

Report of the Trustees and
Financial Statements for the Year Ended 31 October 2020
for
Harlow Occupational Health Service Ltd

Godfrey Laws & Co Limited
Statutory Auditors
69 Knowl Piece
Wilbury Way
Hitchin
Hertfordshire
SG4 0TY

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for the Year Ended 31 October 2020

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Report of the Trustees
for the Year Ended 31 October 2020

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 October 2020. The trustees have adopted the provisions of 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).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The charity was set up by the Nuffield Provincial Hospitals Trust in 1955 to provide a medical service to the industry growing up in Harlow New Town. This pre-dated the existence of a district General Hospital in the area. In the Articles of Association the objectives of the company are:

- To advance the physical and mental welfare of the working population by the prevention and cure of occupational illness, diseases and injuries and to promote the general health of workers.
- To provide services for medical treatment/care to assist full restoration to health.
- To undertake medical and other teaching in occupational diseases and injuries and in the promotion of occupational and environmental health directly or through partnerships.

The benefits include:

- Reduced sickness absence rates and associated costs
- Compliance with Government Legislation
- Management and reduction of work related stress
- Healthier workforce

Our occupational health professions use their expertise to advise both employers and employees of risks to health and how best to avoid these. As well as providing all routine occupational health services, we have capabilities to undertake through partnerships the following:

- ICAS (Independent Counselling and Advisory Services Ltd)
- 24 hour telephone advice/counselling
- On-site counselling
- Safety consultants and hygienist
- Physiotherapy

The volume of work generated in the year to 31st October 2020 was as follows:

- | | |
|-------------------------------|-----|
| - Paper Screenings: | 995 |
| - Paper Screenings Telephone: | 324 |
| - Physiotherapy: | 84 |
| - Training Course All: | 36 |
| - Flu Vaccines: | 784 |

OBJECTIVES AND ACTIVITIES

Public benefit

Harlow Occupational Health Service works in collaboration with other service providers to maintain their facilities and services to all. They work to charging amounts that the vast majority of people can afford and therefore their fees do not prevent people from accessing the services or facilities. Voluntary organisations are able to access free first aid training.

Premiums are paid for by others for example; as a benefit provided under condition of employment.

People in poverty are not excluded from the opportunity to benefit. Subsidised rates are offered for First Aid Training and Health Assessments.

The benefits to the public are set out in the Charities Objectives and Activities.

Harlow Occupational Health Service works closely with its clients to educate and advise on how to prevent workplace injury and treat those with work related illness. We currently provide our services to over 450 local businesses and have provided such services since 1955.

Our services have undoubtedly had a positive impact on the number of work days lost due to ill health and workplace injury. We believe our services have had a positive effect on the financial status of the companies we serve, as well as the economy. A reduction in lost productivity days directly leads due to a reduction in lost taxes for the government, reduced NHS costs and reduced payment of benefits to those who are unable to work due to long term health issues, very often work related.

Social investment

The Company has a policy to support all staff in enhancing their skills and work and in their social life. If any member of staff wishes to attend a course that is relevant to their work, then this is scheduled throughout the year. The nursing staff are supported continually with their on-going medical accreditation. In particular over the next couple of years with the changing requirements of the medical bodies requiring proof of training and evidence of on-the-job situations which merited recording.

With the current staff of 9, there are two employees who are full-time. Staff choose to work hours that enable them to have a satisfactory home life, and at the same time covering the requirements of the business to ensure a good service is given to our clients.

Report of the Trustees
for the Year Ended 31 October 2020

ACHIEVEMENT AND PERFORMANCE

Charitable activities

For the first quarter of the year HOHS was showing a steady profit of £6,000, but then the world was hit by the pandemic in March 2020 and the nation's first lock-down commencing in April 2020.

All staff were furloughed with the exception of the Chief Executive Officer and the OH Clinical Manager. A presence needed to be maintained at the health centre to deal with daily enquiries from clients and indeed the Public Service Contracts the company had to still operate some sort of service. For two months this was achievable with the support of our Occupational Health Physicians working reduced sessions. Face to face consultations were replaced with telephone consults where we could, with one OHP undertaking face to face consults for essential workers.

One admin member of staff returned in June to assist with the work which had started to increase. Slowly over the following months staff were able to return on flexible furlough, with only 4 members of staff still furloughed in the September. Regrettably in the October we had to make 3 members of staff redundant as their roles were no longer operational.

Our First Aid Training service was suspended due to Covid-19 from the April - July 2020.

From the start of Covid-19 in March 2020, HOHS followed HSE Health Surveillance Guidelines and adopted remote screening activities of paper review of health questionnaires, remote telephone calls and some face to face for essential workers such as Police and Fire & Rescue.

With the Furlough Scheme of 80% of staff salaries being funded, HOHS was able to survive the turbulent year of 2020. We were successful in being granted a Bounce-back Loan from the Government, and received local grants from Harlow Council. This assistance ensured the survival of the Company.

With Covid-19 still widespread, the vaccination programme brought in commencing early in 2021, will provide the way out of this pandemic. Though it will continue to be an exceptionally hard year for all businesses, we are hopeful to continue to provide our much needed services to our clients that have survived the last year and look forward to a new beginning in 2022.

FINANCIAL REVIEW

Principal funding sources

The Company is dependant on funding through subscriptions and individual contracts from employers for their employees.

Investment policy and objectives

The Board have considered the factors limiting charities to not risk capital invested. Reserves are held in one account the Business Fund Account with The Co-operative Bank.

Reserves policy

The Company has a Policy Statement that any profits made annually will be put into liquid reserves to work towards an amount of three times monthly expenditure.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Recruitment and appointment of new trustees

The Charity's Trustees remain at five taken from member clients and the Local Authority and Trades Council. They meet three times a year in February, June and December.

Organisational structure

The staff of the Charity is headed by the Chief Executive, Mrs D Watkins, who has ultimate responsibility for the day to day running of the business. Supported by an administrative team of 5 staff. The Occupational Health Manager is responsible for the professional side of the business which includes a total of 2 occupational health advisors and 4 medical officers. In addition a clinical standards manager was recruited to maintain governance under GDPR.

Harlow Occupational Health Service Ltd

Report of the Trustees for the Year Ended 31 October 2020

STRUCTURE, GOVERNANCE AND MANAGEMENT

Induction and training of new trustees

New trustees are fully informed of their obligations with the issue of the Charity Commission publication "The Essential Trustee, what you need to know".

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

00555099 (England and Wales)

Registered Charity number

210370

Registered office

Stephen Taylor House

Edinburgh Place

Templefields

Harlow

Essex

CM20 2DJ

Trustees

A K Archer Chairperson

S Wright Vice Chair

M J B Hallam

A E Jolley

Cllr F L Mason (deceased 31.12.20)

Company Secretary

Mrs D Watkins

Auditors

Godfrey Laws & Co Limited

Statutory Auditors

69 Knowl Piece

Wilbury Way

Hitchin

Hertfordshire

SG4 0TY

Solicitors

Whiskers LLP

Gate House

The High

Harlow

Essex

CM20 1LW

Chief Executive Officer

Mrs D Watkins

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of Harlow Occupational Health Service Ltd for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland"

STATEMENT OF TRUSTEES' RESPONSIBILITIES - continued

Company law requires the trustees to prepare financial statements for each financial year which 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 the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- 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 which disclose with reasonable accuracy at any time the financial position of the charitable company and to 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.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Approved by order of the board of trustees on 14 July 2021 and signed on its behalf by:

A handwritten signature in black ink, appearing to be 'A K Archer', written over a horizontal line.

A K Archer - Trustee

Report of the Independent Auditors to the Members of
Harlow Occupational Health Service Ltd

Opinion

We have audited the financial statements of Harlow Occupational Health Service Ltd (the 'charitable company') for the year ended 31 October 2020 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement 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 applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 October 2020 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, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'; 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 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 trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees 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 Report of the Independent Auditors 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.

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.

Opinions on other matters prescribed by the Companies Act 2006

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

- the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees 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 charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

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; or
- the trustees were not entitled to take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

Responsibilities of trustees

As explained more fully in the Statement of Trustees' Responsibilities, 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 have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements

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

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

Use of our report

This report is made solely to the charitable 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 charitable company's members those matters we are required to state to them in an auditors' 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 the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Howard Ashmore (Senior Statutory Auditor)
for and on behalf of Godfrey Laws & Co Limited
Statutory Auditors
69 Knowl Piece
Wilbury Way
Hitchin
Hertfordshire
SG4 0TY

14 July 2021

Harlow Occupational Health Service Ltd

Statement of Financial Activities (Incorporating an Income and Expenditure Account) for the Year Ended 31 October 2020

	Notes	Unrestricted funds £	Restricted fund £	31.10.20 Total funds £	31.10.19 Total funds £
INCOME AND ENDOWMENTS FROM					
Charitable activities	3				
Member company subscriptions		23,063	-	23,063	20,867
Sales of vaccines & first aid supplies		12,145	-	12,145	10,453
Health Assessment/Surveillance		341,224	-	341,224	473,329
Audiometry		4,920	-	4,920	11,522
Health screening		296	-	296	1,369
Training		72,934	-	72,934	91,578
Physiotherapy		3,638	-	3,638	4,765
Additional MO/OHN time		131,129	-	131,129	112,869
Counselling		19,899	-	19,899	26,718
Specific member contracts		619	-	619	855
Investment income	2	8	-	8	-
Other income		71,060	-	71,060	13,628
Total		680,935	-	680,935	767,953
EXPENDITURE ON					
Charitable activities	4				
Member company subscriptions		278,085	-	278,085	258,755
Sales of vaccines & first aid supplies		30,065	-	30,065	5,093
Health Assessment/Surveillance		241,415	-	241,415	285,292
Audiometry		6,691	-	6,691	10,188
Training		32,356	-	32,356	61,134
Physiotherapy		2,775	-	2,775	5,095
Additional MO/OHN time		96,753	-	96,753	76,418
Counselling		13,823	-	13,823	20,380
Specific member contracts		18,430	-	18,430	30,568
Other		6,584	-	6,584	3,766
Total		726,977	-	726,977	756,689
NET INCOME/(EXPENDITURE)		(46,042)	-	(46,042)	11,264
RECONCILIATION OF FUNDS					
Total funds brought forward		356,796	-	356,796	345,532
TOTAL FUNDS CARRIED FORWARD		310,754	-	310,754	356,796

The notes form part of these financial statements

Harlow Occupational Health Service Ltd

Balance Sheet
31 October 2020

	Notes	Unrestricted funds £	Restricted fund £	31.10.20 Total funds £	31.10.19 Total funds £
FIXED ASSETS					
Tangible assets	10	245,936	-	245,936	253,965
CURRENT ASSETS					
Stocks	11	1,731	-	1,731	2,725
Debtors	12	97,961	-	97,961	96,165
Prepayments and accrued income		11,999	-	11,999	12,285
Cash at bank and in hand		30,024	-	30,024	33,748
		<u>141,715</u>	<u>-</u>	<u>141,715</u>	<u>144,923</u>
CREDITORS					
Amounts falling due within one year	13	(45,552)	-	(45,552)	(39,713)
NET CURRENT ASSETS		<u>96,163</u>	<u>-</u>	<u>96,163</u>	<u>105,210</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		342,099	-	342,099	359,175
CREDITORS					
Amounts falling due after more than one year	14	(28,935)	-	(28,935)	-
ACCRUALS AND DEFERRED INCOME	16	(2,410)	-	(2,410)	(2,379)
NET ASSETS		<u>310,754</u>	<u>-</u>	<u>310,754</u>	<u>356,796</u>
FUNDS					
Unrestricted funds	17			310,754	356,796
TOTAL FUNDS				<u>310,754</u>	<u>356,796</u>

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 14 July 2021 and were signed on its behalf by:



A K Archer - Trustee

Harlow Occupational Health Service Ltd

Cash Flow Statement for the Year Ended 31 October 2020

	Notes	31.10.20 £	31.10.19 £
Cash flows from operating activities			
Cash generated from operations	1	(27,363)	3,651
Net cash (used in)/provided by operating activities		<u>(27,363)</u>	<u>3,651</u>
Cash flows from investing activities			
Purchase of tangible fixed assets		(5,303)	(5,221)
Interest received		8	-
Net cash used in investing activities		<u>(5,295)</u>	<u>(5,221)</u>
Cash flows from financing activities			
New loans in year		28,934	-
Loan repayments in year		-	(5,505)
Net cash provided by/(used in) financing activities		<u>28,934</u>	<u>(5,505)</u>
Change in cash and cash equivalents in the reporting period		<u>(3,724)</u>	<u>(7,075)</u>
Cash and cash equivalents at the beginning of the reporting period		<u>33,748</u>	<u>40,823</u>
Cash and cash equivalents at the end of the reporting period		<u><u>30,024</u></u>	<u><u>33,748</u></u>

The notes form part of these financial statements

Notes to the Cash Flow Statement
for the Year Ended 31 October 2020

1. RECONCILIATION OF NET (EXPENDITURE)/INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

	31.10.20 £	31.10.19 £
Net (expenditure)/income for the reporting period (as per the Statement of Financial Activities)	(46,042)	11,264
Adjustments for:		
Depreciation charges	13,333	16,095
Interest received	(8)	-
Decrease/(increase) in stocks	994	(1,645)
Increase in debtors	(1,510)	(15,681)
Increase/(decrease) in creditors	5,870	(6,382)
Net cash (used in)/provided by operations	<u>(27,363)</u>	<u>3,651</u>

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.11.19 £	Cash flow £	At 31.10.20 £
Net cash			
Cash at bank and in hand	<u>33,748</u>	<u>(3,724)</u>	<u>30,024</u>
	<u>33,748</u>	<u>(3,724)</u>	<u>30,024</u>
Debt			
Debts falling due after 1 year	<u>-</u>	<u>(28,935)</u>	<u>(28,935)</u>
	<u>-</u>	<u>(28,935)</u>	<u>(28,935)</u>
Total	<u>33,748</u>	<u>(32,659)</u>	<u>1,089</u>

Notes to the Financial Statements
for the Year Ended 31 October 2020

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

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

Expenditure and irrecoverable vat

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Allocation and apportionment of costs

Costs of generating funds comprise the costs associated with attracting income and the costs of trading for fundraising purposes.

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 the such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis e.g. staff costs by percentage of activity income and other costs by usage.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Freehold property	- Specialist workshop 50 years
Motor vehicles	- 20% on cost
Medical equipment	- 20% on cost

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Notes to the Financial Statements - continued
for the Year Ended 31 October 2020

1. ACCOUNTING POLICIES - continued

Pension costs and other post-retirement benefits

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.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Financial Instruments

The charity only 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.

Preparation of the accounts on a going concern basis

The charity reported a cash outflow of £46,042 (inflow 2019: £11,264) for the year, there are no material uncertainties about the charity's ability to continue. The trustees are of the view that on this basis the charity is a going concern.

2. INVESTMENT INCOME

	31.10.20	31.10.19
	£	£
Deposit account interest	8	-
	<u>8</u>	<u>-</u>

3. INCOME FROM CHARITABLE ACTIVITIES

		31.10.20	31.10.19
	Activity	£	£
Member companies			
subscriptions	Member company subscriptions	23,063	20,867
Sale of medical supplies	Sales of vaccines & first aid supplies	12,145	10,453
Health assessments/ surveillance	Health Assessment/Surveillance	341,224	473,329
Audiometry	Audiometry	4,920	11,522
Health screening executive health, well woman, well man	Health screening	296	1,369
Training - first aid manual handling	Training	72,934	91,578
Physiotherapy	Physiotherapy	3,638	4,765
Additional MO/OHN time	Additional MO/OHN time	131,129	112,869
Counselling	Counselling	19,899	26,718
Specific member contracts	Specific member contracts	619	855
		<u>609,867</u>	<u>754,325</u>

Notes to the Financial Statements - continued
for the Year Ended 31 October 2020

4. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 5) £	Totals £
Member company subscriptions	74,272	203,813	278,085
Sales of vaccines & first aid supplies	3,999	26,066	30,065
Health Assessment/Surveillance	103,963	137,452	241,415
Audiometry	1,999	4,692	6,691
Training	23,991	8,365	32,356
Physiotherapy	1,999	776	2,775
Additional MO/OHN time	41,985	54,768	96,753
Counselling	5,999	7,824	13,823
Specific member contracts	7,997	10,433	18,430
	<u>266,204</u>	<u>454,189</u>	<u>720,393</u>

5. SUPPORT COSTS

	Management £	Finance £	Human resources £	Governance costs £	Totals £
Other resources expended	-	-	-	6,584	6,584
Member company subscriptions	2,325	1,558	199,930	-	203,813
Sales of vaccines & first aid supplies	1,739	-	24,327	-	26,066
Health Assessment/Surveillance	30,010	-	107,442	-	137,452
Audiometry	638	-	4,054	-	4,692
Training	6,337	-	2,028	-	8,365
Physiotherapy	776	-	-	-	776
Additional MO/OHN time	12,196	-	42,572	-	54,768
Counselling	1,742	-	6,082	-	7,824
Specific member contracts	2,324	-	8,109	-	10,433
	<u>58,087</u>	<u>1,558</u>	<u>394,544</u>	<u>6,584</u>	<u>460,773</u>

6. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.10.20 £	31.10.19 £
Auditors' remuneration	4,204	2,076
Depreciation - owned assets	<u>13,332</u>	<u>16,095</u>

Notes to the Financial Statements - continued
for the Year Ended 31 October 2020

7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 October 2020 nor for the year ended 31 October 2019.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 October 2020 nor for the year ended 31 October 2019.

8. STAFF COSTS

	31.10.20	31.10.19
	£	£
Wages and salaries	506,096	507,804
Social security costs	26,995	24,339
Other pension costs	23,767	28,214
	<u>556,858</u>	<u>560,357</u>

The key management personnel of the charity is the Chief Executive Officer, the total employee benefits of the key management personnel of the charity was £56,303..

The average monthly number of employees during the year was as follows:

	31.10.20	31.10.19
Nursing	6	6
Administration	7	6
	<u>13</u>	<u>12</u>

No employees received emoluments in excess of £60,000.

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Charitable activities			
Member company subscriptions	20,867	-	20,867
Sales of vaccines & first aid supplies	10,453	-	10,453
Health Assessment/Surveillance	473,329	-	473,329
Audiometry	11,522	-	11,522
Health screening	1,369	-	1,369
Training	91,578	-	91,578
Physiotherapy	4,765	-	4,765
Additional MO/OHN time	112,869	-	112,869
Counselling	26,718	-	26,718
Specific member contracts	855	-	855
Other income	<u>13,628</u>	<u>-</u>	<u>13,628</u>
Total	767,953	-	767,953

EXPENDITURE ON

Notes to the Financial Statements - continued
for the Year Ended 31 October 2020

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted fund £	Total funds £
Charitable activities			
Member company subscriptions	258,755	-	258,755
Sales of vaccines & first aid supplies	5,093	-	5,093
Health Assessment/Surveillance	285,292	-	285,292
Audiometry	10,188	-	10,188
Training	61,134	-	61,134
Physiotherapy	5,095	-	5,095
Additional MO/OHN time	76,418	-	76,418
Counselling	20,380	-	20,380
Specific member contracts	30,568	-	30,568
Other	3,766	-	3,766
Total	756,689	-	756,689
NET INCOME	11,264	-	11,264
RECONCILIATION OF FUNDS			
Total funds brought forward	345,532	-	345,532
TOTAL FUNDS CARRIED FORWARD	356,796	-	356,796

10. TANGIBLE FIXED ASSETS

	Freehold property £	Fixtures and fittings £	Motor vehicles £	Medical equipment £	Totals £
COST					
At 1 November 2019	400,000	120,709	4,995	69,926	595,630
Additions	-	5,153	-	150	5,303
At 31 October 2020	400,000	125,862	4,995	70,076	600,933
DEPRECIATION					
At 1 November 2019	163,802	110,614	4,829	62,420	341,665
Charge for year	5,600	4,116	166	3,450	13,332
At 31 October 2020	169,402	114,730	4,995	65,870	354,997
NET BOOK VALUE					
At 31 October 2020	230,598	11,132	-	4,206	245,936
At 31 October 2019	236,198	10,095	166	7,506	253,965

Notes to the Financial Statements - continued
for the Year Ended 31 October 2020

11. STOCKS

	31.10.20	31.10.19
	£	£
Stocks	1,731	2,725
	<u> </u>	<u> </u>

12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.10.20	31.10.19
	£	£
Trade debtors	97,961	96,165
	<u> </u>	<u> </u>

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.10.20	31.10.19
	£	£
Trade creditors	28,741	26,920
Social security and other taxes	11,044	7,285
VAT	5,767	5,508
	<u> </u>	<u> </u>
	<u>45,552</u>	<u>39,713</u>

14. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	31.10.20	31.10.19
	£	£
Other loans (see note 15)	28,935	-
	<u> </u>	<u> </u>

15. LOANS

An analysis of the maturity of loans is given below:

	31.10.20	31.10.19
	£	£
Amounts falling due in more than five years:		
Repayable by instalments:		
Other loans more 5yrs instal	28,935	-

16. ACCRUALS AND DEFERRED INCOME

	31.10.20	31.10.19
	£	£
Accruals and deferred income	2,410	2,379
	<u> </u>	<u> </u>

Notes to the Financial Statements - continued
for the Year Ended 31 October 2020

17. MOVEMENT IN FUNDS

	At 1.11.19 £	Net movement in funds £	At 31.10.20 £
Unrestricted funds			
General fund	67,972	(46,042)	21,930
Property replacement reserve	277,775	-	277,775
Grant Account Reserve	11,049	-	11,049
	<u>356,796</u>	<u>(46,042)</u>	<u>310,754</u>
TOTAL FUNDS	<u>356,796</u>	<u>(46,042)</u>	<u>310,754</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	680,935	(726,977)	(46,042)
	<u>680,935</u>	<u>(726,977)</u>	<u>(46,042)</u>
TOTAL FUNDS	<u>680,935</u>	<u>(726,977)</u>	<u>(46,042)</u>

Comparatives for movement in funds

	At 1.11.18 £	Net movement in funds £	At 31.10.19 £
Unrestricted funds			
General fund	56,708	11,264	67,972
Property replacement reserve	277,775	-	277,775
Grant Account Reserve	11,049	-	11,049
	<u>345,532</u>	<u>11,264</u>	<u>356,796</u>
TOTAL FUNDS	<u>345,532</u>	<u>11,264</u>	<u>356,796</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	767,953	(756,689)	11,264
	<u>767,953</u>	<u>(756,689)</u>	<u>11,264</u>
TOTAL FUNDS	<u>767,953</u>	<u>(756,689)</u>	<u>11,264</u>

Notes to the Financial Statements - continued
for the Year Ended 31 October 2020

17. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.11.18 £	Net movement in funds £	At 31.10.20 £
Unrestricted funds			
General fund	56,708	(34,778)	21,930
Property replacement reserve	277,775	-	277,775
Grant Account Reserve	11,049	-	11,049
	<u>345,532</u>	<u>(34,778)</u>	<u>310,754</u>
TOTAL FUNDS	<u>345,532</u>	<u>(34,778)</u>	<u>310,754</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	1,448,888	(1,483,666)	(34,778)
	<u>1,448,888</u>	<u>(1,483,666)</u>	<u>(34,778)</u>
TOTAL FUNDS	<u>1,448,888</u>	<u>(1,483,666)</u>	<u>(34,778)</u>

18. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 October 2020.

19. GENERAL INFORMATION

Harlow Occupational Health Limited, a company limited by guarantee, is a limited company incorporated in England and Wales and has its registered office and principal place of business at Stephen Taylor House, Edinburgh Place, Templefields, Harlow, Essex, CM20 2DJ

The principal activity of the company is that of the provision of occupational health services for the public benefit.

Harlow Occupational Health Service Ltd

Detailed Statement of Financial Activities for the Year Ended 31 October 2020

	31.10.20 £	31.10.19 £
INCOME AND ENDOWMENTS		
Investment income		
Deposit account interest	8	-
Charitable activities		
Member companies subscriptions	23,063	20,867
Health assessments/ surveillance	341,224	473,329
Audiometry	4,920	11,522
Health screening executive health, well woman, well man	296	1,369
Training - first aid manual handling	72,934	91,578
Physiotherapy	3,638	4,765
Additional MO/OHN time	131,129	112,869
Specific member contracts	619	855
Sale of medical supplies	12,145	10,453
Counselling	19,899	26,718
	<hr/>	<hr/>
	609,867	754,325
Other income		
Rental of rooms	6,996	13,628
COVID19 Aid	64,064	-
	<hr/>	<hr/>
	71,060	13,628
	<hr/>	<hr/>
Total incoming resources	680,935	767,953
EXPENDITURE		
Charitable activities		
Wages	135,319	130,353
Social security	26,995	24,339
Self employed professional fees	74,176	94,789
COSHH surveillance & OHS blood test costs	675	(1,770)
Medical reports	(126)	(322)
Professional journals	533	328
Conference fees	1,430	2,954
Computer costs	1,088	8,567
Publicity	2,077	-
Specific member contract costs	5,144	-
Vaccines and medical supplies	99	-
Counselling	18,497	18,020
Salesperson costs	198	-
Marketing consultancy	99	-
	<hr/>	<hr/>
	266,204	277,258
Support costs		

Detailed Statement of Financial Activities
for the Year Ended 31 October 2020

	31.10.20 £	31.10.19 £
Support costs		
Management		
Rates and water	1,553	660
Insurance	5,106	5,869
Light and heat	3,573	3,404
Telephone	2,731	2,518
Postage and stationery	11,513	12,429
Sundries	92	164
Cleaning	5,772	7,006
Repairs & maintenance	9,406	14,546
Motor expenses	4,692	3,948
Staff welfare	316	2,314
Depreciation of tangible assets	13,333	16,095
	<hr/> 58,087	<hr/> 68,953
Finance		
Bank charges	1,558	1,047
Human resources		
Wages	370,777	377,451
Pensions	23,767	28,214
	<hr/> 394,544	<hr/> 405,665
Governance costs		
Auditors' remuneration	4,204	2,076
Legal fees	803	575
Strategic review repairs	1,577	1,115
	<hr/> 6,584	<hr/> 3,766
Total resources expended	<hr/> 726,977	<hr/> 756,689
Net (expenditure)/income	<hr/> (46,042)	<hr/> 11,264

