

REGISTERED COMPANY NUMBER: 00555099 (England and Wales)
REGISTERED CHARITY NUMBER: 210370

Report of the Trustees and
Financial Statements for the Year Ended 31 October 2021
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 2021**

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Harlow Occupational Health Service Ltd

Report of the Trustees for the Year Ended 31 October 2021

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 2021. 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 2021 was as follows:

Total bookings were 7742. top six assessments as follows:

- | | |
|------------------------------|-------|
| - Police Recruit Medicals | 14.9% |
| - Pre employment | 9% |
| - Driver HGV/PSV Medicals | 5.4% |
| - Medical Assessments | 4.9% |
| - Audiograms | 2.3% |
| - Review Medical Assessments | 3.4% |

Training Courses	32
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Harlow Occupational Health Service Ltd

Report of the Trustees for the Year Ended 31 October 2021

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 12, 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.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Over the past two years we have been adapting to different work practices to adhere to the changing regulations with regard to Covid-19 social distancing.

Administrative staff worked on a rota basis to ensure adequate cover was available to service the business needs. Staff in the main worked in the office due to contact with clients, but some staff were able to work from home.

Doctor and nursing consultations continued by way of telephone or Zoom with face to face consultations commencing when government guideline permitted in May 2021.

Public services such as police forces and fire, used HOHS more due to difficulties with staff absences caused with Covid i.e restrictions on travel meant quarantine in other countries.

First Aid Training commenced slowly and a reduction in class levels was paramount. Reduced contact with others in the health centre was achieved by access via the external stairs.

Face coverings and temperature checks continue as a minimum to all clients entering the health centre. Staff face coverings continue when moving from work stations.

With the significant loss last year due in the main to Covid, it was encouraging that with the hard work from all the staff, nurses and doctors at HOHS, we have turned round the loss last year to a significant surplus of £40,141.

FINANCIAL REVIEW

Principal funding sources

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

Harlow Occupational Health Service Ltd

Report of the Trustees for the Year Ended 31 October 2021

FINANCIAL REVIEW

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 6 staff. The Occupational Health Manager and Clinical OH Manager are responsible for the professional side of the business which includes a total of 3 occupational health advisors and 3 medical officers.

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 (resigned 21.6.21)
S Wright Vice Chair (resigned 14.1.22)
M J B Hallam (resigned 25.10.21)
A E Jolley
Cllr F L Mason (deceased 31.12.20)
Cllr A Edwards (appointed 21.6.21)
Mrs L A Macrae (appointed 28.1.22)
Ms S L Dunlop (appointed 11.2.22)
Mrs C Casey (appointed 11.2.22)

Company Secretary

Mrs D Watkins

**Report of the Trustees
for the Year Ended 31 October 2021**

REFERENCE AND ADMINISTRATIVE DETAILS

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"

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 27 July 2022 and signed on its behalf by:

Mrs L A Macrae - 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 2021 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 2021 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, 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

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

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

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

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our 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 this gives rise to a material misstatement in the financial statements themselves. 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.

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

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.

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

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.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

The objectives of our audit in respect of fraud, are; to identify and assess the risks of material misstatement due to fraud; to obtain sufficient appropriate audit evidence regarding the assessed risks of material misstatements due to fraud, through designing and implementing appropriate responses to those assessed risks; and to respond appropriately to instances of fraud or suspected fraud identified during the audit. However, the primary responsibility for the prevention and detection of fraud rests with both management and those charged with governance of the company.

Our approach was as follows:-

Based on our understanding of the Charity, the industry and discussions with management we identified The Charities SORP(Financial Reporting Standard 102), Companies Act 2006 and UK taxation legislation.

We obtained an understanding of how the Company complies with these requirements by discussions with management and those charged with governance.

We assessed the risk of material misstatement of the financial statements, including the risk of material misstatement due to fraud and how it might occur and whether there had been known instances of non compliance or suspected non compliance with laws and regulations.

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

Identify and assess the risks of the financial statements of the financial statements, whether due to fraud and error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, misrepresentations, or intentional omissions.

Enquiries of management regarding compliance of Laws & Regulations and any known instances of non compliance,;

Examining supporting documentation for all material balances, transactions and disclosures;

Evaluation of the selection and application of accounting policies;

Reviewing the appropriateness of journal entries made in the general ledger and other adjustments made in the preparation of financial statements;

Review of accounting estimates for bias.

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.

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

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

27 July 2022

Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the Year Ended 31 October 2021

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Harlow Occupational Health Service Ltd

Balance Sheet 31 October 2021

	Notes	Unrestricted funds £	Restricted fund £	31.10.21 Total funds £	31.10.20 Total funds £
FIXED ASSETS					
Tangible assets	10	234,890	-	234,890	245,936
CURRENT ASSETS					
Stocks	11	1,306	-	1,306	1,731
Debtors	12	154,156	-	154,156	97,961
Prepayments and accrued income		10,519	-	10,519	11,999
Cash at bank and in hand		14,445	-	14,445	30,024
		<u>180,426</u>	<u>-</u>	<u>180,426</u>	<u>141,715</u>
CREDITORS					
Amounts falling due within one year	13	(32,734)	-	(32,734)	(45,552)
NET CURRENT ASSETS		<u>147,692</u>	<u>-</u>	<u>147,692</u>	<u>96,163</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		382,582	-	382,582	342,099
CREDITORS					
Amounts falling due after more than one year	14	(29,093)	-	(29,093)	(28,935)
ACCRUALS AND DEFERRED INCOME	16	(2,594)	-	(2,594)	(2,410)
NET ASSETS		<u>350,895</u>	<u>-</u>	<u>350,895</u>	<u>310,754</u>
FUNDS	17				
Unrestricted funds				<u>350,895</u>	<u>310,754</u>
TOTAL FUNDS				<u>350,895</u>	<u>310,754</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 27 July 2022 and were signed on its behalf by:

L A Macrae - Trustee

The notes form part of these financial statements

Harlow Occupational Health Service Ltd**Cash Flow Statement
for the Year Ended 31 October 2021**

	Notes	31.10.21 £	31.10.20 £
Cash flows from operating activities			
Cash generated from operations	1	<u>(15,122)</u>	<u>(27,363)</u>
Net cash used in operating activities		<u>(15,122)</u>	<u>(27,363)</u>
Cash flows from investing activities			
Purchase of tangible fixed assets		(1,007)	(5,303)
Sale of tangible fixed assets		550	-
Interest received		-	8
Net cash used in investing activities		<u>(457)</u>	<u>(5,295)</u>
Cash flows from financing activities			
New loans in year		-	28,934
Net cash provided by financing activities		<u>-</u>	<u>28,934</u>
		<u></u>	<u></u>
Change in cash and cash equivalents in the reporting period		(15,579)	(3,724)
Cash and cash equivalents at the beginning of the reporting period		30,024	33,748
Cash and cash equivalents at the end of the reporting period		<u>14,445</u>	<u>30,024</u>

The notes form part of these financial statements

Notes to the Cash Flow Statement
for the Year Ended 31 October 2021

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

	31.10.21 £	31.10.20 £
Net income/(expenditure) for the reporting period (as per the Statement of Financial Activities)	40,141	(46,042)
Adjustments for:		
Depreciation charges	12,211	13,333
Profit on disposal of fixed assets	(550)	-
Interest received	-	(8)
Decrease in stocks	425	994
Increase in debtors	(54,715)	(1,510)
(Decrease)/increase in creditors	(12,634)	5,870
Net cash used in operations	<u>(15,122)</u>	<u>(27,363)</u>

2. ANALYSIS OF CHANGES IN NET FUNDS/(DEBT)

	At 1.11.20 £	Cash flow £	At 31.10.21 £
Net cash			
Cash at bank and in hand	<u>30,024</u>	<u>(15,579)</u>	<u>14,445</u>
	<u>30,024</u>	<u>(15,579)</u>	<u>14,445</u>
Debt			
Debts falling due after 1 year	<u>(28,935)</u>	<u>(158)</u>	<u>(29,093)</u>
	<u>(28,935)</u>	<u>(158)</u>	<u>(29,093)</u>
Total	<u>1,089</u>	<u>(15,737)</u>	<u>(14,648)</u>

**Notes to the Financial Statements
for the Year Ended 31 October 2021**

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 2021

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 inflow of £40,141 (outflow 2020: £46,042) 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

	31.10.21 £	31.10.20 £
Deposit account interest	-	8

3. INCOME FROM CHARITABLE ACTIVITIES

	Activity	31.10.21 £	31.10.20 £
Member companies subscriptions	Member company subscriptions	21,592	23,063
Training - first aid manual handling	Member company subscriptions	433	-
Sale of medical supplies	Sales of vaccines & first aid supplies	22,520	12,145
Health assessments/ surveillance	Health Assessment/Surveillance	393,266	341,224
Audiometry	Audiometry	8,566	4,920
Health screening executive health, well woman, well man	Health screening	296	296
Training - first aid manual handling	Training	81,974	72,934
Physiotherapy	Physiotherapy	2,124	3,638
Additional MO/OHN time	Additional MO/OHN time	184,680	131,129
Counselling	Counselling	27,876	19,899
Specific member contracts	Specific member contracts	-	619
		<u>743,327</u>	<u>609,867</u>

Notes to the Financial Statements - continued
for the Year Ended 31 October 2021

4. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 5) £	Totals £
Member company subscriptions	37,127	209,433	246,560
Sales of vaccines & first aid supplies	8,954	5,450	14,404
Health Assessment/Surveillance	156,635	95,358	251,993
Audiometry	3,042	1,853	4,895
Training	32,508	19,791	52,299
Physiotherapy	858	521	1,379
Additional MO/OHN time	73,470	44,727	118,197
Counselling	11,082	6,747	17,829
Specific member contracts	120	72	192
	<u>323,796</u>	<u>383,952</u>	<u>707,748</u>

5. SUPPORT COSTS

	Management £	Finance £	Human resources £	Governance costs £	Totals £
Other resources expended	-	1,189	-	6,367	7,556
Member company subscriptions	1,768	1,553	206,112	-	209,433
Sales of vaccines & first aid supplies	1,784	-	3,666	-	5,450
Health Assessment/Surveillance	31,238	-	64,120	-	95,358
Audiometry	607	-	1,246	-	1,853
Training	6,483	-	13,308	-	19,791
Physiotherapy	170	-	351	-	521
Additional MO/OHN time	14,651	-	30,076	-	44,727
Counselling	2,210	-	4,537	-	6,747
Specific member contracts	24	-	48	-	72
	<u>58,935</u>	<u>2,742</u>	<u>323,464</u>	<u>6,367</u>	<u>391,508</u>

6. NET INCOME/(EXPENDITURE)

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

	31.10.21 £	31.10.20 £
Auditors' remuneration	3,977	4,204
Depreciation - owned assets	12,211	13,332
Surplus on disposal of fixed assets	(550)	-
	<u></u>	<u></u>

**Notes to the Financial Statements - continued
for the Year Ended 31 October 2021**

7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 October 2021 nor for the year ended 31 October 2020.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 October 2021 nor for the year ended 31 October 2020.

8. STAFF COSTS

	31.10.21	31.10.20
	£	£
Wages and salaries	432,244	506,096
Social security costs	21,594	26,995
Other pension costs	20,361	23,767
	<u>474,199</u>	<u>556,858</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 £48,899.55

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

	31.10.21	31.10.20
Nursing	4	6
Administration	6	7
	<u>10</u>	<u>13</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	23,063	-	23,063
Sales of vaccines & first aid supplies	12,145	-	12,145
Health Assessment/Surveillance	341,224	-	341,224
Audiometry	4,920	-	4,920
Health screening	296	-	296
Training	72,934	-	72,934
Physiotherapy	3,638	-	3,638
Additional MO/OHN time	131,129	-	131,129
Counselling	19,899	-	19,899
Specific member contracts	619	-	619
Investment income	8	-	8
Other income	71,060	-	71,060
Total	<u>680,935</u>	<u>-</u>	<u>680,935</u>

EXPENDITURE ON

Notes to the Financial Statements - continued
for the Year Ended 31 October 2021

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted fund £	Total funds £
Charitable activities			
Member company subscriptions	278,085	-	278,085
Sales of vaccines & first aid supplies	30,065	-	30,065
Health Assessment/Surveillance	241,415	-	241,415
Audiometry	6,691	-	6,691
Training	32,356	-	32,356
Physiotherapy	2,775	-	2,775
Additional MO/OHN time	96,753	-	96,753
Counselling	13,823	-	13,823
Specific member contracts	18,430	-	18,430
Other	6,584	-	6,584
Total	726,977	-	726,977
NET INCOME/(EXPENDITURE)	(46,042)	-	(46,042)
RECONCILIATION OF FUNDS			
Total funds brought forward	356,796	-	356,796
TOTAL FUNDS CARRIED FORWARD	310,754	-	310,754

10. TANGIBLE FIXED ASSETS

	Freehold property £	Fixtures and fittings £	Motor vehicles £	Medical equipment £	Totals £
COST					
At 1 November 2020	400,000	125,862	4,995	70,076	600,933
Additions	-	1,123	-	42	1,165
Disposals	-	-	(4,995)	-	(4,995)
At 31 October 2021	400,000	126,985	-	70,118	597,103
DEPRECIATION					
At 1 November 2020	169,402	114,730	4,995	65,870	354,997
Charge for year	5,600	5,070	-	1,541	12,211
Eliminated on disposal	-	-	(4,995)	-	(4,995)
At 31 October 2021	175,002	119,800	-	67,411	362,213
NET BOOK VALUE					
At 31 October 2021	224,998	7,185	-	2,707	234,890
At 31 October 2020	230,598	11,132	-	4,206	245,936

Notes to the Financial Statements - continued
for the Year Ended 31 October 2021

11. STOCKS

31.10.21	31.10.20
£	£
1,306	1,731

Stocks

12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

31.10.21	31.10.20
£	£
148,323	97,961
5,833	-
154,156	97,961

Trade debtors

Other debtors

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

31.10.21	31.10.20
£	£
17,550	28,741
5,716	11,044
9,468	5,767
32,734	45,552

Trade creditors

Social security and other taxes

VAT

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

31.10.21	31.10.20
£	£
29,093	28,935

Other loans (see note 15)

15. LOANS

An analysis of the maturity of loans is given below:

31.10.21	31.10.20
£	£

Amounts falling due in more than five years:

Repayable by instalments:

Other loans more 5yrs instal

29,093	28,935
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16. ACCRUALS AND DEFERRED INCOME

31.10.21	31.10.20
£	£
2,594	2,410

Accruals and deferred income

Notes to the Financial Statements - continued
for the Year Ended 31 October 2021

17. MOVEMENT IN FUNDS

	At 1.11.20 £	Net movement in funds £	At 31.10.21 £
Unrestricted funds			
General fund	21,930	40,141	62,071
Property replacement reserve	277,775	-	277,775
Grant Account Reserve	11,049	-	11,049
	<u>310,754</u>	<u>40,141</u>	<u>350,895</u>
TOTAL FUNDS	<u>310,754</u>	<u>40,141</u>	<u>350,895</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	755,445	(715,304)	40,141
	<u>755,445</u>	<u>(715,304)</u>	<u>40,141</u>
TOTAL FUNDS	<u>755,445</u>	<u>(715,304)</u>	<u>40,141</u>

Comparatives for 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>

Comparative 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>

Notes to the Financial Statements - continued
for the Year Ended 31 October 2021

17. MOVEMENT IN FUNDS - continued

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

	At 1.11.19 £	Net movement in funds £	At 31.10.21 £
Unrestricted funds			
General fund	67,972	(5,901)	62,071
Property replacement reserve	277,775	-	277,775
Grant Account Reserve	11,049	-	11,049
	<u>356,796</u>	<u>(5,901)</u>	<u>350,895</u>
TOTAL FUNDS	<u>356,796</u>	<u>(5,901)</u>	<u>350,895</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	1,436,380	(1,442,281)	(5,901)
	<u>1,436,380</u>	<u>(1,442,281)</u>	<u>(5,901)</u>
TOTAL FUNDS	<u>1,436,380</u>	<u>(1,442,281)</u>	<u>(5,901)</u>

18. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 October 2021.

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 2021**

	31.10.21 £	31.10.20 £
INCOME AND ENDOWMENTS		
Investment income		
Deposit account interest	-	8
Charitable activities		
Member companies subscriptions	21,592	23,063
Health assessments/ surveillance	393,266	341,224
Audiometry	8,566	4,920
Health screening executive health, well woman, well man	296	296
Training - first aid manual handling	82,407	72,934
Physiotherapy	2,124	3,638
Additional MO/OHN time	184,680	131,129
Specific member contracts	-	619
Sale of medical supplies	22,520	12,145
Counselling	27,876	19,899
	743,327	609,867
Other income		
Rental of rooms	4,947	6,996
COVID19 Aid	7,171	64,064
	12,118	71,060
Total incoming resources	755,445	680,935
EXPENDITURE		
Charitable activities		
Wages	129,141	135,319
Social security	21,594	26,995
Self employed professional fees	148,708	74,176
COSHH surveillance & OHS blood test costs	(96)	675
Medical reports	(3,374)	(126)
Professional journals	141	533
Conference fees	1,584	1,430
Computer costs	6,548	1,088
Publicity	-	2,077
Specific member contract costs	-	5,144
Vaccines and medical supplies	-	99
Counselling	19,550	18,497
Salesperson costs	-	198
Marketing consultancy	-	99
	323,796	266,204
Support costs		

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Harlow Occupational Health Service Ltd**Detailed Statement of Financial Activities
for the Year Ended 31 October 2021**

	31.10.21 £	31.10.20 £
Support costs		
Management		
Rates and water	1,033	1,553
Insurance	5,429	5,106
Light and heat	4,321	3,573
Telephone	2,358	2,731
Postage and stationery	9,524	11,513
Sundries	78	92
Cleaning	6,505	5,772
Repairs & maintenance	14,887	9,406
Motor expenses	3,026	4,692
Staff welfare	113	316
Depreciation of tangible assets	12,211	13,333
Loss on sale of tangible fixed assets	(550)	-
	58,935	58,087
Finance		
Bank charges	1,553	1,558
Bank interest	1,189	-
	2,742	1,558
Human resources		
Wages	303,103	370,777
Pensions	20,361	23,767
	323,464	394,544
Governance costs		
Auditors' remuneration	3,977	4,204
Legal fees	98	803
Strategic review repairs	2,292	1,577
	6,367	6,584
Total resources expended	715,304	726,977
Net income/(expenditure)	40,141	(46,042)

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