a number of financial risks including credit risk, cash flow risk and liquidity risk. The use of financial derivatives is governed by the Charity's policies approved by the board of trustees, which provide written principles on the use of financial derivatives to manage these risks. The Charity does not use derivative financial instruments for speculative purposes.

### *Cashflow Risk*

The Charity's activities expose it primarily to the financial risks of changes in foreign currency exchange rates and interest rates. The Charity uses foreign exchange forward contracts and interest rate swap contracts to hedge these exposures.

Interest bearing assets and liabilities are held at a fixed rate to ensure certainty of cash flows.

### *Credit Risk*

The Charity's principal financial assets are bank balances and cash, trade and other receivables, and investments.

The Charity's credit risk is primarily attributable to its trade receivables. The amounts presented in the balance sheet are net of allowances for doubtful receivables. An allowance for impairment is made where there is an identified loss event which, based on previous experience, is evidence of a reduction in the recoverability of the cash flows.

The credit risk on liquid funds and derivative financial instruments is limited because the counterparties are banks with high credit-ratings assigned by international credit-rating agencies.

The Charity has no significant concentration of credit risk, with exposure spread over a large number of counterparties and customers.

***Liquidity Risk***

In order to maintain liquidity and to ensure that sufficient funds are available for ongoing operations and future developments, the Charity uses a mixture of long-term and short-term debt finance.

Further details regarding liquidity risk can be found in the Statement of accounting policies in the financial statements.

**Third Party Indemnity Provisions**

The British Occupational Hygiene Society (The Society) maintains qualifying liability insurance for its trustees.

**Statement of Trustees Responsibilities**

The trustees (who are also the directors of The British Occupational Hygiene Society for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees 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 charitable company and of the incoming resources and application of resources, including its income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards, comprising FRS 102 have been followed, subject to any material departures disclosed and explained in the financial statements; and
- 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 that can disclose with reasonable accuracy at any time the financial position of the charitable 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

**Disclosure of Information to Auditor**

Each trustee has taken steps that they ought to have taken as a trustee in order to make themselves aware of any relevant audit information and to establish that the Charity's auditor is aware of that information. The trustees confirm that there is no relevant information that they know of and of which they know the auditor is unaware.

The annual report was approved by the trustees of the Charity on ..... and signed on its behalf by:

Mr A Wilson President
Trustee

**Report of Independent Auditors to the Trustees of**
**The British Occupational Hygiene Society**
**(A company limited by guarantee)**

**Opinion**

We have audited the financial statements of The British Occupational Hygiene Society for the year ended 31 December 2023 on pages seventeen to thirty-two which comprise the Statement of Financial Activities, the summary Income and Expenditure Account, the Balance Sheet, the Cash Flow Statement and the related notes. 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).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2023 and of the incoming resources and application of resources 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 charitable 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 seventeen 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 director's 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 charitable 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 Trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our Auditors report 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 we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatements in the financial statements or a material misstatement of the other information. 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.

**Report of Independent Auditors to the Trustees of**
**The British Occupational Hygiene Society**
**(A company limited by guarantee)**

**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 Trustees Report which includes the Director's report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Directors included within the Trustees report has been prepared in accordance with applicable legal requirements.

**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 Director's report included within the Trustees report.

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 and proper accounting records have not been kept by the parent charitable company, or returns adequate for our audit have not been received from branches not visited by us; or
- Parent charitable company financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustee's remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemption from the requirement to prepare a Strategic Report or in preparing the Trustees report.

**Responsibilities of Trustees**

As explained more fully in the Statement of Trustees Responsibilities set out on page thirteen, 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, and for such internal control as the trustees determine is 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 trustees are responsible for assessing the charitable 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 trustees either intend to liquidate the charitable company or to cease operations, or has no realistic alternative but to do so.

**Auditors 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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

- Enquiring of management of any known or suspected instances of fraud, as well as considering management's assessment of the susceptibility of the financial statements to fraud.

- Performing substantive testing over a selection of journal entries made in the period, to address the risk of fraud due to management override of controls. With a focus on entries made by unusual team members or entries made at unusual times or on unusual dates.

- We also communicated relevant identified laws and regulations and potential fraud risks to all engagement team members, and remained alert to any indications of fraud or non-compliance with laws and regulations throughout the audit.

- Reviewing the financial statement disclosures and testing to supporting documentation to assess compliance with provisions of relevant laws and regulations described as having a direct effect on the financial statements. Specifically checking compliance with The Charity Commission as well as employment laws and regulations.

- Performing analytical procedures to identify any unusual or unexpected relationships that may indicate an increased risk of material misstatement as a result of fraud, or management override.

- Assessing accounting estimates which have a material impact of the year end accounts, to determine if there is indication of management bias.

Despite the audit being planned and conducted in accordance with ISAs (UK) there remains an unavoidable risk that material misstatements in the financial statements may not be detected owing to inherent limitations of the audit, and that by their very nature, any such instances of fraud or irregularity likely involve collusion, forgery, intentional misrepresentations, or the override of internal controls.

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. This description forms part of our Report of the Auditors.

**Report of Independent Auditors to the Trustees of**
**The British Occupational Hygiene Society**
**(A company limited by guarantee)**

**Use of our report**

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.

.....

Alexander Butterfield (Senior Statutory Auditor)
For and on behalf of Haines Watts Chartered Accountants & Statutory Auditors
10 Stadium Business Court
Millennium Way
Pride Park
Derby
DE24 8HP

Date:

**The British Occupational Hygiene Society**
**(A company limited by guarantee)**

**Statement of Financial Activities for the year ended 31 December 2023**
**(Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)**

| | Notes | Unrestricted General | Total 2023 | 2022 |
|---|---|---|---|---|
| | | £ | £ | £ |
| **INCOME AND ENDOWMENTS** | | | | |
| Donations and Legacies | 3 | 500 | 500 | 10,500 |
| Charitable Activities | 4 | 1,517,046 | 1,517,046 | 1,417,457 |
| Other Income | | 107 | 107 | - |
| **TOTAL INCOME** | | 1,517,653 | 1,517,653 | 1,427,957 |
| **EXPENDITURE** | | | | |
| Charitable Activities | 5/6 | (1,613,642) | (1,613,642) | (1,586,517) |
| **TOTAL EXPENDITURE** | | (1,613,642) | (1,613,642) | (1,586,517) |
| Gains/ Losses on investment assets | | 49,781 | 49,781 | (45,475) |
| Net (Expenditure)/ Income | | (46,208) | (46,208) | (204,035) |
| Net Movement in Funds | | (46,208) | (46,208) | (204,035) |
| **RECONCILIATION OF FUNDS:** | | | | |
| Total Funds Brought Forward | | 1,300,744 | 1,300,744 | 1,504,779 |
| Total Funds Carried Forward | 22 | 1,254,536 | 1,254,536 | 1,300,744 |

All of the Charity's activities derive from continuing operation during the above two periods.

**The British Occupational Hygiene Society**
**Company Number RC000858**

**Balance Sheet as at 31 December 2023**

| | Notes | 2023 £ | 2022 £ |
|---|---|---|---|
| **FIXED ASSETS** | | | |
| Intangible Assets | 12 | 58,039 | 48,018 |
| Tangible Assets | 13 | 631,202 | 654,134 |
| Investments | 14 | 452,204 | 402,423 |
| | | 1,141,445 | 1,104,575 |
| **CURRENT ASSETS** | | | |
| Stocks | 15 | 23,419 | 13,722 |
| Debtors | 16 | 250,680 | 262,857 |
| Cash at Bank and in Hand | 17 | 110,612 | 108,015 |
| | | 384,711 | 384,594 |
| **CREDITORS**: Amounts falling due within one year | 18 | (271,620) | (188,425) |
| **NET CURRENT ASSETS** | | 113,091 | 196,169 |
| **NET ASSETS** | | 1,254,536 | 1,300,744 |
| **THE FUNDS OF THE CHARITY:** | | | |
| **UNRESTRICTED INCOME FUNDS** | | | |
| Unrestricted funds | | 1,254,536 | 1,300,744 |
| **TOTAL FUNDS** | 22 | 1,254,536 | 1,300,744 |

The accounts are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

**ON BEHALF OF THE BOARD:**

……
Mr A Wilson – President
Trustee

Approved by the Directors of the Company and Trustees of the Charity on ……..

The notes on pages 20 to 32 form part of these financial statements

**The British Occupational Hygiene Society**

**Statement of Cash Flows for the Year Ended 31 December 2023**

| | Notes | 2023<br>£ | 2022<br>£ |
|---|---|---|---|
| **Cash Flows from Operating Activities** | | | |
| Net Cash (Expenditure)/ Income | | (46,208) | (204,035) |
| **Adjustments to cash flows from non-cash items** | | | |
| Depreciation | | 49,311 | 49,363 |
| Loss on disposal of fixed assets | | 3,998 | |
| Revaluation of Investments | | (49,781) | 45,475 |
| | | 3,528 | 94,838 |
| | | (42,680) | (109,197) |
| **Working Capital Adjustments** | | | |
| (Increase)/Decrease in Stocks | 15 | (9,697) | (5,287) |
| Decrease in Debtors | 16 | 12,177 | 12,507 |
| (Decrease)/ Increase in Creditors | 18 | 48,029 | (2,461) |
| Increase in Deferred Income | | 35,166 | (30,590) |
| Net Cash Flows from Operating Activities | | 42,995 | (135,028) |
| **Cash flows from Investing Activities** | | | |
| Interest receivable and similar income | | - | - |
| Purchase of fixed assets | 12/13 | (40,398) | (189,902) |
| Sale of Investments | | - | 90,000 |
| Net cash flows from Investing Activities | | (40,398) | (99,902) |
| Net (decrease)/ increase in cash and cash equivalents | | 2,597 | (234,930) |
| Cash and cash equivalents at 1 January | | 108,015 | 342,945 |
| Cash and cash equivalents at 31 December | | 110,612 | 108,015 |

All of the cash flows are derived from continuing operations during the above two periods.

The notes on pages 20 to 32 form part of these financial statements

## 1. STATUTORY INFORMATION

The British Occupational Hygiene Society is a private limited company, limited by guarantee, registered in England and Wales. The company's registered number and registered office address can be found on the company's information page. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the Charity in the event of liquidation.

## 2. ACCOUNTING POLICIES

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the period.

### a) Basis of Preparation and Statement of Compliance

The financial statements have been prepared in accordance with the Accounting and Reporting by Charities; Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019) – (Charities SORP (FRS102)), The Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The Charity meets the definition of a public benefit entity under FRS102.

### b) Going Concern

The accounts are prepared on a going concern basis. The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

### c) Income Recognition

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

***Donations and Legacies***

Donations are recognised when the Charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the Charity before the Charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the Charity and it is probable that those conditions will be fulfilled in the reporting period.

***Grants Receivable***

Grants are recognised when the Chairty has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

***Deferred Income***
Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:
- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Income received in respect of future events is recognised when the event substantially occurs. Subscription income is recognised over the period of time to which the subscription relates.

***Investment Income***
Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

**d) Expenditure**
All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measure reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

***Charitable Activities***
Charitable expenditure comprises those costs incurred by the Charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

***Governance Costs***
These include the costs attributable to the Charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustee's meetings and reimbursed expenses.

**e) Interest Receivable**
Interest is included when receivable by the charity.

**f) Fund Accounting**
Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the Charity.

**g) Government Grants**
Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

**h) Fixed Assets**

All tangible fixed assets purchased that have a cost of more than £500 and an expected useful economic life that exceeds one year are capitalised. Tangible fixed assets are stated at historical cost less depreciation.

Depreciation is provided at the following rates so as to write off the cost, less any estimated residual value, over their estimated useful economic life.

| | |
|---|---|
| Freehold Property | Straight line over 50 years |
| Office Equipment | 33.33% straight line |
| Fixtures and Fittings | 20% straight line |

Intangible assets are measured at cost less accumulated amortisation and any accumulated impairment loss.

Amortisation is provided at the following rates so as to write off the cost, less any estimated residual value, over their estimated useful economic life.

| | |
|---|---|
| IT Software | 5 years straight line |

**i) Fixed Asset Investments**

Fixed asset investments, other than programme related investments, are included at market value at the balance sheet date. Realised gains and losses on investments are calculated as the difference between sales proceeds and their market value at the start of the year, or their subsequent costs, and are charged or credited to the Statement of Financial Activities in the period of disposal.

Unrealised gains and losses represent the movement in the market value during the year and are credited or charged to the Statement of Financial Activities based on the market value at the year end.

**j) Stock**

Stock is valued at the lower of cost and estimated selling price less costs to complete and sell, after due regard for obsolete and slow-moving stocks. Cost is determined using the first-in, first-out (FIFO).

**k) Trade Debtors**

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established where there is objective evidence that the Charity will not be able to collect all amounts due according to the original terms of the receivables

**l) Cash at Bank and in Hand**

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

**m) Creditors and Provisions**

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the Charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

**n) Pensions and other Post Retirement Obligations**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**o) Financial Instruments**

The Charity has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

## 3. Income from Donations and Legacies

| | Unrestricted Funds General | 2023 |
|---|---|---|
| | £ | £ |
| Donations and Legacies | | |
| Donations | 500 | 500 |
| | 500 | 500 |

| | Unrestricted Funds General | 2022 |
|---|---|---|
| | £ | £ |
| Donations and Legacies | | |
| Donations | 2,500 | 2,500 |
| Grants including capital grants | | |
| Government Grants | 8,000 | 8,000 |
| | 10,500 | 10,500 |

## 4. Income from Charitable Activities

| | Unrestricted Funds General | 2023 | 2022 |
|---|---|---|---|
| | £ | £ | £ |
| Examinations | 775,863 | 775,863 | 742,160 |
| Membership Services | 149,472 | 149,472 | 154,678 |
| Conference and Events | 268,826 | 268,826 | 193,923 |
| Publications | 263,804 | 263,804 | 274,462 |
| Schemes and Services | 59,081 | 59,081 | 52,334 |
| | 1,517,046 | 1,517,046 | 1,417,557 |

## 5. Expenditure on Charitable Activities

| | Unrestricted Funds General | Total 2023 |
|---|---|---|
| | £ | £ |
| Examinations | 486,000 | 486,000 |
| Membership Services | 160,907 | 160,907 |
| Conference and Events | 311,231 | 311,231 |
| Publications | 84,754 | 84,754 |
| Schemes and Services | 57,640 | 57,640 |
| Head Office | 256,305 | 256,305 |
| Marketing and Communications | 49,418 | 49,418 |
| Leadership | 42,878 | 42,878 |
| | 1,449,133 | 1,449,133 |

| | Unrestricted Funds General | Total 2022 |
|---|---|---|
| | £ | £ |
| Examinations | 488,404 | 488,404 |
| Membership Services | 157,257 | 157,257 |
| Conference and Events | 228,463 | 228,463 |
| Publications | 63,882 | 63,882 |
| Schemes and Services | 50,960 | 50,960 |
| Head Office | 334,508 | 334,508 |
| Marketing and Communications | 76,057 | 76,057 |
| Leadership | 35,737 | 35,737 |
| | 1,435,268 | 1,435,268 |

In addition to the expenditure analysed above, there are also governance costs of £164,509 (2022: £151,249) which relate directly to charitable activities. See note 6 for further details.

## 6. Analysis of Governance and Support Costs

### Governance Costs

| | Unrestricted Funds General £ | Total 2023 £ |
|---|---|---|
| Staff Costs | | |
| Wages and Salaries | 123,449 | 123,449 |
| Social Security costs | 13,088 | 13,088 |
| Pension costs | 5,495 | 5,495 |
| Audit Fees | | |
| Audit of the financial Statements | 3,750 | 3,750 |
| Other fees paid to accountants | 2,230 | 2,230 |
| Council Meeting expenses | 16,497 | 16,497 |
| | 164,509 | 164,509 |

| | Unrestricted Funds General £ | Total 2022 £ |
|---|---|---|
| Staff Costs | | |
| Wages and Salaries | 114,650 | 114,650 |
| Social Security costs | 12,675 | 12,675 |
| Pension costs | 5,304 | 5,304 |
| Audit Fees | | |
| Audit of the financial Statements | 3,550 | 3,550 |
| Other fees paid to auditors | 1,700 | 1,700 |
| Council Meeting expenses | 13,370 | 13,370 |
| | 151,249 | 151,249 |

## 7. Net Incoming/ Outgoing Resources

Net (outgoing)/ incoming resources for the year include:

| | 2023 £ | 2022 £ |
|---|---|---|
| Operating leases – other assets | 2,574 | 2,434 |
| Audit Fees | 3,750 | 3,550 |
| Depreciation/Amortisation of fixed assets | 49,311 | 49,364 |

## 8. Trustees Remuneration and Expenses

No trustees, nor any persons connected with them, have received any remuneration from the Charity during the year.

No trustees have received any other benefit from the charity during the year.

14 Trustees received reimbursement of expenses amounting to £13,153 in the current year (2022: 8 trustees - £4,603).

## 9. Staff Costs

The aggregate payroll costs were as follows:

| | 2023<br>£ | 2022<br>£ |
|---|---|---|
| **Staff costs during the year were:** | | |
| Wages and Salaries | 632,200 | 613,679 |
| Social Security costs | 50,688 | 52,344 |
| Pension costs | 30,818 | 28,127 |
| Other staff costs | 14,089 | 10,455 |
| | 727,795 | 704,605 |

The monthly average number of personal (including senior management/ leadership team) employed by the Charity during the year expressed as full time equivalents was as follows:

| | 2023<br>£ | 2022<br>£ |
|---|---|---|
| Charitable | 19 | 17 |
| Management | 1 | 2 |
| | 20 | 19 |

The number of employees who emoluments fell within the following bands was:

| | 2023 | 2022 |
|---|---|---|
| £70,001 - £80,000 | 0 | 1 |
| £80,001 - £90,000 | 1 | 0 |

The total employee benefits of the key management personnel of the Charity were £81,410 (2022: £144,121).

## 10. Auditors' Remuneration

| | 2023<br>£ | 2022<br>£ |
|---|---|---|
| Audit of the Financial Statements | 3,750 | 3,550 |
| **Other fees to auditors** | | |
| Fees payable to auditors for non-audit services | 2,230 | 1,700 |

## 11. Taxation

The Charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

## 12. Intangible Assets

| | IT Software<br>£ | Other Intangibles<br>£ | Total<br>£ |
|---|---|---|---|
| **Cost** | | | |
| At 1 January 2023 | 275,647 | - | 275,647 |
| Additions | 17,020 | 19,480 | 36,500 |
| Disposals | (171,937) | - | (171,937) |
| At 31 December 2023 | 120,730 | 19,480 | 140,210 |
| **Amortisation and Impairment** | | | |
| At 1 January 2023 | 227,629 | - | 227,629 |
| Charge for the year | 22,823 | - | 22,823 |
| Eliminated on disposals | (168,282) | - | (168,282) |
| At 31 December 2023 | 82,171 | - | 82,171 |
| **Net Book Value** | | | |
| At 31 December 2023 | 38,559 | 19,480 | 58,039 |
| At 31 December 2022 | 48,018 | - | 48,018 |

## 13. Tangible Fixed Assets

| | Land and Buildings £ | Furniture and Equipment £ | Total £ |
|---|---|---|---|
| **Cost** | | | |
| At 1 January 2023 | 620,588 | 72,123 | 692,711 |
| Additions | - | 3,898 | 3,898 |
| Disposals | - | (8,450) | (8,450) |
| At 31 December 2023 | 620,588 | 67,571 | 688,159 |
| **Depreciation** | | | |
| At 1 January 2023 | 18,565 | 20,012 | 38,577 |
| Charge for the year | 10,599 | 15,889 | 26,488 |
| Eliminated on disposals | - | (8,107) | (8,107) |
| At 31 December 2023 | 29,164 | 27,793 | 56,957 |
| **Net Book Value** | | | |
| At 31 December 2023 | 591,424 | 39,778 | 631,202 |
| At 31 December 2022 | 602,023 | 52,111 | 654,134 |

Included within the net book value of land and buildings above is £591,424 (2022: £602,023) in respect of freehold land and buildings and £Nil (2022: £Nil) in respect of leaseholds.

## 14. Fixed Asset Investments

| | 2023 £ | 2022 £ |
|---|---|---|
| Other Investments | ~~452,204~~ | 402,423 |

**Other Investments**

| | Listed Investments | Total |
|---|---|---|
| | £ | £ |
| **Cost or Valuation** | | |
| At 1 January 2023 | 402,423 | 402,423 |
| Revaluation | 49,781 | 49,781 |
| Disposals | - | - |
| At 31 December 2023 | 452,204 | 452,204 |
| **Net Book Value** | | |
| At 31 December 2023 | 452,204 | 452,204 |
| At 31 December 2022 | 402,423 | 402,423 |

The market value of the listed investments at 31 December 2023 was £452,204 (2022: £402,423).

The investment is in CCLA Charities Investment Fund.

## 15. Stock

| | 2023 | 2022 |
|---|---|---|
| | £ | £ |
| Stocks | 23,419 | 13,722 |

## 16. Debtors

| | 2023 | 2022 |
|---|---|---|
| | £ | £ |
| Trade Debtors | 110,280 | 147,243 |
| Prepayments | 140,400 | 115,614 |
| | 250,680 | 262,857 |

## 17. Cash and cash equivalents

| | 2023 | 2022 |
|---|---|---|
| | £ | £ |
| Cash at bank | 110,612 | 108,015 |

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

| | 2023 | 2022 |
|---|---|---|
| | £ | £ |
| Trade Creditors | 154,301 | 108,213 |
| Other taxation and Social Security | 22,746 | 10,650 |
| Accruals | 30,042 | 40,197 |
| Deferred Income | 64,531 | 29,365 |
| | 271,620 | 188,425 |

| | 2023 | 2022 |
|---|---|---|
| | £ | £ |
| Deferred Income at 1 January 2023 | 16,520 | 25,263 |
| Resources deferred in the period | (56,221) | (16,520) |
| Amounts released from previous periods | (16,520) | (25,263) |
| Deferred Income at year end | (56,221) | (16,520) |

## 19. Obligations under leases and hire purchase contracts

**Operating lease commitments**

Total future minimum lease payments under non-cancellable operating leases are as follows:

| | 2023 | 2022 |
|---|---|---|
| **Other** | £ | £ |
| Within one year | 1,360 | 2,528 |
| Between one and five years | 2,598 | 3,484 |
| | 3,958 | 6,012 |

## 20. Pension and other schemes

**Defined contribution pension scheme**

The Charity operated a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the Charity to the scheme and amounted to £30,818 (2022: £28,127).

## 21. Commitments

**Capital Commitments**

The total amount contracted for but not provided in the financial statements was £Nil (2022: £Nil).

## 22. Funds

| Unrestricted | Balance at 1 January 2023 £ | Incoming Resources £ | Resources Expenses £ | Other recognised Gains/(losses) £ | Balance at 31 December 2023 £ |
|---|---|---|---|---|---|
| General | 1,300,744 | 1,517,653 | (1,613,642) | 49,781 | 1,254,536 |

| Unrestricted | Balance at 1 January 2022 £ | Incoming Resources £ | Resources Expenses £ | Other recognised Gains/(losses) £ | Balance at 31 December 2022 £ |
|---|---|---|---|---|---|
| General | 1,504,779 | 1,427,957 | (1,586,517) | (45,475) | 1,300,744 |

## 23. Analysis of net assets between funds

| | Unrestricted Funds General £ | Total funds at 31 December 2023 £ |
|---|---|---|
| Fixed assets | 689,241 | 689,241 |
| Fixed asset investments | 452,204 | 452,204 |
| Current assets | 384,711 | 384,711 |
| Current liabilities | (271,620) | (271,620) |
| Total net assets | 1,254,536 | 1,254,536 |

| | Unrestricted Funds General £ | Total funds at 31 December 2022 £ |
|---|---|---|
| Fixed assets | 702,152 | 702,152 |
| Fixed asset investments | 402,423 | 402,423 |
| Current assets | 384,594 | 384,594 |
| Current liabilities | (188,425) | (188,425) |
| Total net assets | 1,300,744 | 1,300,744 |

## 24. Analysis of net funds

| | At 1 January 2023 | Financing cash flows | At 31 December 2023 |
|---|---|---|---|
| | £ | £ | £ |
| Cash at bank and in hand | 108,015 | 2,597 | 110,612 |
| Net Debt | 108,015 | 2,597 | 110,612 |

## 25. Related Party Transactions

Certain Trustees of the British Occupational Hygiene Society also have relationships with other organisations with whom the Charity interacts. These transactions are summarised as follows:

During the year 4 (2022 – 2) companies were charged £36,348 (2022: £31,460) for courses, training provider services and listings. £1,460 (2022: £3,060) was owing to the Charity at the year end and is included within debtors.

During the year 1 (2022 – 2) company charged the Charity £150 (2022: £243) for consultancy, examiners and markers fees.

## 26. Prior Year Adjustment

A prior period adjustment has been made to separately disclose IT Software separately within Intangible Assets as the Trustee's deem this to better reflect the underlying nature of the asset. Previously these amounts were included within Tangible Fixed Assets.

The amount previously included within Tangible Fixed Assets and subsequently disclosed under Intangible Assets were as follows;

IT Software –

Cost - £275,647
Amortisation - £227,629
Net Book Value - £48,018

A further adjustment within Note 5 has been made by the Trustees to better align underlying costs to the appropriate headings within the note.

The adjustments have had no impact on the funds of the Charity.

**THE BRITISH OCCUPATIONAL HYGIENE SOCIETY**

England & Wales - Charity number 1150455

# Accounts

Company registration number: RC000858

Charity registration number: 1150455

# The British Occupational Hygiene Society

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 December 2022

RWB CA Limited
Northgate House
North Gate
New Basford
Nottingham
NG7 7BQ

# The British Occupational Hygiene Society

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## The British Occupational Hygiene Society

## Reference and Administrative Details

| | |
|---|---|
| **Chief Executive Officer** | Professor K Bampton |
| **Trustees** | Ms C Keen President |
| | Mr A Wilson President Elect |
| | Ms A Margary Immediate Past President |
| | Ms H Pearson Hon Secretary |
| | Mrs A Parker Hon. Treasurer |
| | Mr K Williams |
| | Ms S Leeson |
| | Mr J Dobbie |
| | Mr J Grant |
| | Mr P Gahir |
| | Ms S Lett |
| | Mr A Parris |
| | Ms C Forshaw |
| | Ms M K Cameron |
| | Ms N M M Flavin |
| | Mr D M J Eaves |
| | Mr J Hodgkiss |
| | Mrs C Trow |
| **Secretary** | Ms H Pearson Hon Secretary |
| **Senior Management / Leadership Team** | Professor K Bampton, Chief Executive |
| | Ms L Oxlade, Finance and Resources Manager |
| **Registered Office** | 5/6 Melbourne Business Court<br>Millennium Way<br>Pride Park<br>Derby<br>DE24 8LZ |
| | The Charity is incorporated in England and Wales. |

## The British Occupational Hygiene Society

## Reference and Administrative Details

| | |
|---|---|
| **Company Registration Number** | RC000858 |
| **Charity Registration Number** | 1150455 |
| **Solicitors:** | Nelsons Solicitors LLP<br>Pennine House<br>8 Stanford Street<br>Nottingham<br>NG1 7BQ |
| **Bankers** | HSBC<br>1 St Peters Street<br>Derby<br>Derbyshire<br>DE1 2AE |
| **Auditor** | RWB CA Limited<br>Northgate House<br>North Gate<br>New Basford<br>Nottingham<br>NG7 7BQ |

# The British Occupational Hygiene Society

## Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements and auditors' report of the charitable company for the year ended 31 December 2022.

**Objectives and activities**

***Objects and aims***

The Society is a charity and its objects are to promote the science of occupational hygiene and health, good practices and standards, research, and advance education in the subject of occupational and environmental hygiene. The Royal Charter recognises the Society as the pre-eminent body in the UK for occupational hygiene.

***Objectives, Strategy and Activities***

All our charitable activities are undertaken to further our charitable purpose for the public benefit. Many of these activities would not be possible without the significant voluntary contributions of our members. The trustees wish to express their continued gratitude to members in this regard. Membership of the Society is open to anyone with an interest in occupational hygiene and reduced membership rates are available to student and retired members.

The Society has examined the information contained in the Charity Commissions general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. The trustees regularly consider how planned activities will contribute to the aims and objectives they have set. The intent of the strategy is to focus the Society's resources to deliver an improved public benefit in reducing the incidence of ill-health caused or made worse by work.

**Strategic Themes**

The Society has broken down our vision into a set of aims that we are working to achieve:

- Work to eliminate harmful exposures
- Promote safe and effective substitutes for existing hazards
- Design out threats to human health
- Manage out work practices that place people at risk
- Ensure all people in all working environments have the right protection at the right time

**Key developments planned for 2021-2025 are:**

1. To develop a Professional Standards Governance and Performance Framework which would be externally recognised as the definitive competency statement whilst also being a formal statement of the profession and a benchmark for anyone providing occupational health services.

2. To establish a presence in Higher Education in order to support learning, qualification and professional development to broaden and deepen the public, sectoral, governmental and professional understanding of occupational hygiene. This is also being led by the Faculty of Occupational Hygiene.

3. The enhancement of technical capabilities by maintaining and developing a systematic programme of technical guidance production and review, informed and critiqued by practice and research.

4. The formalisation of international engagement by reviewing each of our existing bilateral partnerships, consulting on strategic aims of partner societies and, so far as is mutually beneficial and sustainable, develop partnerships with other occupational health societies and organisations globally.

The main activities undertaken by the Society under these strategic themes encompass:

- **Campaigns**: leadership of industry awareness campaigns
- **Membership**: provision of services and support to members
- **Events**: running of scientific conferences and events
- **Qualifications**: the provision of qualifications and competency schemes
- **Publishing**: of an academic journal and other scientific information
- **Policy and Technical**: scientific and technical representation to government, regulators and other bodies

***Public benefit***

The main purpose of the Society is to reduce the incidence of ill-health caused or made worse by work. This falls within the recognised charitable purpose of the advancement of health or the saving of lives under the Charities Act 2006. The public benefit of this aim applies both directly to the working population and to those affected by the wider health impact of workplaces.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

**Structure, governance and management**

The Society is a charitable company, incorporated by Royal Charter on 20 December 2012 and registered as a new charity on 11 January 2013.

The Society is established under Royal Charter which sets out its objects and powers, and is governed under the associated Byelaws and Regulations.

Under the Byelaws, Ordinary Board Members of the Board are elected at the AGM to serve for a period of three years. The Honorary Officers of Secretary, and Treasurer are elected for a period of three years, the Registrars for FOH and FAAM are elected for a period of three years and a new President is elected annually to serve on a three-year cycle (year one as President-Elect, year two as President and year three as Immediate Past-President).

All new Board members are provided with an induction and operational briefing. They have access to selected previous Board paperwork, and documents outlining the practices and procedures used by the Board for its operation. During the President-Elect's one-year term, mentoring and support are provided by the President, Immediate Past President and Chief Executive.

The Board members (who are both directors and trustees) manage the Society through regular Board meetings which focus on strategic decision making and policy setting. The implementation of strategy, policy and the day-to-day running of the Society's operations are delegated to the members of the Management Team who, through the Chief Executive, are accountable to the Board.

All the trustees are members of the Society. None of the trustees have any beneficial interest in the Society.

The Board maintains a risk register which is reviewed by the Board every quarter. The Board is satisfied that it has identified, discussed and had oversight of the major risks facing the organisation, and that plans are in place as far as possible to reasonably mitigate those risks. External risks to funding are minimised by the implementation of procedures for the authorisation of all transactions.

2021 saw the launch of a new Strategic Plan for implementation from 2021-2025. It focuses on the key roles of the Society as a home for the Occupational Hygiene and Asbestos Professions, as a learned scientific Society and as a scientific charity devoted to the promotion of worker health protection. 2022 saw significant progress in the implementation of this strategy.

**Achievements and performance**

A full review of the Society's achievements and performance is provided in the annual report which accompanies the Trustees report. A brief summary is given here under the main activities.

1. **Campaigns**

In 2022, we were able to confirm the development of Breathe Freely Campaigns in Canada and the United States and to develop Breathe Freely's focus on the demolition industry. A new version of the website was launched . BOHS was very visible for its work supporting Parliamentary inquiries into Asbestos and Respiratory Crystalline Silica.

2. **Membership (including FAAM)**

The focus of our membership activities in 2022 aimed to support the implementation of the Faculty Strategies, whilst raising the public profile of occupational hygiene. This led to a modest increase in the level of general membership , but a more significant increase in communications engagement by the general public, particularly through social media.

***Faculty of Occupational Hygiene (FOH)***

The focus of Faculty work was the development of a competency framework for professional hygienists and movement towards a regulated professional register for occupational hygienists under the auspices of the Professional Standards Authority for Health and Social Care. This was complemented by a significant review and publications programme for technical guidance. Membership decreased slightly, impacted by a significant number of retirements from the profession.

***Faculty of Asbestos Assessment and Management (FAAM)***

FAAM membership increased slightly. FAAM'S visibility was raised significantly by the publication of a Parliamentary report which drew evidence from FAAM and the government's response. Further development of the professional framework for FAAM was the focus of activity and the Faculty launched a Fellowship level.

3. **Events**

The conference & events calendar was compacted , with a host of high-quality conferences complemented by a suite of well-attended webinars. The national OH2022 conference has lesser footfall than pre- COVID conferences, falling only six months after the previous delayed annual conference for 2021. It took place in Northern Ireland for the first time in the Society's history and benefitted from local attendance subsidies.

4. **Qualifications**

Qualifications became the focus for significant operational review and restructure , triggered by challenges with an ageing software system and the retirement and loss of key technical expertise. Significant challenges with implementing changes arising out of the long- awaited reissue of guidance on asbestos analysis by HSE required the inspection and reapproval of the largest part of the Society's qualifications portfolio. A revised process of quality assurance , operational management and IT delivery was iniated which is due to be fully implemented in 2023.

5. **Publishing**

The Annals of Work Exposures and Health achieved an even higher impact factor and was even more widely cited than in pre-pandemic periods. An agreement with the American Industrial Hygiene Association allowed for a mini-subscription which was deemed to be a successful trial. The republication and rationalization of the Society's technical guidance was completed and a new process for the quality assurance of techical standards in guidance publication was launched.

**Financial review**

The statement of financial activities shows a net deficit for the year of £ 204,035 compared to £133,294 surplus in 2021. The budget for 2022 was predicated on a marginal deficit of £37,110 to enable transitional pay and staffing adjustments to be made. The variance to budget for 2022 was therefore £166,925, of which £135,089 was authorised additional expenditure against reserves (as detailed below). Losses in net conference performance resulted in a shortfall of £31,836, resulting in a trading deficit of £68,946.

**External factors**

External factors resulted in unbudgeted additional expenditure/loss from reserves (£95,128) being authorised for:

£45,475 (loss in the value of cash investments)
£26,539 (additional agency/staffing costs to address rapid implementation of new asbestos qualifications)
£18,925 (cumulative increase in IT costs, arising from the collapse of IT supplier and the need to bring forward IT review/restructure)
£2,500 (additional IT costs for new asbestos qualifications content)
£1,689 (increase in utility costs)

**Additional approved expenditure from reserves**

Additional expenditure (£39,961) from reserves was authorised for:

£13,789 (fee for application for Professional Standards Association Register)
£11,609 (variance in budgeted depreciation arising from office refurbishment)
£9,680 (variance in budgeted non-reclaimable VAT)
£7,077 (non-capital costs for completion of office refurbishment)
£4,559 (HR fees to support a review of staffing and remuneration)
£2,927 (net one-off additional payroll cost to budget from senior management restructure)

**Trading losses**

Net loss on conference budget accounted for £37,351 which was partly mitigated by better performance, efficiencies in other areas.

**Future sustainability**

The Society reprofiled its staffing and management through 2022 catalysed by changes in the senior management team and a post-pandemic review of capabilities, capacity and the need to retain highly skilled staff. This review has enabled a reprofiled approach to management and remuneration to enable the staffing of the Society to be sustainable for the future. The Society also brought forward reviews of its core IT functions into 2022 as a result of supplier failure and new demands, but positions its core IT infrastructure to be fit for the future.

Our reserves, which are unrestricted, amounted to £1,300,744 compared to £1,504,779 in 2021. Around 50% of reserves are invested for potential growth whilst the remainder are held on deposit or used for working capital. The Society's investment funds were held in one charity account during 2022, with the value of the Charities Investment Fund fluctuating throughout the year and showing a final net loss in value of £45,475 in 2022.

***Policy on reserves***

BOHS maintains reserves as part of its risk strategy and to ensure a sustainable financial base. The purposes of reserves are the following:

- To ensure the Society can cover administrative, contractual and operating costs
- To assure the Society's position of independence, and freedom and responsiveness of action
- To provide financial headroom for the Society to develop its activities for members
- To provide reassurance for suppliers

The level of reserves is determined annually by the Board as part of the budget setting process. The minimum level of reserves was thoroughly reviewed during 2021 and will be assessed annually as part of the budget-setting process against risk, contractual obligations and likely future income streams and expenditure.

**Pay policy for staff and trustees**

The Board members, who are the trustees and directors of the British Occupational Hygiene Society, give their time freely and no remuneration was given to any director of the Society within the year. Details of the director's expenses and related party transactions are disclosed within the accounts.

The pay of staff is reviewed annually and may be increased, based on a benchmarking process against increases in national average earnings, local labour market costs for specialist skills as well as inflation indices.

**Fundraising disclosures**

The charity does not carry out significant fundraising activities that require disclosure under the Charities Act 2011.

**Financial instruments**

***Objectives and policies***

The Charity's activities expose it to a number of financial risks including credit risk, cash flow risk and liquidity risk. The use of financial derivatives is governed by the Charity's policies approved by the board of trustees, which provide written principles on the use of financial derivatives to manage these risks. The Charity does not use derivative financial instruments for speculative purposes.

***Cash flow risk***

The Charity's activities expose it primarily to the financial risks of changes in foreign currency exchange rates and interest rates. The Charity uses foreign exchange forward contracts and interest rate swap contracts to hedge these exposures.
Interest bearing assets and liabilities are held at fixed rate to ensure certainty of cash flows.

***Credit risk***

The Charity's principal financial assets are bank balances and cash, trade and other receivables, and investments.
The Charity's credit risk is primarily attributable to its trade receivables. The amounts presented in the balance sheet are net of allowances for doubtful receivables. An allowance for impairment is made where there is an identified loss event which, based on previous experience, is evidence of a reduction in the recoverability of the cash flows.
The credit risk on liquid funds and derivative financial instruments is limited because the counterparties are banks with high credit-ratings assigned by international credit-rating agencies.
The Charity has no significant concentration of credit risk, with exposure spread over a large number of counterparties and customers.

***Liquidity risk***

In order to maintain liquidity to ensure that sufficient funds are available for ongoing operations and future developments, the Charity uses a mixture of long-term and short-term debt finance.
Further details regarding liquidity risk can be found in the Statement of accounting policies in the financial statements.

**Third party indemnity provisions**

The British Occupational Hygiene Society (The Society) maintains qualifying liability insurance for its trustees.

**Statement of trustees' responsibilities**

The trustees (who are also the directors of The British Occupational Hygiene Society for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees 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 charitable company and of the incoming resources and application of resources, including its income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards, comprising FRS 102 have been followed, subject to any material departures disclosed and explained in the financial statements; and
- 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 that can disclose with reasonable accuracy at any time the financial position of the charitable 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## The British Occupational Hygiene Society

## Trustees' Report

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

**Disclosure of information to auditor**

Each trustee has taken steps that they ought to have taken as a trustee in order to make themselves aware of any relevant audit information and to establish that the Charity's auditor is aware of that information. The trustees confirm that there is no relevant information that they know of and of which they know the auditor is unaware.

The annual report was approved by the trustees of the Charity on ..... and signed on its behalf by:

.....
Ms C Keen President
Trustee

## The British Occupational Hygiene Society

## Independent Auditor's Report to the Members of The British Occupational Hygiene Society

**Opinion**

We have audited the financial statements of The British Occupational Hygiene Society (the 'Charity') for the year ended 31 December 2022, which comprise the Statement of Financial Activities, Balance Sheet, Statement of Cash Flows, and Notes to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is United Kingdom Accounting Standards, comprising Charities SORP - FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and applicable law (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 31 December 2022 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.

**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 auditor responsibilities for the audit of the financial statements section of our report. We are independent of the Charity 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 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**

In auditing the financial statements, we have concluded that the trustees use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Charity's ability to continue as a going concern for a period of at least twelve months from when the original financial statements were authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

**Other information**

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

## Independent Auditor's Report to the Members of The British Occupational Hygiene Society

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 we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. 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 matter 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 Trustees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Trustees' Report has been prepared in accordance with applicable legal requirements.

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

In the light of our knowledge and understanding of the Charity and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

**Responsibilities of trustees**

As explained more fully in the Statement of trustees' responsibilities (set out on page 9 and 10), the trustees 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 trustees determine is 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 trustees are responsible for assessing the Charity'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 trustees either intend to liquidate the Charity or to cease operations, or have no realistic alternative but to do so.

**Auditor 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 an auditor’s report 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.

## Independent Auditor's Report to the Members of The British Occupational Hygiene Society

**Extent to which the audit was capable of detecting irregularities, including fraud**

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

- We identified areas of laws and regulations that could reasonably be expected to have a material effect on the financial statements from our experience through discussion with the Officers and other management (as required by auditing standards)
- We had regard to laws and regulations in areas that directly affect the financial statements including financial reporting and taxation legislation. We considered that extent of compliance with those laws and regulations as part of our procedures on the related financial statement items.
- Except for any known or possible non-compliance, and as required by auditing standards, our work in respect of these was limited to enquiry of the Officers.
- We communicated identified relevant laws and regulations to the business throughout our audit team and remained vigilant to any indications of non-compliance throughout the audit.
- We addressed the risk of fraud through management override of controls, by testing the appropriateness of journal entries and other adjustments; assessing whether the judgements made in making accounting estimates are indicative of a potential bias; and evaluating the business rationale of any significant transactions that are unusual or outside the normal course of operation.

Our audit procedures were designed to respond to risks of material misstatement in the financial statements, recognising that the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery, misrepresentations or through collusion. There are inherent limitations in the audit procedures performed and the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely we are to become aware of it.

As part of an audit in accordance with ISAs (UK), we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Charity’s internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.

## Independent Auditor's Report to the Members of The British Occupational Hygiene Society

- Conclude on the appropriateness of the trustees use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Charity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Charity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Charity to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the Charity audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

**Use of our report**

This report is made solely to the charitable company's trustees, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the Charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

.....
Mr Neil Coupland FCA (Senior Statutory Auditor)
For and on behalf of RWB CA Limited, Statutory Auditor

Northgate House
North Gate
New Basford
Nottingham
NG7 7BQ

Date:.....

## The British Occupational Hygiene Society

## Statement of Financial Activities for the Year Ended 31 December 2022 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

| | Note | Unrestricted General £ | Total 2022 £ | Total 2021 £ |
|---|---|---|---|---|
| **Income and Endowments from:** | | | | |
| Donations and legacies | 3 | 10,500 | 10,500 | 2,762 |
| Charitable activities | 4 | 1,417,457 | 1,417,457 | 1,298,125 |
| Investment income | | - | - | 575 |
| Other income | | - | - | 4,064 |
| Total Income | | 1,427,957 | 1,427,957 | 1,305,526 |
| **Expenditure on:** | | | | |
| Charitable activities | 5, 6 | (~~1,586,517~~) | (1,586,517) | (1,276,070) |
| Total Expenditure | | (1,586,517) | (1,586,517) | (1,276,070) |
| Gains/losses on investment assets | | (45,475) | (45,475) | 103,838 |
| Net (expenditure)/income | | (204,035) | (204,035) | 133,294 |
| Net movement in funds | | (204,035) | (204,035) | 133,294 |
| **Reconciliation of funds** | | | | |
| Total funds brought forward | | 1,504,779 | 1,504,779 | 1,371,485 |
| Total funds carried forward | 21 | 1,300,744 | 1,300,744 | 1,504,779 |

All of the Charity's activities derive from continuing operations during the above two periods.

## The British Occupational Hygiene Society

## (Registration number: RC000858)
## Balance Sheet as at 31 December 2022

| | Note | 2022<br>£ | 2021<br>£ |
|---|---|---|---|
| **Fixed assets** | | | |
| Tangible assets | 12 | 702,152 | 561,613 |
| Investments | 13 | 402,423 | 537,898 |
| | | 1,104,575 | 1,099,511 |
| **Current assets** | | | |
| Stocks | 14 | 13,722 | 8,435 |
| Debtors | 15 | 262,857 | 275,364 |
| Cash at bank and in hand | 16 | 108,015 | 342,945 |
| | | 384,594 | 626,744 |
| **Creditors: Amounts falling due within one year** | 17 | (188,425) | (221,476) |
| **Net current assets** | | 196,169 | 405,268 |
| **Net assets** | | 1,300,744 | 1,504,779 |
| **Funds of the Charity:** | | | |
| **Unrestricted income funds** | | | |
| Unrestricted funds | | 1,300,744 | 1,504,779 |
| **Total funds** | 21 | 1,300,744 | 1,504,779 |

The financial statements on pages 15 to 34 were approved by the trustees, and authorised for issue on ..... and signed on their behalf by:

.....
Ms C Keen President
Trustee

## The British Occupational Hygiene Society

## Statement of Cash Flows for the Year Ended 31 December 2022

| | Note | 2022<br>£ | 2021<br>£ |
|---|---|---|---|
| **Cash flows from operating activities** | | | |
| Net cash (expenditure)/income | | (204,035) | 133,294 |
| **Adjustments to cash flows from non-cash items** | | | |
| Depreciation | | 49,363 | 40,758 |
| Investment income | | - | (575) |
| Revaluation of investments | | 45,475 | (103,837) |
| | | 94,838 | (63,654) |
| | | (109,197) | 69,640 |
| **Working capital adjustments** | | | |
| (Increase)/decrease in stocks | 14 | (5,287) | 7,200 |
| Decrease in debtors | 15 | 12,507 | 38,002 |
| (Decrease)/increase in creditors | 17 | (2,461) | 35,741 |
| Decrease in deferred income | | (30,590) | (147,897) |
| Net cash flows from operating activities | | (135,028) | 2,686 |
| **Cash flows from investing activities** | | | |
| Interest receivable and similar income | | - | 575 |
| Purchase of tangible fixed assets | 12 | (189,902) | (5,903) |
| Sale of investments | | 90,000 | 300,000 |
| Net cash flows from investing activities | | (99,902) | 294,672 |
| Net (decrease)/increase in cash and cash equivalents | | (234,930) | 297,358 |
| Cash and cash equivalents at 1 January | | 342,945 | 45,587 |
| Cash and cash equivalents at 31 December | | 108,015 | 342,945 |

All of the cash flows are derived from continuing operations during the above two periods.

## 1 Charity status

The Charity is limited by guarantee, incorporated in England and Wales, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the Charity in the event of liquidation.

The address of its registered office is:
5/6 Melbourne Business Court
Millennium Way
Pride Park
Derby
DE24 8LZ

## 2 Accounting policies

**Summary of significant accounting policies and key accounting estimates**

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

**Statement of compliance**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

**Basis of preparation**

The British Occupational Hygiene Society meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

**Going concern**

The trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the Charity.

**Income and endowments**

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

***Donations and legacies***

Donations are recognised when the Charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the Charity before the Charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the Charity and it is probable that these conditions will be fulfilled in the reporting period.

***Grants receivable***

Grants are recognised when the Charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

***Deferred income***

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Income received in respect of future events is recognised when the event substantially occurs. Subscription income is recognised over the period of time to which the subscription relates.

***Investment income***

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

**Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

***Charitable activities***

Charitable expenditure comprises those costs incurred by the Charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

**Governance costs**

These include the costs attributable to the Charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees meetings and reimbursed expenses.

**Government grants**

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

**Taxation**

The Charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the Charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

**Tangible fixed assets**

Individual fixed assets costing £500 or more are initially recorded at cost.

**Depreciation and amortisation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

| Asset class | Depreciation method and rate |
|---|---|
| Office furniture | 20% straight line |
| Office equipment | 33% straight line |
| Computer software | 20% straight line |
| Freehold property | Straight line method over 50 years |

**Fixed asset investments**

Fixed asset investments, other than programme related investments, are included at market value at the balance sheet date. Realised gains and losses on investments are calculated as the difference between sales proceeds and their market value at the start of the year, or their subsequent cost, and are charged or credited to the Statement of Financial Activities in the period of disposal.

Unrealised gains and losses represent the movement in market values during the year and are credited or charged to the Statement of Financial Activities based on the market value at the year end.

**Stock**

Stock is valued at the lower of cost and estimated selling price less costs to complete and sell, after due regard for obsolete and slow moving stocks. Cost is determined using the first-in, first-out (FIFO).

**Trade debtors**

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the Charity will not be able to collect all amounts due according to the original terms of the receivables.

**Cash and cash equivalents**

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

**Trade creditors**

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the Charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

**Borrowings**

Interest-bearing borrowings are initially recorded at fair value, net of transaction costs. Interest-bearing borrowings are subsequently carried at amortised cost, with the difference between the proceeds, net of transaction costs, and the amount due on redemption being recognised as a charge to the Statement of Financial Activities over the period of the relevant borrowing.

Interest expense is recognised on the basis of the effective interest method and is included in interest payable and similar charges.

Borrowings are classified as current liabilities unless the Charity has an unconditional right to defer settlement of the liability for at least twelve months after the reporting date.

**Foreign exchange**

Transactions in foreign currencies are recorded at the rate of exchange at the date of the transaction. Monetary assets and liabilities denominated in foreign currencies at the balance sheet date are reported at the rates of exchange prevailing at that date.

The results of overseas operations are translated at the average rates of exchange during the period and their balance sheets at the rates ruling at the balance sheet date. Exchange differences arising on translation of the opening net assets and results of overseas operations are reported in other comprehensive income and accumulated in equity (attributed to non-controlling interests as appropriate).

Other exchange differences are recognised in the Statement of Financial Activities in the period in which they arise except for:

1) exchange differences on transactions entered into to hedge certain foreign currency risks (see above);

2) exchange differences arising on gains or losses on non-monetary items which are recognised in other comprehensive income; and

3) in the case of the consolidated financial statements, exchange differences on monetary items receivable from or payable to a foreign operation for which settlement is neither planned nor likely to occur (therefore forming part of the net investment in the foreign operation), which are recognised in other comprehensive income and reported under equity.

**Fund structure**

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the Charity.

**Pensions and other post retirement obligations**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**Financial instruments**

***Classification***

Financial assets and financial liabilities are recognised when the Charity becomes a party to the contractual provisions of the instrument.
Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the Charity after deducting all of its liabilities.

***Recognition and measurement***

All financial assets and liabilities are initially measured at transaction price (including transaction costs), except for those financial assets classified as at fair value through profit or loss, which are initially measured at fair value (which is normally the transaction price excluding transaction costs), unless the arrangement constitutes a financing transaction. If an arrangement constitutes a financing transaction, the financial asset or financial liability is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Financial assets and liabilities are only offset in the statement of financial position when, and only when there exists a legally enforceable right to set off the recognised amounts and the Charity intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Financial assets are derecognised when and only when a) the contractual rights to the cash flows from the financial asset expire or are settled, b) the Charity transfers to another party substantially all of the risks and rewards of ownership of the financial asset, or c) the Charity, despite having retained some, but not all, significant risks and rewards of ownership, has transferred control of the asset to another party.

Financial liabilities are derecognised only when the obligation specified in the contract is discharged, cancelled or expires.

***Debt instruments***

Debt instruments which meet the following conditions are subsequently measured at amortised cost using the effective interest method:

(a) The contractual return to the holder is (i) a fixed amount; (ii) a positive fixed rate or a positive variable rate; or (iii) a combination of a positive or a negative fixed rate and a positive variable rate.

(b) The contract may provide for repayments of the principal or the return to the holder (but not both) to be linked to a single relevant observable index of general price inflation of the currency in which the debt instrument is denominated, provided such links are not leveraged.

(c) The contract may provide for a determinable variation of the return to the holder during the life of the instrument, provided that (i) the new rate satisfies condition (a) and the variation is not contingent on future events other than (1) a change of a contractual variable rate; (2) to protect the holder against credit deterioration of the issuer; (3) changes in levies applied by a central bank or arising from changes in relevant taxation or law; or (ii) the new rate is a market rate of interest and satisfies condition (a).

(d) There is no contractual provision that could, by its terms, result in the holder losing the principal amount or any interest attributable to the current period or prior periods.

(e) Contractual provisions that permit the issuer to prepay a debt instrument or permit the holder to put it back to the issuer before maturity are not contingent on future events, other than to protect the holder against the credit deterioration of the issuer or a change in control of the issuer, or to protect the holder or issuer against changes in levies applied by a central bank or arising from changes in relevant taxation or law.

(f) Contractual provisions may permit the extension of the term of the debt instrument, provided that the return to the holder and any other contractual provisions applicable during the extended term satisfy the conditions of paragraphs (a) to (c).

Debt instruments that are classified as payable or receivable within one year on initial recognition and which meet the above conditions are measured at the undiscounted amount of the cash or other consideration expected to be paid or received, net of impairment.

With the exception of some hedging instruments, other debt instruments not meeting these conditions are measured at fair value through profit or loss.

Commitments to make and receive loans which meet the conditions mentioned above are measured at cost (which may be nil) less impairment.

***Investments***

Investments in non-convertible preference shares and non-puttable ordinary or preference shares (where shares are publicly traded or their fair value is reliably measurable) are measured at fair value through profit or loss. Where fair value cannot be measured reliably, investments are measured at cost less impairment.

Investments in subsidiaries and associates are measured at cost less impairment. For investments in subsidiaries acquired for consideration including the issue of shares qualifying for merger relief, cost is measured by reference to the nominal value of the shares issued plus fair value of other consideration. Any premium is ignored.

***Derivative financial instruments***

The Charity uses derivative financial instruments to reduce exposure to foreign exchange risk and interest rate movements. The Charity does not hold or issue derivative financial instruments for speculative purposes.

Derivatives are initially recognised at fair value at the date a derivative contract is entered into and are subsequently remeasured to their fair value at each reporting date. The resulting gain or loss is recognised in statement of financial activities immediately unless the derivative is designated and effective as a hedging instrument, in which event the timing of the recognition in statement of financial activities depends on the nature of the hedge relationship.

***Fair value measurement***

The best evidence of fair value is a quoted price for an identical asset in an active market. When quoted prices are unavailable, the price of a recent transaction for an identical asset provides evidence of fair value as long as there has not been a significant change in economic circumstances or a significant lapse of time since the transaction took place. If the market is not active and recent transactions of an identical asset on their own are not a good estimate of fair value, the fair value is estimated by using a valuation technique.

**3 Income from donations and legacies**

| | Unrestricted funds General £ | Total 2022 £ |
|---|---|---|
| Donations and legacies; | | |
| Donations | 2,500 | 2,500 |
| Grants, including capital grants; | | |
| Government grants | 8,000 | 8,000 |
| | 10,500 | 10,500 |

| | Unrestricted funds General £ | Total 2021 £ |
|---|---|---|
| Grants, including capital grants; | | |
| Government grants | 2,762 | 2,762 |
| | 2,762 | 2,762 |

## 4 Income from charitable activities

| | Unrestricted funds General | Total 2022 | Total 2021 |
|---|---|---|---|
| | £ | £ | £ |
| Examinations | 742,160 | 742,160 | 670,775 |
| Membership services | 154,678 | 154,678 | 142,251 |
| Conferences and events | 193,923 | 193,923 | 141,687 |
| Publications | 274,462 | 274,462 | 267,282 |
| Schemes and services | 52,334 | 52,334 | 74,630 |
| Governance & Sponsorship | - | - | 1,500 |
| | 1,417,557 | 1,417,557 | 1,298,125 |

## 5 Expenditure on charitable activities

| | Unrestricted funds General £ | Total 2022 £ |
|---|---|---|
| Examinations | 488,404 | 488,404 |
| Membership services | 157,257 | 157,257 |
| Conferences and events | 228,463 | 228,463 |
| Publications | 63,882 | 63,882 |
| Schemes and services | 50,960 | 50,960 |
| Head office | 282,274 | 282,274 |
| Marketing and communications | 76,057 | 76,057 |
| Leadership | 87,971 | 87,971 |
| | 1,435,268 | 1,435,268 |

| | Unrestricted funds General £ | Total 2021 £ |
|---|---|---|
| Examinations | 404,366 | 404,366 |
| Membership services | 153,336 | 153,336 |
| Conferences and events | 136,054 | 136,054 |
| Publications | 62,927 | 62,927 |
| Schemes and services | 69,209 | 69,209 |
| Head office | 189,324 | 189,324 |
| Marketing and communications | 73,411 | 73,411 |
| Leadership | 34,083 | 34,083 |
| | 1,122,710 | 1,122,710 |

In addition to the expenditure analysed above, there are also governance costs of £151,249 (2021 - £153,360) which relate directly to charitable activities. See note 6 for further details.

## 6 Analysis of governance and support costs

**Governance costs**

| | Unrestricted funds General £ | Total 2022 £ |
|---|---|---|
| Staff costs | | |
| Wages and salaries | 114,650 | 114,650 |
| Social security costs | 12,675 | 12,675 |
| Pension costs | 5,304 | 5,304 |
| Audit fees | | |
| Audit of the financial statements | 3,550 | 3,550 |
| Other fees paid to auditors | 1,700 | 1,700 |
| Council Meeting expenses | 13,370 | 13,370 |
| | 151,249 | 151,249 |

| | Unrestricted funds General £ | Total 2021 £ |
|---|---|---|
| Staff costs | | |
| Wages and salaries | 121,872 | 121,872 |
| Social security costs | 12,370 | 12,370 |
| Pension costs | 5,825 | 5,825 |
| Audit fees | | |
| Audit of the financial statements | 3,100 | 3,100 |
| Other fees paid to auditors | 2,180 | 2,180 |
| Council Meeting expenses | 8,013 | 8,013 |
| | 153,360 | 153,360 |

## 7 Net incoming/outgoing resources

Net (outgoing)/incoming resources for the year include:

| | 2022<br>£ | 2021<br>£ |
|---|---|---|
| Operating leases - other assets | 2,434 | 3,450 |
| Audit fees | 3,550 | 3,100 |
| Depreciation of fixed assets | 49,364 | 40,758 |

## 8 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the Charity during the year.

No trustees have received any other benefits from the charity during the year.

8 Trustees received reimbursement of expenses amounting to £4,603 in the current year, (2021 - 7 Trustees - £2,805).

## 9 Staff costs

The aggregate payroll costs were as follows:

| | 2022<br>£ | 2021<br>£ |
|---|---|---|
| **Staff costs during the year were:** | | |
| Wages and salaries | 613,679 | 568,794 |
| Social security costs | 52,344 | 46,083 |
| Pension costs | 28,127 | 28,231 |
| Other staff costs | 10,455 | 9,004 |
| | 704,605 | 652,112 |

The monthly average number of persons (including senior management / leadership team) employed by the Charity during the year expressed as full time equivalents was as follows:

| | 2022<br>No | 2021<br>No |
|---|---|---|
| Charitable | 17 | 18 |
| Management | 2 | 3 |
| | 19 | 21 |

The number of employees whose emoluments fell within the following bands was:

| | 2022<br>No | 2021<br>No |
|---|---|---|
| £70,001 - £80,000 | 1 | 1 |

The total employee benefits of the key management personnel of the Charity were £144,121 (2021 - £165,741).

**10 Auditors' remuneration**

| | 2022<br>£ | 2021<br>£ |
|---|---|---|
| Audit of the financial statements | 3,550 | 3,100 |
| **Other fees to auditors** | | |
| All other assurance services | 1,700 | 2,180 |

**11 Taxation**

The Charity is a registered charity and is therefore exempt from taxation.

**12 Tangible fixed assets**

| | Land and buildings<br>£ | Furniture and equipment<br>£ | Other tangible fixed asset<br>£ | Total<br>£ |
|---|---|---|---|---|
| **Cost** | | | | |
| At 1 January 2022 | 488,106 | 57,099 | 315,983 | 861,188 |
| Additions | 132,482 | 57,420 | - | 189,902 |
| Disposals | - | (42,396) | (40,336) | (82,732) |
| At 31 December 2022 | 620,588 | 72,123 | 275,647 | 968,358 |
| **Depreciation** | | | | |
| At 1 January 2022 | 8,424 | 48,354 | 242,797 | 299,575 |
| Charge for the year | 10,141 | 14,054 | 25,168 | 49,363 |
| Eliminated on disposals | - | (42,396) | (40,336) | (82,732) |
| At 31 December 2022 | 18,565 | 20,012 | 227,629 | 266,206 |
| **Net book value** | | | | |
| At 31 December 2022 | 602,023 | 52,111 | 48,018 | 702,152 |
| At 31 December 2021 | 479,682 | 8,745 | 73,186 | 561,613 |

Included within the net book value of land and buildings above is £602,023 (2021 - £479,682) in respect of freehold land and buildings and £Nil (2021 - £Nil) in respect of leaseholds.

**13 Fixed asset investments**

| | 2022 | 2021 |
|---|---|---|
| | £ | £ |
| Other investments | 402,423 | 537,898 |

**Other investments**

| | Listed investments | Total |
|---|---|---|
| | £ | £ |
| **Cost or Valuation** | | |
| At 1 January 2022 | 537,898 | 537,898 |
| Revaluation | (45,475) | (45,475) |
| Disposals | (90,000) | (90,000) |
| At 31 December 2022 | 402,423 | 402,423 |
| **Net book value** | | |
| At 31 December 2022 | 402,423 | 402,423 |
| At 31 December 2021 | 537,898 | 537,898 |

The market value of the listed investments at 31 December 2022 was £402,423 (2021 - £537,898).

The investment is in CCLA Charities Investment Fund

**14 Stock**

| | 2022 | 2021 |
|---|---|---|
| | £ | £ |
| Stocks | 13,722 | 8,435 |

**15 Debtors**

| | 2022 | 2021 |
|---|---|---|
| | £ | £ |
| Trade debtors | 147,243 | 123,103 |
| Prepayments | 115,614 | 152,261 |
| | 262,857 | 275,364 |

**16 Cash and cash equivalents**

| | 2022 | 2021 |
|---|---|---|
| | £ | £ |
| Cash at bank | 108,015 | 342,945 |

## 17 Creditors: amounts falling due within one year

| | 2022 | 2021 |
|---|---|---|
| | £ | £ |
| Trade creditors | 108,213 | 118,313 |
| Other taxation and social security | 10,650 | 14,309 |
| Accruals | 40,197 | 28,899 |
| Deferred income | 29,365 | 59,955 |
| | 188,425 | 221,476 |

| | 2022 | 2021 |
|---|---|---|
| | £ | £ |
| Deferred income at 1 January 2022 | 25,263 | 207,852 |
| Resources deferred in the period | (16,520) | (25,263) |
| Amounts released from previous periods | (25,263) | (207,852) |
| Deferred income at year end | (16,520) | (25,263) |

## 18 Obligations under leases and hire purchase contracts

### Operating lease commitments

Total future minimum lease payments under non-cancellable operating leases are as follows:

| | 2022 | 2021 |
|---|---|---|
| | £ | £ |
| **Other** | | |
| Within one year | 2,528 | 1,738 |
| Between one and five years | 3,484 | 1,483 |
| | 6,012 | 3,221 |

## 19 Pension and other schemes

### Defined contribution pension scheme

The Charity operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the Charity to the scheme and amounted to £28,127 (2021 - £28,231).

## 20 Commitments

### Capital commitments

The total amount contracted for but not provided in the financial statements was £Nil (2021 - £186,550).

**21 Funds**

| | Balance at 1 January 2022 £ | Incoming resources £ | Resources expended £ | Other recognised gains/(losses) £ | Balance at 31 December 2022 £ |
|---|---|---|---|---|---|
| **Unrestricted** | | | | | |
| General | 1,504,779 | 1,427,957 | (1,586,517) | (45,475) | 1,300,744 |

| | Balance at 1 January 2021 £ | Incoming resources £ | Resources expended £ | Other recognised gains/(losses) £ | Balance at 31 December 2021 £ |
|---|---|---|---|---|---|
| **Unrestricted funds** | | | | | |
| General | 1,371,485 | 1,305,526 | (1,276,070) | 103,838 | 1,504,779 |

**22 Analysis of net assets between funds**

| | Unrestricted funds General | Total funds at 31 December 2022 |
|---|---|---|
| | £ | £ |
| Tangible fixed assets | 702,152 | 702,152 |
| Fixed asset investments | 402,423 | 402,423 |
| Current assets | 384,594 | 384,594 |
| Current liabilities | (188,425) | (188,425) |
| Total net assets | 1,300,744 | 1,300,744 |

| | Unrestricted funds General | Total funds at 31 December 2021 |
|---|---|---|
| | £ | £ |
| Tangible fixed assets | 561,613 | 561,613 |
| Fixed asset investments | 537,898 | 537,898 |
| Current assets | 626,744 | 626,744 |
| Current liabilities | (221,476) | (221,476) |
| Total net assets | 1,504,779 | 1,504,779 |

**23 Analysis of net funds**

| | At 1 January 2022 | Financing cash flows | At 31 December 2022 |
|---|---|---|---|
| | £ | £ | £ |
| Cash at bank and in hand | 342,945 | (234,930) | 108,015 |
| Net debt | 342,945 | (234,930) | 108,015 |

**24 Related party transactions**

Certain Trustees of the British Occupational Hygiene Society also have relationships with other organisations with whom the Charity interacts. These transactions are summarised as follows:

During the year two (2021 - three) companies were charged £31,460 (2021: £29,837) for courses, training provider services and listings. £3,060 (2021: £1,614) was owing to the charity at the year end and is included within debtors.

During the year two (2021 - two) companies charged the charity £243 (2021: £350) for consultancy, examiners and markers fees.

**THE BRITISH OCCUPATIONAL HYGIENE SOCIETY**

England & Wales - Charity number 1150455

# Accounts

Company registration number: RC000858

Charity registration number: 1150455

# The British Occupational Hygiene Society

(A company limited by share capital)

Annual Report and Financial Statements

for the Year Ended 31 December 2021

RWB CA Limited
Northgate House
North Gate
New Basford
Nottingham
NG7 7BQ

# The British Occupational Hygiene Society

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## The British Occupational Hygiene Society

## Reference and Administrative Details

| | |
|---|---|
| **Chief Executive Officer** | Professor K Bampton |
| **Trustees** | Ms A Margary President<br>Ms C Keen President-Elect<br>Mr K Williams Immediate Past-President<br>Mr A Wilson Hon. Secretary<br>Mrs A Parker Hon. Treasurer<br>Ms S Leeson<br>Mr J Dobbie<br>Mr J Grant<br>Mr P Gahir<br>Ms S Lett<br>Mr A Parris<br>Ms C Forshaw<br>Ms M K Cameron<br>Ms N M M Flavin<br>Mr D M J Eaves |
| **Secretary** | Mr A Wilson Hon. Secretary |
| **Senior Management / Leadership Team** | Professor K Bampton, Chief Executive<br>Mrs L Williams, Head of Commercial Operations, Qualifications<br>Ms S Jackson, Head of Member Services<br>Ms L Oxlade, Finance and Resources Manager |
| **Registered Office** | 5/6 Melbourne Business Court<br>Millennium Way<br>Pride Park<br>Derby<br>DE24 8LZ<br>The charity is incorporated in England and Wales. |

## The British Occupational Hygiene Society

## Reference and Administrative Details

| | |
|---|---|
| **Company Registration Number** | RC000858 |
| **Charity Registration Number** | 1150455 |
| **Solicitors:** | Nelsons Solicitors LLP<br>Pennine House<br>8 Stanford Street<br>Nottingham<br>NG1 7BQ |
| **Bankers** | HSBC<br>1 St Peters Street<br>Derby<br>Derbyshire<br>DE1 2AE |
| **Auditor** | RWB CA Limited<br>Northgate House<br>North Gate<br>New Basford<br>Nottingham<br>NG7 7BQ |

# The British Occupational Hygiene Society

## Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements and auditors' report of the charitable company for the year ended 31 December 2021.

**Objectives and activities**

***Objects and aims***

The Society is a charity and its objects are to promote the science of occupational hygiene and health, good practices and standards, research, and advance education in the subject of occupational and environmental hygiene. The Royal Charter recognises the Society as the pre-eminent body in the UK for occupational hygiene.

***Objectives, Strategy and Activities***

All our charitable activities are undertaken to further our charitable purpose for the public benefit. Many of these activities would not be possible without the significant voluntary contributions of our members. The trustees wish to express their continued gratitude to members in this regard. Membership of the Society is open to anyone with an interest in occupational hygiene and reduced membership rates are available to student and retired members.

The Society has examined the information contained in the Charity Commissions general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. The trustees regularly consider how planned activities will contribute to the aims and objectives they have set. The intent of the strategy is to focus the Society's resources to deliver an improved public benefit in reducing the incidence of ill-health caused or made worse by work.

**Strategic Themes**

The Society has broken down our vision into a set of aims that we are working to achieve:
- Work to eliminate harmful exposures
- Promote safe and effective substitutes for existing hazards
- Design out threats to human health
- Manage out work practices that place people at risk
- Ensure all people in all working environments have the right protection at the right time

**Key developments planned for 2021-2025 are:**

1. To develop a Professional Standards Governance and Performance Framework which would be externally recognised as the definitive competency statement whilst also being a formal statement of the profession and a benchmark for anyone providing occupational health services.

2. To establish a presence in Higher Education in order to support learning, qualification and professional development to broaden and deepen the public, sectoral, governmental and professional understanding of occupational hygiene.

3. The enhancement of technical capabilities by maintaining and developing a systematic programme of technical guidance production and review, informed and critiqued by practice and research.

4. The formalisation of international engagement by reviewing each of our existing bilateral partnerships, consulting on strategic aims of partner societies and, so far as is mutually beneficial and sustainable, develop partnerships with other occupational health societies and organisations globally.

The main activities undertaken by the Society under these strategic themes encompass:

- **Campaigns**: leadership of industry awareness campaigns
- **Membership**: provision of services and support to members
- **Events**: running of scientific conferences and events
- **Qualifications**: the provision of qualifications and competency schemes
- **Publishing**: of an academic journal and other scientific information
- **Policy and Technical**: scientific and technical representation to government, regulators and other bodies

***Public benefit***

The main purpose of the Society is to reduce the incidence of ill-health caused or made worse by work. This falls within the recognised charitable purpose of the advancement of health or the saving of lives under the Charities Act 2006. The public benefit of this aim applies both directly to the working population and to those affected by the wider health impact of workplaces.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

**Structure, governance and management**

The Society is a charitable company, incorporated by Royal Charter on 20 December 2012 and registered as a new charity on 11 January 2013.

The Society is established under Royal Charter which sets out its objects and powers, and is governed under the associated Byelaws and Regulations.

Under the Byelaws, Ordinary Board Members of the Board are elected at the AGM to serve for a period of three years. The Honorary Officers of Secretary, and Treasurer are elected for a period of two years, the Registrars for FOH and FAAM are elected for a period of three years and a new President is elected annually to serve on a three-year cycle (year one as President-Elect, year two as President and year three as Immediate Past-President).

All new Board members are provided with an induction and operational briefing. They have access to selected previous Board paperwork, and documents outlining the practices and procedures used by the Board for its operation. During the President-Elect's one-year term, mentoring and support are provided by the President and Chief Executive.

The Board members (who are both directors and trustees) manage the Society through regular Board meetings which focus on strategic decision making and policy setting. The implementation of strategy, policy and the day-to-day running of the Society's operations are delegated to the members of the Management Team who, through the Chief Executive, are accountable to the Board.

All the trustees are members of the Society. None of the trustees have any beneficial interest in the Society.

The Board maintains a risk register which is reviewed by the Board every quarter. The Board is satisfied that it has identified, discussed and had oversight of the major risks facing the organisation, and that plans are in place as far as possible to reasonably mitigate those risks. External risks to funding are minimised by the implementation of procedures for the authorisation of all transactions.

2021 saw the launch of a new Strategic Plan for implementation from 2021-2025. It focuses on the key roles of the Society as a home for the Occupational Hygiene and Asbestos Professions, as a learned scientific Society and as a scientific charity devoted to the promotion of worker health protection.

**Achievements and performance**

A full review of the Society's achievements and performance is provided in the annual report which accompanies the Trustees report. A brief summary is given here under the main activities.

1. **Campaigns**

In 2021 we celebrated five years of the Breathe Freely campaign in the UK. This was subject to a systematic review with investment and development of the key tools of the campaign, its website and the Certificate of Health Risks in Construction (CCHRC). The campaign has been thoroughly reviewed and a plan for the next stage has been approved by the appropriate governance bodies. A new Breathe Freely website was also completed and launched.

2. **Membership (including FAAM)**

The focus of our membership activities in 2021 continued to ensure that they were supported through the pandemic in the professional contexts (through technical advice) as well as through enhancing models of digital engagement to continue the work of the Society, provide fellowship opportunities and value at a time of financial pressure. Our in-house magazine was redesigned and relaunched in digital format. We were able to host an in-person conference in November.

***Faculty of Occupational Hygiene (FOH)***

The Faculty completed most of the essential steps to enable it to apply to the Professional Standards Association for a Register of Occupational Hygienists. It saw the implementation of the first stages of a Faculty Strategy, as well as completing work on a range of technical guidance. Membership levels for 2021 increased slightly.

***Faculty of Asbestos Assessment and Management (FAAM)***

FAAM membership increased slightly and the Faculty launched a new strategy. FAAM ran another successful virtual conference FAAM was able to provide expert responses to consultations, including giving oral evidence to the Parliament and guidance to its members and beyond.

3. **Events**

The conference & events calendar was again impacted by COVID-19, but the Society was able to run the regular and successful annual LEV conference and the innovative asbestos conference, which was also delivered online. The Society was also able to run an in-person national conference (OH2021). Feedback was universally positive. In addition, the Society was able to deliver numerous webinars on its own or in partnership. All were free to access, and several promoted the vital work in technical guidance that the Society has produced to support workplaces through the pandemic.

4. **Qualifications**

Qualifications continued to be impacted by the pandemic and made more steps towards efficiency in its business processes and substantial developments in quality improvement. It continued the review of its curriculum, launching new syllabi in asbestos.

5. **Publishing**

The Society continued to create widely-acclaimed guidance on managing COVID-19 and the impact of COVID-19 in the workplace. It continued to grow its social media following. Its COVID-19 expert group won the International Institute of Risk and Safety Management Leadership Team of the Year Award.

Volume 65 of BOHS' scientific journal, the Annals of Work Exposures and Health, enjoyed similar impact, being downloaded over 1/2 a million times and providing free to read special editions which were widely referred to by academics and practitioners trying to advance the science of the pandemic. The Journal continued to make a positive financial contribution to the Society.

**Financial review**

The statement of financial activities shows a net surplus for the year of £133,294 compared to £337,919 deficit in 2020. The budget for 2021 aimed at break even status, so this reflected greater efficiencies, but against a profile of lower income than pre-pandemic levels.

The Society was not eligible for additional funding from government schemes. The decision was made that, given the vital role of the Society in tackling the pandemic, staff would not be furloughed (other than one staff request because of childcare) and that the operation would continue to function fully (remotely) throughout.

Our reserves, which are unrestricted, amounted to £ 1,504,779 compared to £1,371,485 in 2020.

Around 50% of reserves are invested for potential growth whilst the remainder are held on deposit or used for working capital. The Society's investment funds were held in two charity accounts during 2021, with the charity deposit account, which was closed on the 23 December 2021, yielding an average of 0.59 % return on investment, interest rates continuing to remain low during the year. The value of the Charities Investment Fund fluctuated but showed a net gain in value of £ 103,837 in 2021.

***Policy on reserves***

BOHS maintains reserves as part of its risk strategy and to ensure a sustainable financial base. The purposes of reserves are the following:

- To ensure the Society can cover administrative, contractual and operating costs
- To assure the Society's position of independence, and freedom and responsiveness of action
- To provide financial headroom for the Society to develop its activities for members
- To provide reassurance for suppliers

The level of reserves is determined annually by the Board as part of the budget setting process. The minimum level of reserves was thoroughly reviewed during 2021 and will be assessed annually as part of the budget-setting process against risk, contractual obligations and likely future income streams and expenditure.

**Pay policy for staff and trustees**

The Board members, who are the trustees and directors of the British Occupational Hygiene Society, give their time freely and no remuneration was given to any director of the Society within the year. Details of the director's expenses and related party transactions are disclosed within the accounts.

The pay of staff is reviewed annually and may be increased, based on a benchmarking process against increases in national average earnings, local labour market costs for specialist skills as well as inflation indices.

**Plans for future periods**

***Aims and key objectives for future periods***

Our plans for the future are set out in the 2021-2025 strategy.

**Fundraising disclosures**

The charity does not carry out significant fundraising activities that require disclosure under the Charities Act 2011.

**Financial instruments**

***Objectives and policies***

The charity's activities expose it to a number of financial risks including credit risk, cash flow risk and liquidity risk. The use of financial derivatives is governed by the charity's policies approved by the board of trustees, which provide written principles on the use of financial derivatives to manage these risks. The charity does not use derivative financial instruments for speculative purposes.

***Cash flow risk***

The charity's activities expose it primarily to the financial risks of changes in foreign currency exchange rates and interest rates. The charity uses foreign exchange forward contracts and interest rate swap contracts to hedge these exposures.
Interest bearing assets and liabilities are held at fixed rate to ensure certainty of cash flows.

***Credit risk***

The charity's principal financial assets are bank balances and cash, trade and other receivables, and investments.
The charity's credit risk is primarily attributable to its trade receivables. The amounts presented in the balance sheet are net of allowances for doubtful receivables. An allowance for impairment is made where there is an identified loss event which, based on previous experience, is evidence of a reduction in the recoverability of the cash flows.
The credit risk on liquid funds and derivative financial instruments is limited because the counterparties are banks with high credit-ratings assigned by international credit-rating agencies.
The charity has no significant concentration of credit risk, with exposure spread over a large number of counterparties and customers.

***Liquidity risk***

In order to maintain liquidity to ensure that sufficient funds are available for ongoing operations and future developments, the charity uses a mixture of long-term and short-term debt finance.
Further details regarding liquidity risk can be found in the Statement of accounting policies in the financial statements.

**Third party indemnity provisions**

The British Occupational Hygiene Society (The Society) maintains qualifying liability insurance for its trustees.

**Statement of Trustees' Responsibilities**

The trustees (who are also the directors of The British Occupational Hygiene Society for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees 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 charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- 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 adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

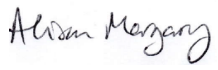
## The British Occupational Hygiene Society

## Trustees' Report

**Disclosure of information to auditor**

Each trustee has taken steps that they ought to have taken as a trustee in order to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information. The trustees confirm that there is no relevant information that they know of and of which they know the auditor is unaware.

The annual report, incorporating the Strategic report was approved by the trustees of the charity on 18-04-22 and signed on its behalf by:



.....

Ms A Margary President

Trustee

## The British Occupational Hygiene Society

## Independent Auditor's Report to the Members of The British Occupational Hygiene Society

**Opinion**

We have audited the financial statements of The British Occupational Hygiene Society (the 'charity') for the year ended 31 December 2021, which comprise the Statement of Financial Activities, Balance Sheet, Statement of Cash Flows, and Notes to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is United Kingdom Accounting Standards, comprising Charities SORP - FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and applicable law (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 December 2021 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.

**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 auditor responsibilities for the audit of the financial statements section of our report. We are independent of the charity 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 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**

In auditing the financial statements, we have concluded that the trustees use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the original financial statements were authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

**Other information**

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

## Independent Auditor's Report to the Members of The British Occupational Hygiene Society

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 we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. 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 Trustees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Trustees' Report has been prepared in accordance with applicable legal requirements.

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

In the light of our knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

**Responsibilities of trustees**

As explained more fully in the Statement of Trustees' Responsibilities (set out on page 8), the trustees 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 trustees determine is 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 trustees are responsible for assessing the charity'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 trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

**Auditor 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 an auditor’s report 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.

## Independent Auditor's Report to the Members of The British Occupational Hygiene Society

**Extent to which the audit was capable of detecting irregularities, including fraud**

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

- We identified areas of laws and regulations that could reasonably be expected to have a material effect on the financial statements from our experience through discussion with the Officers and other management (as required by auditing standards)
- We had regard to laws and regulations in areas that directly affect the financial statements including financial reporting and taxation legislation. We considered that extent of compliance with those laws and regulations as part of our procedures on the related financial statement items.
- Except for any known or possible non-compliance, and as required by auditing standards, our work in respect of these was limited to enquiry of the Officers.
- We communicated identified relevant laws and regulations to the business throughout our audit team and remained vigilant to any indications of non-compliance throughout the audit.
- We addressed the risk of fraud through management override of controls, by testing the appropriateness of journal entries and other adjustments; assessing whether the judgements made in making accounting estimates are indicative of a potential bias; and evaluating the business rationale of any significant transactions that are unusual or outside the normal course of operation.

Our audit procedures were designed to respond to risks of material misstatement in the financial statements, recognising that the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery, misrepresentations or through collusion. There are inherent limitations in the audit procedures performed and the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely we are to become aware of it.

A further description of our responsibilities is available on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

As part of an audit in accordance with ISAs (UK), we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the charity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.

## Independent Auditor's Report to the Members of The British Occupational Hygiene Society

- Conclude on the appropriateness of the trustees use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the charity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the charity to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the charity audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

**Use of our report**

This report is made solely to the charitable company's trustees, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

.....
Mr Neil Coupland FCA (Senior Statutory Auditor)
For and on behalf of RWB CA Limited, Statutory Auditor

Northgate House
North Gate
New Basford
Nottingham
NG7 7BQ

Date:.....

## The British Occupational Hygiene Society

## Statement of Financial Activities for the Year Ended 31 December 2021 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

| | Note | Unrestricted General £ | Total 2021 £ | Total 2020 £ |
|---|---|---|---|---|
| **Income and Endowments from:** | | | | |
| Donations and legacies | 3 | 2,762 | 2,762 | 9,200 |
| Charitable activities | 4 | 1,298,125 | 1,298,125 | 978,485 |
| Investment income | | 575 | 575 | 1,082 |
| Other income | | 4,064 | 4,064 | 872 |
| Total Income | | 1,305,526 | 1,305,526 | 989,639 |
| **Expenditure on:** | | | | |
| Charitable activities | 5, 6 | (1,276,070) | (1,276,070) | (1,415,881) |
| Total Expenditure | | (1,276,070) | (1,276,070) | (1,415,881) |
| Gains/losses on investment assets | | 103,838 | 103,838 | 88,323 |
| Net income/(expenditure) | | 133,294 | 133,294 | (337,919) |
| Net movement in funds | | 133,294 | 133,294 | (337,919) |
| **Reconciliation of funds** | | | | |
| Total funds brought forward | | 1,371,485 | 1,371,485 | 1,709,404 |
| Total funds carried forward | 23 | 1,504,779 | 1,504,779 | 1,371,485 |

All of the charity's activities derive from continuing operations during the above two periods.

## The British Occupational Hygiene Society

## (Registration number: RC000858)
## Balance Sheet as at 31 December 2021

| | Note | 2021<br>£ | 2020<br>£ |
|---|---|---|---|
| **Fixed assets** | | | |
| Tangible assets | 13 | 561,613 | 596,468 |
| Investments | 14 | 537,898 | 634,060 |
| | | 1,099,511 | 1,230,528 |
| **Current assets** | | | |
| Stocks | 15 | 8,435 | 15,635 |
| Debtors | 16 | 275,364 | 313,366 |
| Investments | 17 | - | 100,000 |
| Cash at bank and in hand | 18 | 342,945 | 45,588 |
| | | 626,744 | 474,589 |
| **Creditors: Amounts falling due within one year** | 19 | (221,476) | (333,632) |
| **Net current assets** | | 405,268 | 140,957 |
| **Net assets** | | 1,504,779 | 1,371,485 |
| **Funds of the charity:** | | | |
| **Unrestricted income funds** | | | |
| Unrestricted funds | | 1,504,779 | 1,371,485 |
| **Total funds** | 23 | 1,504,779 | 1,371,485 |

The financial statements on pages 14 to 31 were approved by the trustees, and authorised for issue on 18-04-22 and signed on their behalf by:

Alison Margary

.....

Ms A Margary President
Trustee

## The British Occupational Hygiene Society

## Statement of Cash Flows for the Year Ended 31 December 2021

| | Note | 2021 £ | 2020 £ |
|---|---|---|---|
| **Cash flows from operating activities** | | | |
| Net cash income/(expenditure) | | 133,294 | (337,919) |
| **Adjustments to cash flows from non-cash items** | | | |
| Depreciation | | 40,758 | 31,306 |
| Investment income | | (575) | (1,082) |
| Revaluation of investments | | (103,837) | (88,323) |
| | | 69,640 | (396,018) |
| **Working capital adjustments** | | | |
| Decrease in stocks | 15 | 7,200 | 8,360 |
| Decrease/(increase) in debtors | 16 | 38,002 | (79,329) |
| Increase/(decrease) in creditors | 19 | 35,740 | (61,046) |
| (Decrease)/increase in deferred income | | (147,897) | 130,272 |
| Net cash flows from operating activities | | 2,685 | (397,761) |
| **Cash flows from investing activities** | | | |
| Interest receivable and similar income | | 575 | 1,082 |
| Purchase of tangible fixed assets | 13 | (5,903) | (559,205) |
| Purchase of investments | 14 | - | (135,218) |
| Sale of investments | | 300,000 | 511,000 |
| Net cash flows from investing activities | | 294,672 | (182,341) |
| Net increase/(decrease) in cash and cash equivalents | | 297,357 | (580,102) |
| Cash and cash equivalents at 1 January | | 45,588 | 625,690 |
| Cash and cash equivalents at 31 December | | 342,945 | 45,588 |

All of the cash flows are derived from continuing operations during the above two periods.

## 1 Charity status

The charity is limited by share capital, incorporated in England and Wales.

The address of its registered office is:
5/6 Melbourne Business Court
Millennium Way
Pride Park
Derby
DE24 8LZ

Authorised for issue date

## 2 Accounting policies

**Summary of significant accounting policies and key accounting estimates**

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

**Statement of compliance**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

**Basis of preparation**

The British Occupational Hygiene Society meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

**Going concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

**Income and endowments**

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

***Grants receivable***

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

***Deferred income***

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Income received in respect of future events is recognised when the event substantially occurs. Subscription income is recognised over the period of time to which the subscription relates.

***Investment income***

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

**Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

***Charitable activities***

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

**Governance costs**

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

**Government grants**

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

**Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

**Tangible fixed assets**

Individual fixed assets costing £1,000.00 or more are initially recorded at cost.

**Depreciation and amortisation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

| Asset class | Depreciation method and rate |
|---|---|
| Office furniture | 20% straight line |
| Office equipment | 33% straight line |
| Computer software | 20% straight line |
| Freehold property | Straight line method over 75 years |

**Fixed asset investments**

Fixed asset investments, other than programme related investments, are included at market value at the balance sheet date. Realised gains and losses on investments are calculated as the difference between sales proceeds and their market value at the start of the year, or their subsequent cost, and are charged or credited to the Statement of Financial Activities in the period of disposal.

Unrealised gains and losses represent the movement in market values during the year and are credited or charged to the Statement of Financial Activities based on the market value at the year end.

**Current asset investments**

Current asset investments are included at the lower of cost and net realisable value / market value.

**Stock**

Stock is valued at the lower of cost and estimated selling price less costs to complete and sell, after due regard for obsolete and slow moving stocks. Cost is determined using the first-in, first-out (FIFO).

**Trade debtors**

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

**Cash and cash equivalents**

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

**Trade creditors**

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

**Borrowings**

Interest-bearing borrowings are initially recorded at fair value, net of transaction costs. Interest-bearing borrowings are subsequently carried at amortised cost, with the difference between the proceeds, net of transaction costs, and the amount due on redemption being recognised as a charge to the Statement of Financial Activities over the period of the relevant borrowing.

Interest expense is recognised on the basis of the effective interest method and is included in interest payable and similar charges.

Borrowings are classified as current liabilities unless the charity has an unconditional right to defer settlement of the liability for at least twelve months after the reporting date.

**Foreign exchange**

Transactions in foreign currencies are recorded at the rate of exchange at the date of the transaction. Monetary assets and liabilities denominated in foreign currencies at the balance sheet date are reported at the rates of exchange prevailing at that date.

The results of overseas operations are translated at the average rates of exchange during the period and their balance sheets at the rates ruling at the balance sheet date. Exchange differences arising on translation of the opening net assets and results of overseas operations are reported in other comprehensive income and accumulated in equity (attributed to non-controlling interests as appropriate).

Other exchange differences are recognised in the Statement of Financial Activities in the period in which they arise except for:

1) exchange differences on transactions entered into to hedge certain foreign currency risks (see above);

2) exchange differences arising on gains or losses on non-monetary items which are recognised in other comprehensive income; and

3) in the case of the consolidated financial statements, exchange differences on monetary items receivable from or payable to a foreign operation for which settlement is neither planned nor likely to occur (therefore forming part of the net investment in the foreign operation), which are recognised in other comprehensive income and reported under equity.

**Fund structure**

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

**Hire purchase and finance leases**

**Pensions and other post retirement obligations**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**Financial instruments**

***Classification***

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.
Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

***Recognition and measurement***

All financial assets and liabilities are initially measured at transaction price (including transaction costs), except for those financial assets classified as at fair value through profit or loss, which are initially measured at fair value (which is normally the transaction price excluding transaction costs), unless the arrangement constitutes a financing transaction. If an arrangement constitutes a financing transaction, the financial asset or financial liability is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Financial assets and liabilities are only offset in the statement of financial position when, and only when there exists a legally enforceable right to set off the recognised amounts and the charity intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Financial assets are derecognised when and only when a) the contractual rights to the cash flows from the financial asset expire or are settled, b) the charity transfers to another party substantially all of the risks and rewards of ownership of the financial asset, or c) the charity, despite having retained some, but not all, significant risks and rewards of ownership, has transferred control of the asset to another party.

Financial liabilities are derecognised only when the obligation specified in the contract is discharged, cancelled or expires.

***Debt instruments***

Debt instruments which meet the following conditions are subsequently measured at amortised cost using the effective interest method:

(a) The contractual return to the holder is (i) a fixed amount; (ii) a positive fixed rate or a positive variable rate; or (iii) a combination of a positive or a negative fixed rate and a positive variable rate.

(b) The contract may provide for repayments of the principal or the return to the holder (but not both) to be linked to a single relevant observable index of general price inflation of the currency in which the debt instrument is denominated, provided such links are not leveraged.

(c) The contract may provide for a determinable variation of the return to the holder during the life of the instrument, provided that (i) the new rate satisfies condition (a) and the variation is not contingent on future events other than (1) a change of a contractual variable rate; (2) to protect the holder against credit deterioration of the issuer; (3) changes in levies applied by a central bank or arising from changes in relevant taxation or law; or (ii) the new rate is a market rate of interest and satisfies condition (a).

(d) There is no contractual provision that could, by its terms, result in the holder losing the principal amount or any interest attributable to the current period or prior periods.

(e) Contractual provisions that permit the issuer to prepay a debt instrument or permit the holder to put it back to the issuer before maturity are not contingent on future events, other than to protect the holder against the credit deterioration of the issuer or a change in control of the issuer, or to protect the holder or issuer against changes in levies applied by a central bank or arising from changes in relevant taxation or law.

(f) Contractual provisions may permit the extension of the term of the debt instrument, provided that the return to the holder and any other contractual provisions applicable during the extended term satisfy the conditions of paragraphs (a) to (c).

Debt instruments that are classified as payable or receivable within one year on initial recognition and which meet the above conditions are measured at the undiscounted amount of the cash or other consideration expected to be paid or received, net of impairment.

With the exception of some hedging instruments, other debt instruments not meeting these conditions are measured at fair value through profit or loss.

Commitments to make and receive loans which meet the conditions mentioned above are measured at cost (which may be nil) less impairment.

***Investments***

Investments in non-convertible preference shares and non-puttable ordinary or preference shares (where shares are publicly traded or their fair value is reliably measurable) are measured at fair value through profit or loss. Where fair value cannot be measured reliably, investments are measured at cost less impairment.

Investments in subsidiaries and associates are measured at cost less impairment. For investments in subsidiaries acquired for consideration including the issue of shares qualifying for merger relief, cost is measured by reference to the nominal value of the shares issued plus fair value of other consideration. Any premium is ignored.

***Derivative financial instruments***

The charity uses derivative financial instruments to reduce exposure to foreign exchange risk and interest rate movements. The charity does not hold or issue derivative financial instruments for speculative purposes.

Derivatives are initially recognised at fair value at the date a derivative contract is entered into and are subsequently remeasured to their fair value at each reporting date. The resulting gain or loss is recognised in statement of financial activities immediately unless the derivative is designated and effective as a hedging instrument, in which event the timing of the recognition in statement of financial activities depends on the nature of the hedge relationship.

***Fair value measurement***

The best evidence of fair value is a quoted price for an identical asset in an active market. When quoted prices are unavailable, the price of a recent transaction for an identical asset provides evidence of fair value as long as there has not been a significant change in economic circumstances or a significant lapse of time since the transaction took place. If the market is not active and recent transactions of an identical asset on their own are not a good estimate of fair value, the fair value is estimated by using a valuation technique.

## 3 Income from donations and legacies

| | Unrestricted funds General £ | Total funds £ |
|---|---|---|
| Grants, including capital grants; | | |
| Government grants | 2,762 | 2,762 |
| **Total for 2021** | 2,762 | 2,762 |
| **Total for 2020** | 9,200 | 9,200 |

## 4 Income from charitable activities

| | Unrestricted funds General £ | Total 2021 £ | Total 2020 £ |
|---|---|---|---|
| Examinations | 670,775 | 670,775 | 453,346 |
| Membership services | 142,251 | 142,251 | 142,418 |
| Conferences and events | 141,687 | 141,687 | 59,192 |
| Publications | 267,282 | 267,282 | 248,339 |
| Schemes and services | 74,630 | 74,630 | 75,190 |
| Governance & Sponsorship | 1,500 | 1,500 | - |
| | 1,298,125 | 1,298,125 | 978,485 |

## 5 Expenditure on charitable activities

| | Unrestricted funds General £ | Total 2021 £ |
|---|---|---|
| Examinations | 404,365 | 404,365 |
| Membership services | 153,336 | 153,336 |
| Conferences and events | 136,054 | 136,054 |
| Publications | 62,927 | 62,927 |
| Schemes and services | 69,209 | 69,209 |
| Head office | 189,324 | 189,324 |
| Marketing and communications | 73,411 | 73,411 |
| Leadership | 34,083 | 34,083 |
| | 1,122,709 | 1,122,709 |

| | Unrestricted funds General £ | Total 2020 £ |
|---|---|---|
| Examinations | 430,845 | 430,845 |
| Membership services | 189,501 | 189,501 |
| Conferences and events | 103,180 | 103,180 |
| Publications | 74,672 | 74,672 |
| Schemes and services | 58,111 | 58,111 |
| Head office | 294,201 | 294,201 |
| Marketing and communications | 127,396 | 127,396 |
| Leadership | 32,588 | 32,588 |
| | 1,310,494 | 1,310,494 |

In addition to the expenditure analysed above, there are also governance costs of £153,360 (2020 - £105,387) which relate directly to charitable activities. See note 6 for further details.

## 6 Analysis of governance and support costs

**Governance costs**

| | Unrestricted funds General £ | Total 2021 £ |
|---|---|---|
| Staff costs | | |
| Wages and salaries | 121,872 | 121,872 |
| Social security costs | 12,370 | 12,370 |
| Pension costs | 5,825 | 5,825 |
| Audit fees | | |
| Audit of the financial statements | 3,100 | 3,100 |
| Other fees paid to auditors | 2,180 | 2,180 |
| Council Meeting expenses | 8,013 | 8,013 |
| | 153,360 | 153,360 |

| | Unrestricted funds General £ | Total 2020 £ |
|---|---|---|
| Staff costs | | |
| Wages and salaries | 81,552 | 81,552 |
| Social security costs | 7,909 | 7,909 |
| Pension costs | 3,417 | 3,417 |
| Other staff costs | 4,815 | 4,815 |
| Independent examiner fees | | |
| Examination of the financial statements | 2,205 | 2,205 |
| Council Meeting expenses | 5,489 | 5,489 |
| | 105,387 | 105,387 |

## 7 Net incoming/outgoing resources

Net incoming/(outgoing) resources for the year include:

| | 2021<br>£ | 2020<br>£ |
|---|---|---|
| Operating leases - other assets | 3,450 | 43,946 |
| Audit fees | 3,100 | - |
| Depreciation of fixed assets | 40,758 | 31,307 |

## 8 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any other benefits from the charity during the year.

7 Trustees received reimbursement of expenses amounting to £2,805 in the current year, (2020 - 6 Trustees - £2,280).

## 9 Staff costs

The aggregate payroll costs were as follows:

| | 2021<br>£ | 2020<br>£ |
|---|---|---|
| **Staff costs during the year were:** | | |
| Wages and salaries | 568,794 | 607,270 |
| Social security costs | 46,083 | 56,658 |
| Pension costs | 28,231 | 31,781 |
| Other staff costs | 9,004 | 15,133 |
| | 652,112 | 710,842 |

The monthly average number of persons (including senior management / leadership team) employed by the charity during the year expressed as full time equivalents was as follows:

| | 2021<br>No | 2020<br>No |
|---|---|---|
| Charitable | 18 | 15 |
| Management | 3 | 3 |
| | 21 | 18 |

The number of employees whose emoluments fell within the following bands was:

| | 2021<br>No |
|---|---|
| £70,001 - £80,000 | 1 |

The total employee benefits of the key management personnel of the charity were £165,741 (2020 - £224,318).

**10 Independent examiner's remuneration**

| | 2020<br>£ |
|---|---|
| Examination of the financial statements | 2,205 |

**11 Auditors' remuneration**

| | 2021<br>£ |
|---|---|
| Audit of the financial statements | 3,100 |
| **Other fees to auditors** | |
| All other assurance services | 2,180 |

**12 Taxation**

The charity is a registered charity and is therefore exempt from taxation.

**13 Tangible fixed assets**

| | Land and buildings<br>£ | Furniture and equipment<br>£ | Other tangible fixed asset<br>£ | Total<br>£ |
|---|---|---|---|---|
| **Cost** | | | | |
| At 1 January 2021 | 487,757 | 51,545 | 315,983 | 855,285 |
| Additions | 349 | 5,554 | - | 5,903 |
| At 31 December 2021 | 488,106 | 57,099 | 315,983 | 861,188 |
| **Depreciation** | | | | |
| At 1 January 2021 | 543 | 44,571 | 213,703 | 258,817 |
| Charge for the year | 7,881 | 3,783 | 29,094 | 40,758 |
| At 31 December 2021 | 8,424 | 48,354 | 242,797 | 299,575 |
| **Net book value** | | | | |
| At 31 December 2021 | 479,682 | 8,745 | 73,186 | 561,613 |
| At 31 December 2020 | 487,214 | 6,974 | 102,280 | 596,468 |

Included within the net book value of land and buildings above is £Nil (2020 - £Nil) in respect of freehold land and buildings and £479,681 (2020 - £487,213) in respect of leaseholds.

**14 Fixed asset investments**

| | 2021 | 2020 |
|---|---|---|
| | £ | £ |
| Other investments | 537,898 | 634,060 |

**Other investments**

| | Listed investments | Total |
|---|---|---|
| | £ | £ |
| **Cost or Valuation** | | |
| At 1 January 2021 | 634,060 | 634,060 |
| Revaluation | 103,838 | 103,838 |
| Disposals | (200,000) | (200,000) |
| At 31 December 2021 | 537,898 | 537,898 |
| **Net book value** | | |
| At 31 December 2021 | 537,898 | 537,898 |
| At 31 December 2020 | 634,060 | 634,060 |

The market value of the listed investments at 31 December 2021 was £537,898 (2020 - £634,060).

The investment is in CCLA Charities Investment Fund

**15 Stock**

| | 2021 | 2020 |
|---|---|---|
| | £ | £ |
| Stocks | 8,435 | 15,635 |

**16 Debtors**

| | 2021 | 2020 |
|---|---|---|
| | £ | £ |
| Trade debtors | 123,103 | 217,010 |
| Prepayments | 152,261 | 96,196 |
| Other debtors | - | 160 |
| | 275,364 | 313,366 |

## 17 Current asset investments

| | 2021 | 2020 |
|---|---|---|
| | £ | £ |
| Cash on deposit | - | 100,000 |

## 18 Cash and cash equivalents

| | 2021 | 2020 |
|---|---|---|
| | £ | £ |
| Cash at bank | 342,945 | 45,588 |

## 19 Creditors: amounts falling due within one year

| | 2021 | 2020 |
|---|---|---|
| | £ | £ |
| Trade creditors | 118,313 | 82,910 |
| Other taxation and social security | 14,309 | 15,675 |
| Other creditors | - | 364 |
| Accruals | 28,899 | 26,831 |
| Deferred income | 59,955 | 207,852 |
| | 221,476 | 333,632 |

| | 2021 | 2020 |
|---|---|---|
| | £ | £ |
| Deferred income at 1 January 2021 | 207,852 | 77,580 |
| Resources deferred in the period | (25,263) | (207,852) |
| Amounts released from previous periods | (207,852) | (77,580) |
| Deferred income at year end | (25,263) | (207,852) |

## 20 Obligations under leases and hire purchase contracts

### Operating lease commitments

Total future minimum lease payments under non-cancellable operating leases are as follows:

| | 2021 | 2020 |
|---|---|---|
| | £ | £ |
| **Other** | | |
| Within one year | 1,738 | 1,748 |
| Between one and five years | 1,483 | - |
| | 3,221 | 1,748 |

**21 Pension and other schemes**

**Defined contribution pension scheme**

The charity operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £28,231 (2020 - £31,781).

**22 Commitments**

**Capital commitments**

Contractual commitments contracted for but not provided in the financial statements relate to the refurbishment of the existing premises.

The total amount contracted for but not provided in the financial statements was £186,550 (2020 - £Nil).

**23 Funds**

| | Balance at 1 January 2021 £ | Incoming resources £ | Resources expended £ | Other recognised gains/(losses) £ | Balance at 31 December 2021 £ |
|---|---|---|---|---|---|
| **Unrestricted** | | | | | |
| General | 1,371,485 | 1,305,526 | (1,276,070) | 103,838 | 1,504,779 |

| | Balance at 1 January 2020 £ | Incoming resources £ | Resources expended £ | Other recognised gains/(losses) £ | Balance at 31 December 2020 £ |
|---|---|---|---|---|---|
| **Unrestricted funds** | | | | | |
| ***General*** | | | | | |
| General funds | 1,709,404 | 989,639 | (1,415,881) | 88,323 | 1,371,485 |

**24 Analysis of net assets between funds**

| | Unrestricted funds General | Total funds at 31 December 2021 |
|---|---|---|
| | £ | £ |
| Tangible fixed assets | 561,613 | 561,613 |
| Fixed asset investments | 537,898 | 537,898 |
| Current assets | 626,744 | 626,744 |
| Current liabilities | (221,476) | (221,476) |
| Total net assets | 1,504,779 | 1,504,779 |

| | Unrestricted funds General | Total funds at 31 December 2020 |
|---|---|---|
| | £ | £ |
| Tangible fixed assets | 596,468 | 596,468 |
| Fixed asset investments | 634,060 | 634,060 |
| Current assets | 474,589 | 474,589 |
| Current liabilities | (333,632) | (333,632) |
| Total net assets | 1,371,485 | 1,371,485 |

**25 Analysis of net funds**

| | At 1 January 2021 | Financing cash flows | At 31 December 2021 |
|---|---|---|---|
| | £ | £ | £ |
| Cash at bank and in hand | 45,588 | 297,357 | 342,945 |
| Current asset investments | 100,000 | (100,000) | - |
| Net debt | 145,588 | 197,357 | 342,945 |

**26 Related party transactions**

Certain Trustees of the British Occupational Hygiene Society also have relationships with other organisations with whom the Charity interacts. These transactions are summarised as follows:

During the year three (2020 - two) companies were charged £29,837 (2020 - £17,627) for courses, training provider services and listings. £1,614 (2020 - £1,626) was owing to the charity at the year end and is included within debtors.

During the year two (2020 - Nil) companies charged the charity £350 (2020 - £Nil) for consultancy, examiners and markers fees.

**THE BRITISH OCCUPATIONAL HYGIENE SOCIETY**

England & Wales - Charity number 1150455

# Accounts

Company registration number: RC000858

Charity registration number: 1150455

# The British Occupational Hygiene Society

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 December 2020

RWB CA Limited
Northgate House
North Gate
New Basford
Nottingham
NG7 7BQ

## The British Occupational Hygiene Society

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## The British Occupational Hygiene Society

## Reference and Administrative Details

| | |
|---|---|
| **Chief Executive Officer** | Professor K Bampton |
| **Trustees** | Mr N Grace (resigned 22 April 2020)<br>Mr J Dobbie Immediate Past-President<br>Mr K Williams President<br>Ms A Margary President-Elect (appointed 22 April 2020)<br>Mr A Wilson Hon. Secretary<br>Mrs A Parker Hon. Treasurer<br>Ms H Pearson<br>Mr J Grant<br>Mr P Gahir<br>Ms S Lett<br>Ms S Leeson<br>Ms C Keen |
| **Secretary** | Mr A Wilson Hon. Secretary |
| **Senior Management Team** | Professor K Bampton, Chief Executive<br>Mrs L Williams, Head of Commercial Operations - Qualifications & Training<br>Ms S Jackson, Head of Member Services |
| **Registered Office** | 5/6 Melbourne Business Court<br>Millennium Way<br>Pride Park<br>Derby<br>DE24 8LZ<br>The charity is incorporated in England and Wales. |

## The British Occupational Hygiene Society

## Reference and Administrative Details

| | |
|---|---|
| **Company Registration Number** | RC000858 |
| **Charity Registration Number** | 1150455 |
| **Solicitors** | Nelsons Solicitors LLP<br>Pennine House<br>8 Stanford Street<br>Nottingham<br>NG1 7BQ |
| **Bankers** | HSBC<br>1 St Peters Street<br>Derby<br>Derbyshire<br>DE1 2AE |
| **Independent Examiner** | RWB CA Limited<br>Northgate House<br>North Gate<br>New Basford<br>Nottingham<br>NG7 7BQ |

# The British Occupational Hygiene Society

## Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 December 2020.

### Objectives and activities

***Objects and aims***

The Society is a charity and its objects are to promote the science of occupational hygiene and health, good practices and standards, research and advance education in the subject of occupational and environmental hygiene. The Royal Charter recognises the Society as the pre-eminent body in the UK for occupational hygiene.

***Objectives, Strategy and Activities***

All our charitable activities are undertaken to further our charitable purpose for the public benefit. Many of these activities would not be possible without the significant voluntary contributions of our members. The trustees wish to express their continued gratitude to members in this regard. Membership of the Society is open to anyone with an interest in occupational hygiene and reduced membership rates are available to student and retired members.

The Society has examined the information contained in the Charity Commissions general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. The trustees regularly consider how planned activities will contribute to the aims and objectives they have set. The intent of the strategy is to focus the Society's resources to deliver an improved public benefit in reducing the incidence of ill-health caused or made worse by work.

2020 was the fifth and final year of the Society's five-year strategy, which had been launched after consultation with members and external stakeholders. This strategy was an evolutionary development of the previous 2011-2015 strategy, keeping broadly the same themes, as below. The full strategy is available on the Society's website. A review of the future strategy for the Society was initiated during 2019, and this included consultation with members.

### Strategic Themes

The Society has broken down our vision into a set of aims that we are working to achieve:

- Work to eliminate harmful exposures
- Promote safe and effective substitutes for existing hazards
- Design out threats to human health
- Manage out work practices that place people at risk
- Ensure all people in all working environments have the right protection at the right time

**Key developments planned for 2021-2025 are:**

1. To develop a Professional Standards Governance and Performance Framework which would be externally recognised as the definitive competency statement whilst also being a formal statement of the profession and a benchmark for anyone providing occupational hygiene services.

2. To establish a presence in Higher Education in order to support learning, qualification and professional development to broaden and deepen the public, sectoral, governmental and professional understanding of occupational hygiene.

3. The enhancement of technical capabilities by maintaining and developing a systematic programme of technical guidance production and review, informed and critiqued by practice and research.

4. The formalisation of international engagement by reviewing each of our existing bilateral partnerships, consulting on strategic aims of partner societies and, so far as is mutually beneficial and sustainable, develop partnerships with other occupational hygiene societies and organisations globally.

The main activities undertaken by the Society under these strategic themes encompass:

- **Campaigns**: leadership of industry awareness campaigns
- **Membership**: provision of services and support to members
- **Events**: running of scientific conferences and events
- **Qualifications**: the provision of qualifications and competency schemes
- **Publishing**: of an academic journal and other scientific information
- **Policy and Technical**: scientific and technical representation to government, regulators and other bodies

***Public benefit***

The main purpose of the Society is to reduce the incidence of ill-health caused or made worse by work. This falls within the recognised charitable purpose of the advancement of health or the saving of lives under the Charities Act 2006. The public benefit of this aim applies both directly to the working population and to those affected by the wider health impact of workplaces.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

**Achievements and performance**

A full review of the Society's achievements and performance is provided in the annual report which accompanies the Trustees report. A brief summary is given here under the main activities.

1. **Campaigns**

In 2020 we celebrated five years of the Breathe Freely campaign in the UK. This was subject to a systematic review with investment and development of the key tools of the campaign, its website and the Certificate of Health Risks in Construction. The impact of the pandemic meant that the traditional model of meetings was not possible for most of the year, so a strategic review aims towards a re-launch of an enhanced and international Breathe Freely Campaign in 2021.

2. **Membership**

The focus of our membership activities in 2020 was to ensure that they were supported through the pandemic in the professional contexts (through technical advice) as well as through enhancing models of digital engagement to continue the work of the Society, provide fellowship opportunities and value at a time of financial pressure. The mentoring programme was launched and the CPD process streamlined. A new Society website was also completed and launched.

**Faculty of Occupational Hygiene ( FOH )**

The Faculty completed the outputs for almost all of its working groups, aiming to develop the professional infrastructure and credibility of the Society. It drew up and agreed a Faculty Strategy and a professional standards performance framework, aimed at aligning the Faculty with the highest standards of a health professional body. It reviewed and enhanced its Code of Ethics, as well as completing work on a range of technical guidance. Membership levels for 2020 remained consistent with 2019, despite Covid-19.

**Faculty of Asbestos Assessment and Management ( FAAM )**

FAAM membership declined in 2020 by 35% due to Covid-19. FAAM ran a successful virtual conference for both members and non-members and saw a 15% increase in delegates attending compared to 2019. The survey results from the conference saw 100% of respondents say that they would recommend the event to a colleague and that their expectations on presentations and quality were met or exceeded. FAAM was able to provide expert responses and guidance to its members and beyond.

3. **Events**

The conference & events calendar was heavily impacted by COVID-19, but the Society was able to run the regular and successful annual LEV conference, ran its first virtual national conference OH2020 and innovative asbestos conference, which was also delivered online. Feedback was universally positive. In addition, the Society was able to deliver a range of webinars on its own or in partnership. All were free to access and several promoted the vital work in technical guidance that the Society has produced to support workplaces through the pandemic.

4. **Qualifications**

Qualifications was equally impacted by the pandemic and accelerated business improvement plans in order to transform delivery of its awards from a paper-based model to an online model. The Society supported the transition for its learners and training providers through the implementation of new systems, servicing and international clientele. It continued the review of its curriculum, launching new duty-holder courses in asbestos and a revised construction health risks course.

5. **Publishing**

The Society created widely-acclaimed guidance on managing COVID-19 and the impact of COVID-19 in the workplace. It grew its social media following by more than 5,000 and its materials were translated into multiple languages and widely adopted. The expert group were finalists in two industry awards for leadership and risk.

Volume 64 of BOHS' scientific journal, the name Annals of Work Exposures and Health enjoyed similar impact, being downloaded over 1 million times and providing free to read special editions which were widely referred to by academics and practitioners trying to advance the science of the pandemic. The Journal continued to make a positive financial contribution to the Society.

# The British Occupational Hygiene Society

## Trustees' Report

### Financial review

The statement of financial activities shows a net deficit for the year of £ 337,919 compared to £161,019 surplus in 2019. Of this £193k was budgeted investment aimed at enhancing the operational capacity of the Society. This investment was committed before the pandemic and followed through with. An additional loss, occasioned by the impact of the pandemic on Qualifications income because of lockdown restrictions, particularly in April, was heavily mitigated by efficiency measures and income diversification.

The Society was not eligible for additional funding from government schemes. The decision was made that, given the vital role of the Society in tackling the pandemic, staff would not be furloughed (other than one staff request because of childcare) and that the operation would continue to function fully (remotely) throughout.

Our reserves, which are unrestricted, amounted to £ 1,371,485 compared to £1,709,404 in 2019. The drop in reserves was partly as a result of the losses and investment, but largely because of a decision to purchase our Office Building from the landlord, reducing the cost of rent and providing an asset for the Society. This followed a review of the reserves by the Board which identified the desired level of cash reserves and investments.

Around 50% of reserves are invested for potential growth whilst the remainder are held on deposit or used for working capital. The Society's investment funds were held in two charity accounts during 2020, with the charity deposit account yielding an average of 1.06 % return on investment, interest rates continuing to remain low during the year. The value of the Charities Investment Fund fluctuated but showed a net gain in value of £ 88,323 in 2020.

#### *Policy on reserves*

BOHS maintains reserves as part of its risk strategy and to ensure a sustainable financial base. The purposes of reserves are the following:

- To ensure the Society can cover administrative, contractual and operating costs
- To assure the Society's position of independence, and freedom and responsiveness of action
- To provide financial headroom for the Society to develop its activities for members
- To provide reassurance for suppliers

The level of reserves is determined annually by the Board as part of the budget setting process. The minimum level of reserves was thoroughly reviewed during 2020, and will be assessed annually as part of the budget-setting process against risk, contractual obligations and likely future income streams and expenditure.

### Pay policy for staff and trustees

The Board members, who are the trustees and directors of the British Occupational Hygiene Society, give their time freely and no remuneration was given to any director of the Society within the year. Details of the director's expenses and related party transactions are disclosed within the accounts.
The pay of staff is reviewed annually and may be increased, based on a benchmarking process against increases in national average earnings, local labour market costs for specialist skills as well as inflation indices.

# The British Occupational Hygiene Society

## Trustees' Report

### Structure, governance and management

The Society is a charitable company, incorporated by Royal Charter on 20 December 2012 and registered as a new charity on 11 January 2013.

The Society is established under Royal Charter which sets out its objects and powers, and is governed under the associated Byelaws and Regulations.

Under the Byelaws, ordinary members of the Board are elected at the AGM to serve for a period of three years. The Honorary Officers of Secretary, Treasurer and Registrar are elected for a period of one year, and a new President is elected annually to serve on a three-year cycle (year one as President-Elect, year two as President and year three as Immediate Past-President).

All new Board members are provided with an induction and operational briefing from the Management Team. They have access to selected previous Board paperwork, and documents outlining the practices and procedures used by the Board for its operation. During the President-Elect's one-year term, mentoring and support are provided by the President and Chief Executive.

The Board members (who are both directors and trustees) manage the Society through regular Board meetings which focus on strategic decision making and policy setting. The implementation of strategy, policy and the day-to-day running of the Society's operations are delegated to the members of the Management Team who, through the Chief Executive, are accountable to the Board.

All the trustees are members of the Society. None of the trustees has any beneficial interest in the Society.

The Board maintains a risk register which is reviewed by the Board every quarter. The Board is satisfied that it has identified, discussed and had oversight of the major risks facing the organisation, and that plans are in place as far as possible to reasonably mitigate those risks. External risks to funding are minimised by the implementation of procedures for the authorisation of all transactions.

2020 was the final year of the Society's Strategic Plan and the Board and Head Office have been engaged in the development of a new Strategic Plan for implementation from 2021-2025.

### Fundraising disclosures

The charity does not carry out significant fundraising activities that require disclosure under the Charities Act 2011.

### Financial instruments

#### *Objectives and policies*

The charity's activities expose it to a number of financial risks including credit risk, cash flow risk and liquidity risk. The use of financial derivatives is governed by the charity's policies approved by the board of trustees, which provide written principles on the use of financial derivatives to manage these risks. The charity does not use derivative financial instruments for speculative purposes.

***Cash flow risk***

The charity's activities expose it primarily to the financial risks of changes in foreign currency exchange rates and interest rates. The charity uses foreign exchange forward contracts and interest rate swap contracts to hedge these exposures.
Interest bearing assets and liabilities are held at fixed rate to ensure certainty of cash flows.

***Credit risk***

The charity's principal financial assets are bank balances and cash, trade and other receivables, and investments.
The charity's credit risk is primarily attributable to its trade receivables. The amounts presented in the balance sheet are net of allowances for doubtful receivables. An allowance for impairment is made where there is an identified loss event which, based on previous experience, is evidence of a reduction in the recoverability of the cash flows.
The credit risk on liquid funds and derivative financial instruments is limited because the counterparties are banks with high credit-ratings assigned by international credit-rating agencies.
The charity has no significant concentration of credit risk, with exposure spread over a large number of counterparties and customers.

***Liquidity risk***

In order to maintain liquidity to ensure that sufficient funds are available for ongoing operations and future developments, the charity uses a mixture of long-term and short-term debt finance.
Further details regarding liquidity risk can be found in the Statement of accounting policies in the financial statements.

**Third party indemnity provisions**

The British Occupational Hygiene Society (The Society) maintains qualifying liability insurance for its trustees.

The annual report, incorporating the Strategic report was approved by the trustees of the charity on 20 April 2021 and signed on its behalf by:

.....
Mr K Williams President
Trustee

## The British Occupational Hygiene Society

## Statement of Trustees' Responsibilities

The trustees (who are also the directors of The British Occupational Hygiene Society for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees 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 charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- 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 adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees of the charity on 20 April 2021 and signed on its behalf by:



.....

Mr K Williams President
Trustee

## The British Occupational Hygiene Society

## Independent Examiner's Report to the trustees of The British Occupational Hygiene Society

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2020 which are set out on pages 12 to 30.

**Respective responsibilities of trustees and examiner**

As the charity's trustees of The British Occupational Hygiene Society (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of The British Occupational Hygiene Society are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**Independent examiner's statement**

Since The British Occupational Hygiene Society's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of The Institute of Chartered Accountants of England and Wales, which is one of the listed bodies.

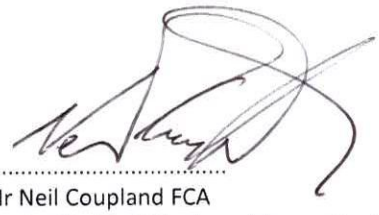
I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of The British Occupational Hygiene Society as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

## The British Occupational Hygiene Society

## Independent Examiner's Report to the trustees of The British Occupational Hygiene Society



.....

Mr Neil Coupland FCA
The Institute of Chartered Accountants of England and Wales

Northgate House
North Gate
New Basford
Nottingham
NG7 7BQ

20 April 2021

## The British Occupational Hygiene Society

## Statement of Financial Activities for the Year Ended 31 December 2020 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

| | Note | Unrestricted General £ | Total 2020 £ | Total 2019 £ |
|---|---|---|---|---|
| **Income and Endowments from:** | | | | |
| Donations and legacies | 3 | 9,200 | 9,200 | - |
| Charitable activities | 4 | 978,485 | 978,485 | 1,557,328 |
| Investment income | | 1,082 | 1,082 | 1,865 |
| Other income | | 872 | 872 | - |
| Total Income | | 989,639 | 989,639 | 1,559,193 |
| **Expenditure on:** | | | | |
| Charitable activities | 5, 6 | (1,415,881) | (1,415,881) | (1,559,150) |
| Total Expenditure | | (1,415,881) | (1,415,881) | (1,559,150) |
| Gains/losses on investment assets | | 88,323 | 88,323 | 163,976 |
| Net (expenditure)/income | | (337,919) | (337,919) | 164,019 |
| Net movement in funds | | (337,919) | (337,919) | 164,019 |
| **Reconciliation of funds** | | | | |
| Total funds brought forward | | 1,709,404 | 1,709,404 | 1,545,385 |
| Total funds carried forward | 22 | 1,371,485 | 1,371,485 | 1,709,404 |

All of the charity's activities derive from continuing operations during the above two periods.

## The British Occupational Hygiene Society

## (Registration number: RC000858)
## Balance Sheet as at 31 December 2020

| | Note | 2020 £ | 2019 £ |
|---|---|---|---|
| **Fixed assets** | | | |
| Tangible assets | 13 | 596,468 | 68,569 |
| Investments | 14 | 634,060 | 921,519 |
| | | 1,230,528 | 990,088 |
| **Current assets** | | | |
| Stocks | 15 | 15,635 | 23,995 |
| Debtors | 16 | 313,366 | 234,037 |
| Investments | 17 | 100,000 | 100,000 |
| Cash at bank and in hand | 18 | 45,588 | 625,690 |
| | | 474,589 | 983,722 |
| **Creditors: Amounts falling due within one year** | 19 | (333,632) | (264,406) |
| **Net current assets** | | 140,957 | 719,316 |
| **Net assets** | | 1,371,485 | 1,709,404 |
| **Funds of the charity:** | | | |
| **Unrestricted income funds** | | | |
| Unrestricted funds | | 1,371,485 | 1,709,404 |
| **Total funds** | 22 | 1,371,485 | 1,709,404 |

For the financial year ending 31 December 2020 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

## The British Occupational Hygiene Society

## (Registration number: RC000858)
## Balance Sheet as at 31 December 2020

The financial statements on pages 12 to 30 were approved by the trustees, and authorised for issue on 20 April 2021 and signed on their behalf by:



.....
Mr K Williams President
Trustee

The notes on pages 16 to 30 form an integral part of these financial statements.

## The British Occupational Hygiene Society

## Statement of Cash Flows for the Year Ended 31 December 2020

| | Note | 2020 £ | 2019 £ |
|---|---|---|---|
| **Cash flows from operating activities** | | | |
| Net cash (expenditure)/income | | (337,919) | 164,019 |
| **Adjustments to cash flows from non-cash items** | | | |
| Depreciation | | 31,306 | 27,464 |
| Investment income | | (1,082) | (1,865) |
| Revaluation of investments | | (88,323) | (163,976) |
| | | (396,018) | 25,642 |
| **Working capital adjustments** | | | |
| Decrease/(increase) in stocks | 15 | 8,360 | (10,236) |
| (Increase)/decrease in debtors | 16 | (79,329) | 134,237 |
| (Decrease)/increase in creditors | 19 | (61,046) | 19,671 |
| Increase/(decrease) in deferred income | | 130,272 | (49,188) |
| Net cash flows from operating activities | | (397,761) | 120,126 |
| **Cash flows from investing activities** | | | |
| Interest receivable and similar income | | 1,082 | 1,865 |
| Purchase of tangible fixed assets | 13 | (559,205) | (28,328) |
| Purchase of investments | 14 | (135,218) | - |
| Sale of investments | | 511,000 | - |
| Net cash flows from investing activities | | (182,341) | (26,463) |
| Net (decrease)/increase in cash and cash equivalents | | (580,102) | 93,663 |
| Cash and cash equivalents at 1 January | | 625,690 | 532,027 |
| Cash and cash equivalents at 31 December | | 45,588 | 625,690 |

All of the cash flows are derived from continuing operations during the above two periods.

## 1 Charity status

The charity is limited by guarantee, incorporated in England and Wales, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The address of its registered office is:
5/6 Melbourne Business Court
Millennium Way
Pride Park
Derby
DE24 8LZ

These financial statements were authorised for issue by the trustees on 20 April 2021.

## 2 Accounting policies

### Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

### Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

### Basis of preparation

The British Occupational Hygiene Society meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

### Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

### Income and endowments

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

#### *Grants receivable*

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

***Deferred income***

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Income received in respect of future events is recognised when the event substantially occurs. Subscription income is recognised over the period of time to which the subscription relates.

***Investment income***

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

**Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

***Charitable activities***

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

**Governance costs**

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

**Government grants**

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

**Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

**Tangible fixed assets**

Individual fixed assets costing £1,000.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

**Depreciation and amortisation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

| Asset class | Depreciation method and rate |
|---|---|
| Office furniture | 20% straight line |
| Office equipment | 33% straight line |
| Computer software | 20% straight line |
| Freehold property | Straight line method over 75 years |

**Fixed asset investments**

Fixed asset investments, other than programme related investments, are included at market value at the balance sheet date. Realised gains and losses on investments are calculated as the difference between sales proceeds and their market value at the start of the year, or their subsequent cost, and are charged or credited to the Statement of Financial Activities in the period of disposal.

Unrealised gains and losses represent the movement in market values during the year and are credited or charged to the Statement of Financial Activities based on the market value at the year end.

**Current asset investments**

Current asset investments are included at the lower of cost and net realisable value / market value.

**Stock**

Stock is valued at the lower of cost and estimated selling price less costs to complete and sell, after due regard for obsolete and slow moving stocks. Cost is determined using the first-in, first-out (FIFO).

**Trade debtors**

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

**Cash and cash equivalents**

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

**Trade creditors**

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

**Borrowings**

Interest-bearing borrowings are initially recorded at fair value, net of transaction costs. Interest-bearing borrowings are subsequently carried at amortised cost, with the difference between the proceeds, net of transaction costs, and the amount due on redemption being recognised as a charge to the Statement of Financial Activities over the period of the relevant borrowing.

Interest expense is recognised on the basis of the effective interest method and is included in interest payable and similar charges.

Borrowings are classified as current liabilities unless the charity has an unconditional right to defer settlement of the liability for at least twelve months after the reporting date.

**Foreign exchange**

Transactions in foreign currencies are recorded at the rate of exchange at the date of the transaction. Monetary assets and liabilities denominated in foreign currencies at the balance sheet date are reported at the rates of exchange prevailing at that date.

The results of overseas operations are translated at the average rates of exchange during the period and their balance sheets at the rates ruling at the balance sheet date. Exchange differences arising on translation of the opening net assets and results of overseas operations are reported in other comprehensive income and accumulated in equity (attributed to non-controlling interests as appropriate).

Other exchange differences are recognised in the Statement of Financial Activities in the period in which they arise except for:

1) exchange differences on transactions entered into to hedge certain foreign currency risks (see above);

2) exchange differences arising on gains or losses on non-monetary items which are recognised in other comprehensive income; and

3) in the case of the consolidated financial statements, exchange differences on monetary items receivable from or payable to a foreign operation for which settlement is neither planned nor likely to occur (therefore forming part of the net investment in the foreign operation), which are recognised in other comprehensive income and reported under equity.

**Fund structure**
Unrestricted income funds are general funds that are available for use at the trustees's discretion in furtherance of the objectives of the charity.

**Hire purchase and finance leases**

**Pensions and other post retirement obligations**
The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**Financial instruments**

***Classification***

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.
Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

***Recognition and measurement***

All financial assets and liabilities are initially measured at transaction price (including transaction costs), except for those financial assets classified as at fair value through profit or loss, which are initially measured at fair value (which is normally the transaction price excluding transaction costs), unless the arrangement constitutes a financing transaction. If an arrangement constitutes a financing transaction, the financial asset or financial liability is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Financial assets and liabilities are only offset in the statement of financial position when, and only when there exists a legally enforceable right to set off the recognised amounts and the charity intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Financial assets are derecognised when and only when a) the contractual rights to the cash flows from the financial asset expire or are settled, b) the charity transfers to another party substantially all of the risks and rewards of ownership of the financial asset, or c) the charity, despite having retained some, but not all, significant risks and rewards of ownership, has transferred control of the asset to another party.

Financial liabilities are derecognised only when the obligation specified in the contract is discharged, cancelled or expires.

***Debt instruments***

Debt instruments which meet the following conditions are subsequently measured at amortised cost using the effective interest method:

(a) The contractual return to the holder is (i) a fixed amount; (ii) a positive fixed rate or a positive variable rate; or (iii) a combination of a positive or a negative fixed rate and a positive variable rate.

(b) The contract may provide for repayments of the principal or the return to the holder (but not both) to be linked to a single relevant observable index of general price inflation of the currency in which the debt instrument is denominated, provided such links are not leveraged.

(c) The contract may provide for a determinable variation of the return to the holder during the life of the instrument, provided that (i) the new rate satisfies condition (a) and the variation is not contingent on future events other than (1) a change of a contractual variable rate; (2) to protect the holder against credit deterioration of the issuer; (3) changes in levies applied by a central bank or arising from changes in relevant taxation or law; or (ii) the new rate is a market rate of interest and satisfies condition (a).

(d) There is no contractual provision that could, by its terms, result in the holder losing the principal amount or any interest attributable to the current period or prior periods.

(e) Contractual provisions that permit the issuer to prepay a debt instrument or permit the holder to put it back to the issuer before maturity are not contingent on future events, other than to protect the holder against the credit deterioration of the issuer or a change in control of the issuer, or to protect the holder or issuer against changes in levies applied by a central bank or arising from changes in relevant taxation or law.

(f) Contractual provisions may permit the extension of the term of the debt instrument, provided that the return to the holder and any other contractual provisions applicable during the extended term satisfy the conditions of paragraphs (a) to (c).

Debt instruments that are classified as payable or receivable within one year on initial recognition and which meet the above conditions are measured at the undiscounted amount of the cash or other consideration expected to be paid or received, net of impairment.

With the exception of some hedging instruments, other debt instruments not meeting these conditions are measured at fair value through profit or loss.

Commitments to make and receive loans which meet the conditions mentioned above are measured at cost (which may be nil) less impairment.

***Investments***

Investments in non-convertible preference shares and non-puttable ordinary or preference shares (where shares are publicly traded or their fair value is reliably measurable) are measured at fair value through profit or loss. Where fair value cannot be measured reliably, investments are measured at cost less impairment.

Investments in subsidiaries and associates are measured at cost less impairment. For investments in subsidiaries acquired for consideration including the issue of shares qualifying for merger relief, cost is measured by reference to the nominal value of the shares issued plus fair value of other consideration. Any premium is ignored.

*Derivative financial instruments*

The charity uses derivative financial instruments to reduce exposure to foreign exchange risk and interest rate movements. The charity does not hold or issue derivative financial instruments for speculative purposes.

Derivatives are initially recognised at fair value at the date a derivative contract is entered into and are subsequently remeasured to their fair value at each reporting date. The resulting gain or loss is recognised in statement of financial activities immediately unless the derivative is designated and effective as a hedging instrument, in which event the timing of the recognition in statement of financial activities depends on the nature of the hedge relationship.

*Fair value measurement*

The best evidence of fair value is a quoted price for an identical asset in an active market. When quoted prices are unavailable, the price of a recent transaction for an identical asset provides evidence of fair value as long as there has not been a significant change in economic circumstances or a significant lapse of time since the transaction took place. If the market is not active and recent transactions of an identical asset on their own are not a good estimate of fair value, the fair value is estimated by using a valuation technique.

## 3 Income from donations and legacies

| | Unrestricted funds General £ | Total funds £ |
|---|---|---|
| Grants, including capital grants; | | |
| Government grants | 8,200 | 8,200 |
| Grants from companies | 1,000 | 1,000 |
| **Total for 2020** | 9,200 | 9,200 |

## 4 Income from charitable activities

| | Unrestricted funds General £ | Total 2020 £ | Total 2019 £ |
|---|---|---|---|
| Examinations | 453,346 | 453,346 | 829,713 |
| Membership services | 142,418 | 142,418 | 197,146 |
| Conferences and events | 59,192 | 59,192 | 247,235 |
| Publications | 248,339 | 248,339 | 250,262 |
| Schemes and services | 75,190 | 75,190 | 32,972 |
| | 978,485 | 978,485 | 1,557,328 |

## 5 Expenditure on charitable activities

| | Unrestricted funds General £ | Total 2020 £ |
|---|---|---|
| Examinations | 430,845 | 430,845 |
| Membership services | 189,501 | 189,501 |
| Conferences and events | 103,180 | 103,180 |
| Publications | 74,672 | 74,672 |
| Schemes and services | 58,111 | 58,111 |
| Head office | 294,201 | 294,201 |
| Marketing and communications | 127,396 | 127,396 |
| Leadership | 32,588 | 32,588 |
| | 1,310,494 | 1,310,494 |

| | Unrestricted funds General £ | Total 2019 £ |
|---|---|---|
| Examinations | 475,316 | 475,316 |
| Membership services | 197,164 | 197,164 |
| Conferences and events | 206,101 | 206,101 |
| Publications | 87,257 | 87,257 |
| Schemes and services | 30,983 | 30,983 |
| Head office | 254,933 | 254,933 |
| Marketing and communications | 173,918 | 173,918 |
| Leadership | 42,875 | 42,875 |
| | 1,468,547 | 1,468,547 |

In addition to the expenditure analysed above, there are also governance costs of £105,387 (2019 - £90,603) which relate directly to charitable activities. See note 6 for further details.

## 6 Analysis of governance and support costs

### Governance costs

| | Unrestricted funds General £ | Total 2020 £ |
|---|---|---|
| Staff costs | | |
| Wages and salaries | 89,461 | 89,461 |
| Pension costs | 3,417 | 3,417 |
| Other staff costs | 4,815 | 4,815 |
| Independent examiner fees | | |
| Examination of the financial statements | 2,205 | 2,205 |
| Council Meeting expenses | 5,489 | 5,489 |
| | 105,387 | 105,387 |

| | Unrestricted funds General £ | Total 2019 £ |
|---|---|---|
| Staff costs | | |
| Wages and salaries | 70,824 | 70,824 |
| Other staff costs | 4,787 | 4,787 |
| Audit fees | | |
| Audit of the financial statements | 3,000 | 3,000 |
| Council Meeting expenses | 11,992 | 11,992 |
| | 90,603 | 90,603 |

## 7 Net incoming/outgoing resources

Net (outgoing)/incoming resources for the year include:

| | 2020 £ | 2019 £ |
|---|---|---|
| Operating leases - other assets | 43,946 | 44,553 |
| Audit fees | - | 3,000 |
| Depreciation of fixed assets | 31,307 | 27,464 |

## 8 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any other benefits from the charity during the year.

6 Trustees received reimbursement of expenses amounting to £2,280 in the current year, (2019 - 11 Trustees - £6,354).

## 9 Staff costs

The aggregate payroll costs were as follows:

| | 2020 £ | 2019 £ |
|---|---|---|
| **Staff costs during the year were:** | | |
| Wages and salaries | 615,179 | 555,461 |
| Social security costs | 48,749 | 43,250 |
| Pension costs | 31,781 | 30,316 |
| Other staff costs | 4,815 | 4,787 |
| | 700,524 | 633,814 |

The monthly average number of persons (including senior management team) employed by the charity during the year expressed as full time equivalents was as follows:

| | 2020 No | 2019 No |
|---|---|---|
| Charitable | 15 | 17 |
| Management | 3 | 5 |
| | 18 | 22 |

No employee received emoluments of more than £60,000 during the year.

The total employee benefits of the key management personnel of the charity were £224,318 (2019 - £191,833).

## 10 Independent examiner's remuneration

| | 2020<br>£ |
|---|---|
| Examination of the financial statements | 2,205 |

## 11 Auditors' remuneration

| | 2019<br>£ |
|---|---|
| Audit of the financial statements | 3,000 |

## 12 Taxation

The charity is a registered charity and is therefore exempt from taxation.

## 13 Tangible fixed assets

| | Land and buildings<br>£ | Furniture and equipment<br>£ | Other tangible fixed asset<br>£ | Total<br>£ |
|---|---|---|---|---|
| **Cost** | | | | |
| At 1 January 2020 | - | 42,397 | 253,683 | 296,080 |
| Additions | 487,757 | 9,148 | 62,300 | 559,205 |
| At 31 December 2020 | 487,757 | 51,545 | 315,983 | 855,285 |
| **Depreciation** | | | | |
| At 1 January 2020 | - | 41,878 | 185,633 | 227,511 |
| Charge for the year | 543 | 2,693 | 28,070 | 31,306 |
| At 31 December 2020 | 543 | 44,571 | 213,703 | 258,817 |
| **Net book value** | | | | |
| At 31 December 2020 | 487,214 | 6,974 | 102,280 | 596,468 |
| At 31 December 2019 | - | 519 | 68,050 | 68,569 |

## 14 Fixed asset investments

| | 2020<br>£ | 2019<br>£ |
|---|---|---|
| Other investments | 634,060 | 921,519 |

**Other investments**

| | Listed investments £ | Total £ |
|---|---|---|
| **Cost or Valuation** | | |
| At 1 January 2020 | 921,519 | 921,519 |
| Revaluation | 88,323 | 88,323 |
| Additions | 135,218 | 135,218 |
| Disposals | (511,000) | (511,000) |
| At 31 December 2020 | 634,060 | 634,060 |
| **Net book value** | | |
| At 31 December 2020 | 634,060 | 634,060 |
| At 31 December 2019 | 921,519 | 921,519 |

The market value of the listed investments at 31 December 2020 was £634,060 (2019 - £921,519).

The investment is in CCLA Charities Investment Fund

**15 Stock**

| | 2020 £ | 2019 £ |
|---|---|---|
| Stocks | 15,635 | 23,995 |

**16 Debtors**

| | 2020 £ | 2019 £ |
|---|---|---|
| Trade debtors | 217,010 | 168,743 |
| Prepayments | 96,196 | 65,294 |
| Other debtors | 160 | - |
| | 313,366 | 234,037 |

**17 Current asset investments**

| | 2020 £ | 2019 £ |
|---|---|---|
| Cash on deposit | 100,000 | 100,000 |

## 18 Cash and cash equivalents

| | 2020 | 2019 |
|---|---|---|
| | £ | £ |
| Cash at bank | 45,588 | 625,690 |

## 19 Creditors: amounts falling due within one year

| | 2020 | 2019 |
|---|---|---|
| | £ | £ |
| Trade creditors | 82,910 | 140,395 |
| Other taxation and social security | 15,675 | 22,271 |
| Other creditors | 364 | - |
| Accruals | 26,831 | 24,160 |
| Deferred income | 207,852 | 77,580 |
| | 333,632 | 264,406 |

| | 2020 | 2019 |
|---|---|---|
| | £ | £ |
| Deferred income at 1 January 2020 | 77,580 | 126,768 |
| Resources deferred in the period | (207,852) | 77,580 |
| Amounts released from previous periods | (77,580) | (126,768) |
| Deferred income at year end | (207,852) | 77,580 |

## 20 Obligations under leases and hire purchase contracts

### Operating lease commitments

Total future minimum lease payments under non-cancellable operating leases are as follows:

| | 2020 | 2019 |
|---|---|---|
| | £ | £ |
| **Land and buildings** | | |
| Within one year | - | 18,958 |
| **Other** | | |
| Within one year | 1,748 | 10,815 |
| Between one and five years | - | 1,748 |
| | 1,748 | 12,563 |

## 21 Pension and other schemes

**Defined contribution pension scheme**

The charity operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £31,781 (2019 - £30,316).

## 22 Funds

| | Balance at 1 January 2020 £ | Incoming resources £ | Resources expended £ | Other recognised gains/(losses) £ | Balance at 31 December 2020 £ |
|---|---|---|---|---|---|
| **Unrestricted** | | | | | |
| ***General*** | | | | | |
| General funds | 1,709,404 | 989,639 | (1,415,881) | 88,323 | 1,371,485 |

| | Balance at 1 January 2019 £ | Incoming resources £ | Resources expended £ | Other recognised gains/(losses) £ | Balance at 31 December 2019 £ |
|---|---|---|---|---|---|
| **Unrestricted funds** | | | | | |
| ***General*** | | | | | |
| General funds | 1,545,385 | 1,559,193 | (1,559,150) | 163,976 | 1,709,404 |

## 23 Analysis of net assets between funds

| | Unrestricted funds General £ | Total funds at 31 December 2020 £ |
|---|---|---|
| Tangible fixed assets | 596,468 | 596,468 |
| Fixed asset investments | 634,060 | 634,060 |
| Current assets | 474,589 | 474,589 |
| Current liabilities | (333,632) | (333,632) |
| Total net assets | 1,371,485 | 1,371,485 |

| | Unrestricted funds General £ | Total funds at 31 December 2019 £ |
|---|---|---|
| Tangible fixed assets | 68,569 | 68,569 |
| Fixed asset investments | 921,519 | 921,519 |
| Current assets | 983,722 | 983,722 |
| Current liabilities | (264,406) | (264,406) |
| Total net assets | 1,709,404 | 1,709,404 |

**24 Analysis of net funds**

| | At 1 January 2020 £ | Financing cash flows £ | At 31 December 2020 £ |
|---|---|---|---|
| Cash at bank and in hand | 625,690 | (580,102) | 45,588 |
| Current asset investments | 100,000 | - | 100,000 |
| Net debt | 725,690 | (580,102) | 145,588 |

**25 Related party transactions**

Certain Trustees of the British Occupational Hygiene Society also have relationships with other organisations with whom the Charity interacts. These transactions are summarised as follows:

During the year two (2019 - five) companies were charged £17,627 (2019 - £44,056) for courses, training provider services and listings. £1,626 (2019 - £2,210) was owing to the charity at the year end and is included within debtors.