

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**

<b>Chief Executive Officer</b>	Professor K Bampton
<b>Trustees</b>	Mr N Grace (resigned 22 April 2020) Mr J Dobbie Immediate Past-President Mr K Williams President Ms A Margary President-Elect (appointed 22 April 2020) Mr A Wilson Hon. Secretary Mrs A Parker Hon. Treasurer Ms H Pearson Mr J Grant Mr P Gahir Ms S Lett Ms S Leeson Ms C Keen
<b>Secretary</b>	Mr A Wilson Hon. Secretary
<b>Senior Management Team</b>	Professor K Bampton, Chief Executive Mrs L Williams, Head of Commercial Operations - Qualifications & Training Ms S Jackson, Head of Member Services
<b>Registered Office</b>	5/6 Melbourne Business Court Millennium Way Pride Park Derby DE24 8LZ  The charity is incorporated in England and Wales.

## **The British Occupational Hygiene Society**

### **Reference and Administrative Details**

<b>Company Registration Number</b>	RC000858
<b>Charity Registration Number</b>	1150455
<b>Solicitors</b>	Nelsons Solicitors LLP Pennine House 8 Stanford Street Nottingham NG1 7BQ
<b>Bankers</b>	HSBC 1 St Peters Street Derby Derbyshire DE1 2AE
<b>Independent Examiner</b>	RWB CA Limited Northgate House North Gate New Basford Nottingham 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.



## The British Occupational Hygiene Society

### Trustees' Report

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.

# **The British Occupational Hygiene Society**

## **Trustees' Report**

### **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.

## **The British Occupational Hygiene Society**

### **Trustees' Report**

#### ***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)

		Unrestricted		
	Note	General £	Total 2020 £	Total 2019 £
<b>Income and Endowments from:</b>				
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		<u>989,639</u>	<u>989,639</u>	<u>1,559,193</u>
<b>Expenditure on:</b>				
Charitable activities	5, 6	<u>(1,415,881)</u>	<u>(1,415,881)</u>	<u>(1,559,150)</u>
Total Expenditure		<u>(1,415,881)</u>	<u>(1,415,881)</u>	<u>(1,559,150)</u>
Gains/losses on investment assets		<u>88,323</u>	<u>88,323</u>	<u>163,976</u>
Net (expenditure)/income		<u>(337,919)</u>	<u>(337,919)</u>	<u>164,019</u>
Net movement in funds		(337,919)	(337,919)	164,019
<b>Reconciliation of funds</b>				
Total funds brought forward		<u>1,709,404</u>	<u>1,709,404</u>	<u>1,545,385</u>
Total funds carried forward	22	<u><u>1,371,485</u></u>	<u><u>1,371,485</u></u>	<u><u>1,709,404</u></u>

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

The notes on pages 16 to 30 form an integral part of these financial statements.

# The British Occupational Hygiene Society

(Registration number: RC000858)  
Balance Sheet as at 31 December 2020

	Note	2020 £	2019 £
<b>Fixed assets</b>			
Tangible assets	13	596,468	68,569
Investments	14	<u>634,060</u>	<u>921,519</u>
		<u>1,230,528</u>	<u>990,088</u>
<b>Current assets</b>			
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	<u>45,588</u>	<u>625,690</u>
		474,589	983,722
<b>Creditors: Amounts falling due within one year</b>	19	<u>(333,632)</u>	<u>(264,406)</u>
<b>Net current assets</b>		<u>140,957</u>	<u>719,316</u>
<b>Net assets</b>		<u>1,371,485</u>	<u>1,709,404</u>
<b>Funds of the charity:</b>			
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>1,371,485</u>	<u>1,709,404</u>
<b>Total funds</b>	22	<u>1,371,485</u>	<u>1,709,404</u>

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 notes on pages 16 to 30 form an integral part of these financial statements.

**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 £
<b>Cash flows from operating activities</b>			
Net cash (expenditure)/income		(337,919)	164,019
<b>Adjustments to cash flows from non-cash items</b>			
Depreciation		31,306	27,464
Investment income		(1,082)	(1,865)
Revaluation of investments		<u>(88,323)</u>	<u>(163,976)</u>
		(396,018)	25,642
<b>Working capital adjustments</b>			
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		<u>130,272</u>	<u>(49,188)</u>
Net cash flows from operating activities		<u>(397,761)</u>	<u>120,126</u>
<b>Cash flows from investing activities</b>			
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		<u>511,000</u>	<u>-</u>
Net cash flows from investing activities		<u>(182,341)</u>	<u>(26,463)</u>
Net (decrease)/increase in cash and cash equivalents		(580,102)	93,663
Cash and cash equivalents at 1 January		<u>625,690</u>	<u>532,027</u>
Cash and cash equivalents at 31 December		<u><u>45,588</u></u>	<u><u>625,690</u></u>

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

The notes on pages 16 to 30 form an integral part of these financial statements.

# **The British Occupational Hygiene Society**

## **Notes to the Financial Statements for the Year Ended 31 December 2020**

### **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.

## **The British Occupational Hygiene Society**

### **Notes to the Financial Statements for the Year Ended 31 December 2020**

#### ***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.



## The British Occupational Hygiene Society

### Notes to the Financial Statements for the Year Ended 31 December 2020

#### 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.



## **The British Occupational Hygiene Society**

### **Notes to the Financial Statements for the Year Ended 31 December 2020**

#### **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.

## **The British Occupational Hygiene Society**

### **Notes to the Financial Statements for the Year Ended 31 December 2020**

#### **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.



## **The British Occupational Hygiene Society**

### **Notes to the Financial Statements for the Year Ended 31 December 2020**

#### ***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.

## The British Occupational Hygiene Society

### Notes to the Financial Statements for the Year Ended 31 December 2020

#### *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
<b>Total for 2020</b>	<b>9,200</b>	<b>9,200</b>

### 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
	<b>978,485</b>	<b>978,485</b>	<b>1,557,328</b>



# The British Occupational Hygiene Society

## Notes to the Financial Statements for the Year Ended 31 December 2020

### 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
	<u>1,310,494</u>	<u>1,310,494</u>
	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
	<u>1,468,547</u>	<u>1,468,547</u>

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.

# The British Occupational Hygiene Society

## Notes to the Financial Statements for the Year Ended 31 December 2020

### 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
	<u>105,387</u>	<u>105,387</u>
	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
	<u>90,603</u>	<u>90,603</u>

## The British Occupational Hygiene Society

### Notes to the Financial Statements for the Year Ended 31 December 2020

#### 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	<u>31,307</u>	<u>27,464</u>

#### 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 £
<b>Staff costs during the year were:</b>		
Wages and salaries	615,179	555,461
Social security costs	48,749	43,250
Pension costs	31,781	30,316
Other staff costs	<u>4,815</u>	<u>4,787</u>
	<u>700,524</u>	<u>633,814</u>

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	<u>3</u>	<u>5</u>
	<u>18</u>	<u>22</u>

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).

# The British Occupational Hygiene Society

## Notes to the Financial Statements for the Year Ended 31 December 2020

### 10 Independent examiner's remuneration

	2020 £
Examination of the financial statements	<u>2,205</u>

### 11 Auditors' remuneration

	2019 £
Audit of the financial statements	<u>3,000</u>

### 12 Taxation

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

### 13 Tangible fixed assets

	Land and buildings £	Furniture and equipment £	Other tangible fixed asset £	Total £
<b>Cost</b>				
At 1 January 2020	-	42,397	253,683	296,080
Additions	<u>487,757</u>	<u>9,148</u>	<u>62,300</u>	<u>559,205</u>
At 31 December 2020	<u>487,757</u>	<u>51,545</u>	<u>315,983</u>	<u>855,285</u>
<b>Depreciation</b>				
At 1 January 2020	-	41,878	185,633	227,511
Charge for the year	<u>543</u>	<u>2,693</u>	<u>28,070</u>	<u>31,306</u>
At 31 December 2020	<u>543</u>	<u>44,571</u>	<u>213,703</u>	<u>258,817</u>
<b>Net book value</b>				
At 31 December 2020	<u>487,214</u>	<u>6,974</u>	<u>102,280</u>	<u>596,468</u>
At 31 December 2019	<u>-</u>	<u>519</u>	<u>68,050</u>	<u>68,569</u>

### 14 Fixed asset investments

	2020 £	2019 £
Other investments	<u>634,060</u>	<u>921,519</u>



# The British Occupational Hygiene Society

## Notes to the Financial Statements for the Year Ended 31 December 2020

### Other investments

	Listed investments £	Total £
<b>Cost or Valuation</b>		
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
<b>Net book value</b>		
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

# The British Occupational Hygiene Society

## Notes to the Financial Statements for the Year Ended 31 December 2020

### 18 Cash and cash equivalents

	2020 £	2019 £
Cash at bank	<u>45,588</u>	<u>625,690</u>

### 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	<u>207,852</u>	<u>77,580</u>
	<u>333,632</u>	<u>264,406</u>
	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	<u>(77,580)</u>	<u>(126,768)</u>
Deferred income at year end	<u>(207,852)</u>	<u>77,580</u>

### 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 £
<b>Land and buildings</b>		
Within one year	<u>-</u>	<u>18,958</u>
<b>Other</b>		
Within one year	1,748	10,815
Between one and five years	<u>-</u>	<u>1,748</u>
	<u>1,748</u>	<u>12,563</u>

## The British Occupational Hygiene Society

### Notes to the Financial Statements for the Year Ended 31 December 2020

#### 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 £
<b>Unrestricted</b>					
<i>General</i>					
General funds	<u>1,709,404</u>	<u>989,639</u>	<u>(1,415,881)</u>	<u>88,323</u>	<u>1,371,485</u>

	Balance at 1 January 2019 £	Incoming resources £	Resources expended £	Other recognised gains/(losses) £	Balance at 31 December 2019 £
<b>Unrestricted funds</b>					
<i>General</i>					
General funds	<u>1,545,385</u>	<u>1,559,193</u>	<u>(1,559,150)</u>	<u>163,976</u>	<u>1,709,404</u>

#### 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	<u>(333,632)</u>	<u>(333,632)</u>
Total net assets	<u>1,371,485</u>	<u>1,371,485</u>

## The British Occupational Hygiene Society

### Notes to the Financial Statements for the Year Ended 31 December 2020

	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	<u>(264,406)</u>	<u>(264,406)</u>
Total net assets	<u><u>1,709,404</u></u>	<u><u>1,709,404</u></u>

#### 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	<u>100,000</u>	<u>-</u>	<u>100,000</u>
Net debt	<u><u>725,690</u></u>	<u><u>(580,102)</u></u>	<u><u>145,588</u></u>

#### 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.