

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION

England & Wales · Charity number 519889

Details

Other names HOTA

Status Registered

Legal form Charitable company

Company number [02190605](#)

Registered 1988-02-18

Register [View on the Charity Commission register](#)

Contact

Address Humberside Offshore Training
Association Ltd
Malmo Road
Hull
HU7 0YF

Phone 01482820567

Email bookings@hota.org

Website www.hota.org

Activities

Objects: (A) TO PROMOTE AND ADVANCE THE THEORETICAL AND PRACTICAL TRAINING AND EDUCATION OF PERSONS ENGAGED IN THE INDUSTRIES INCLUDING BUT NOT LIMITED TO HEALTH AND SAFETY, EMERGENCY RESCUE/RESPONSE MEDICAL AND FIRST AID, FIRE-FIGHTING, ACCIDENT/INCIDENT INVESTIGATION/PREVENTION AND SURVIVAL. (B) SUBJECT TO THE FOREGOING OBJECTS, TO EXTEND SUCH PROVISIONS OR ASSISTANCE TO THE TRAINING AND EDUCATION OF MEMBERS OF THE PUBLIC AND EMPLOYEES/VOLUNTEERS OF OTHER VOLUNTARY OR SMALL/MEDIUM SIZED ENTERPRISES GENERALLY.

Activities: To promote and advance the theoretical and practical training and education of persons engaged in the offshore oil and gas and supporting industries including but not limited to survival, firefighting and helicopter escape training. Subject to the foregoing objects, to extend such provisions or assistance to the training and education of members of the public generally.

Classification

- **How:** Provides Services
- **What:** Education/training
- **Who:** The General Public/mankind

Geography

- Kingston Upon Hull City

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£2,313,804	£2,300,117	£241,315	42
2023-12-31	£2,128,363	£2,279,554	£227,628	41
2022-12-31	£2,110,983	£2,211,820	£378,819	38
2021-12-31	£2,097,999	£2,127,201	£479,656	39
2020-12-31	£1,750,435	£1,920,798	£508,858	38

Trustees

Name	Role	Appointed
ANDREW MARTIN RHODES		
Craig Peter Jenkinson		2020-12-04
MARK AUSTIN RANSON		
MICHAEL JAMES GIBBONS		
NEIL MCCRACKEN		
VICTORIA IRENE JACKSON		2013-06-26

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION

England & Wales - Charity number 519889

Accounts

Registered number: 02190605
Charity number: 519889

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

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HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITABLE COMPANY, ITS TRUSTEES AND
ADVISERS
FOR THE YEAR ENDED 31 DECEMBER 2024**

Trustees	I. Coates, Specialist Marine Consultants Ltd (resigned 1 December 2024) J. Doyle (resigned 1 March 2025) M. Gibbons, Siemens Energy Industrial Turbomachinery Ltd V. Jackson, Kingston Recruitment Ltd C. Jenkinson, Centrica Storage Ltd N. McCracken (Chair), formerly B.P. M. Ranson, Survitec A. Rhodes, Exolum Immingham Ltd
Company registered number	02190605
Charity registered number	519889
Registered office	Malmo Road Sutton Fields Industrial Estate Hull East Yorkshire HU7 0YF
Company secretary	K. L. Shepherd
Chief executive officer	K. L. Shepherd
Independent auditors	Streets Audit LLP Halifax House George Street Hull HU1 3AJ
Bankers	Natwest Bank plc Hull City Centre 34 Kind Edward Street Hull HU1 3SS
Solicitors	Rollits LLP Citadel House 58 High Street Hull HU1 1QE

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2024

The Trustees present their annual report together with the audited financial statements of the charitable company for the year 1 January 2024 to 31 December 2024. The Annual Report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual Report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

Since the Charitable company qualifies as small under section 382 of the Companies Act 2006, the Strategic Report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

Objectives and activities

a. Policies and objectives

The objects for which the Association is established are:-

- (A) To promote and advance the theoretical and practical training and education of persons engaged in the Industries including but not limited to health and safety, emergency rescue/response, medical and first aid, fire-fighting, accident/incident investigation/prevention and survival.
- (B) Subject to the foregoing objects, to extend such provisions or assistance to the training and education of members of the public and employees/volunteers of other voluntary or small/medium enterprises generally.

HOTA has always followed the policy of using any surplus funds generated to fulfil its charitable objectives.

HOTA continues to provide RQF Approved First Aid training courses, Qualsafe and IOSH approved Health & Safety training courses and a range of Electrical Courses approved by City & Guilds and JTL to an increasing number of land based local organisations.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2024

Achievements and performance

a. Main achievements of the charitable company

HOTA installed a Working at Height Tower in 2023 and gained approval from GWO for a number of additional courses including the Working at Height and Advanced Rescue Training and their respective refreshers courses in May 2023. Due to this expenditure HOTA saw a dramatic increase in the number of delegates attending the GWO Basic Courses in 2024.

The addition of these courses meant that HOTA is the only Training Provider in the area that can conduct all the basic GWO Courses on one site and in any weather conditions.

Income for GWO Courses in 2024 was £358,724 and specifically for Working at Heights £117,073 totalling £475,797. It is hard to compare income from 2023 to 2024, as the Working at Height Tower only generated income from Q2/Q3. However, in 2023 the total income from all other GWO courses was £244,650 and income specifically from Working at Heights was £39,097.

HOTA's continuous presence in all Industries including Offshore, Maritime, Renewables and Onshore had been paramount throughout 2024. The company has still been able to accommodate the demands of the various industries enabling skilled workers to carry on training to help support the UK's Critical National Infrastructure.

HOTA achieved a grade 5 food hygiene rating in 2024 from the local council.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2024

Achievements and performance (continued)

b. Key performance indicators

Key Performance Indicators 2024

Health & Safety

Target 1 Risk Assessment reviews – 75% within target month, 100% within 6 months of target.
All Risk Assessment reviews were completed within the timescales (target met).

Target 2 Complete 3 Emergency Drills per quarter.
During the year 12 Emergency Drills have been completed including MER Exercise Training for the pool and fireground, MER Exercise Albert Dock, HUET Diver Training, Fire Drills etc (target met).

Staff

Target 3 Minimum 20 hrs learning and development time per staff member per year.
All staff have been enrolled in this process and are undertaking appropriate courses including Diving and lifeguard training, Health and Safety, Manual Handling, COSHH and Risk Assessment, Working at Heights, Fire Extinguisher, First Aid and relevant Continuous Personal Development. (target met).

Financial

Target 4 Average debtors' days at 45 days or less.
In 2024 the average debtors' days up to the end of December was on average 44 (target met).

Quality

Target 5 Set up 60 new Individual Customer Accounts/15 per quarter.
For 2024, a total of new individual customer accounts set up were 66 (target met).

Target 6 98% Customer Satisfaction measured by no more than 2% formal complaints/stakeholder complaints
In 2024, 98% customer satisfaction was achieved with no formal customer/stakeholder complaints (target met).

Key Performance Indicators, Metrics and Key Activities 2024

In 2024, HOTA's Key Performance Indicators were based around Health & Safety, Staff, Financial and Quality.

Along with the Key Performance Indicators the Chief Executive and Trustees normally set a number of specific metrics and key activities for enhanced improvements across a range of areas. The main focus for these in 2024 was looking into the restructure and redesigning on of the old fireground to increase the firefighting provision and the possibility of a rebrand for the company.

The Association successfully maintained its ISO9001:2015, HOTA successfully completed Stage 1 of the of the approval for both ISO45001 Health & Safety and ISO14001 Environment in December 2024 with Stage 2 to be undertaken in February 2025.

4 external audits were conducted by the relevant governing bodies including MCA, OPITO, ISOQAR and GWO and all were satisfactory. Stage 1 of the ISO45001 and ISO14001 Standards were undertaken in December 2024.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2024

Achievements and performance (continued)

c. Review of activities

Financial Review

Before depreciation, the charity made a surplus of £80,604 (2023: deficit £83,877) After depreciation, the charity reported a surplus for the year of £13,687 (2023: deficit £151,191).

At the balance sheet date, the Association had net assets of £241,315 (2023: £227,628) including 175,042 of net current assets (2023: £143,285).

Revenue 2024/2025

In 2024, the company saw an increase of 8.7% on income compared to 2023.

The company is currently seeing a high demand for courses in all areas of HOTA's training streams, especially the Global Wind Organisation Renewable courses.

2025/2026 will see a dramatic increase in the MCA STCW approved Maritime Refresher Training for all seafarers.

Public Benefit Confirmation

The Trustees confirm that they have complied with the duty in Section 17 of the Charities Act, 2011 with regard to public benefit guidance published by the Commission.

Throughout 2024 HOTA offered discounted/free courses to local companies and delegates as follows:

- Delegates attending both the BOSIET and MIST course are given a discount on the course fees. These discounts amount to over £16,000 in 2024.
- 12 staff from Archbishop Sentamu attended the 1 Day Emergency First Aid at a reduced fee of £40 per head, this reduction saved the school £300.
- 12 staff from Molescroft Primary School attended the 1 Day Emergency First Aid course at a reduced fee of £40 per head, this reduction saved the school £300.
- 1 delegate from Hornsea Rescue attended the Capsize free of charge saving the charity £400.
- 22 students from Hull College attended the wet drill at a cost of £50 per person, this saved the college over £1,500.
- 27 students from Craven College attend the wet drill, saving the college over £1,500.

Future Development

HOTA has never stopped expanding and diversifying since its inception in 1989 and continues to investigate the feasibility of new training areas and further expansion.

Further development is expected to take place 2025 with a complete restructure of the company's old fireground. A new modern telephone system will be installed in the company together with a complete brand-new computer system.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2024

Achievements and performance (continued)

Financial review

a. Going concern

The company has operated to a surplus in 2024, after incurring a deficit in 2023. This was mainly due to the high utility costs and repairs and maintenance costs. However, due to heavy investment for the future, the company should now start to see an increase in both demand and income from the offshore wind energy sector. Careful cashflow management should also see the company being able to replenish and increase the reserves to ensure it will continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

b. Reserves policy

HOTA has set a target for cash reserves of £300k which will sustain HOTA for a period of up to 3 months without trading. The figure would cover salaries, lease payments, rent and redundancies. As at the Balance Sheet date, the charity was holding £113k (2024: £113k) in a separate deposit account against this target amount.

2026 should be very busy for the company with current seafarers undertaking their 5 yearly STCW10 Update courses, generating an increase within the Maritime income stream. Together with the enhanced presence of the company within the Renewable Industry from the investment of the Working at Height Tower and Enhanced First Aid Training should see the sales increased helping to replenish the reserve account.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2024

Structure, governance and management

a. Constitution

Humberside Offshore Training Association is registered as a charitable company limited by guarantee and was set up by a Trust deed.

b. Methods of appointment or election of Trustees

The management of the charitable company is the responsibility of the Trustees who are elected and co-opted under the terms of the Trust deed.

Plans for future periods

HOTA has never stopped expanding and diversifying since its inception in 1989 and continues to investigate the feasibility of new training areas and further expansion.

Further development is expected to take place late 2024/2025 with a complete redevelopment of the one of the company's existing firegrounds. This will enable HOTA to extend their Firefighting Provision and include additional courses such as Helicopter Firefighting, Team Member and Team Leader Firefighting.

Statement of Trustees' responsibilities

The Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- 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.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2024

Disclosure of information to auditors

Each of the persons who are Trustees at the time when this Trustees' Report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the charitable company's auditors are unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

Approved by order of the members of the board of Trustees and signed on their behalf by:


.....
N. McCracken
(Chair of Trustees)
Date: 04/09/25

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF HUMBERSIDE OFFSHORE TRAINING ASSOCIATION

Opinion

We have audited the financial statements of Humberside Offshore Training Association (the 'charitable company') for the year ended 31 December 2024 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and the related notes, 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, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2024 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the 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 United Kingdom, including the Financial Reporting Council'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.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF HUMBERSIDE OFFSHORE TRAINING ASSOCIATION (CONTINUED)

Other information

The other information comprises the information included in the Annual Report other than the financial statements and our Auditors' Report thereon. The Trustees are responsible for the other information contained within the Annual Report. 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. 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 course of 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.

Opinion on other matters prescribed by the Companies Act 2006

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

- the information given in the Trustees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- the Trustees' Report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

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

We have nothing to report in respect of the following matters in relation to which 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 prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Trustees' Report and from the requirement to prepare a Strategic Report.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF HUMBERSIDE OFFSHORE TRAINING ASSOCIATION (CONTINUED)

Responsibilities of trustees

As explained more fully in the Trustees' Responsibilities Statement, 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.

Auditors' responsibilities for the audit of the financial statements

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

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

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the charitable company through discussions with directors and other management, and from our commercial knowledge and experience of the charity and sector in which it operates;
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the charitable company, including the Companies Act 2006, latest Charities SORP, taxation legislation, data protection, anti-bribery, employment, environmental and health and safety legislation;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the charitable company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF HUMBERSIDE OFFSHORE TRAINING ASSOCIATION (CONTINUED)

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions;
- assessed whether judgements and assumptions made in determining the accounting estimates set out in Note 3 were indicative of potential bias;
- investigated the rationale behind significant or unusual transactions; and
- reviewed Trustee meeting minutes for evidence of appropriate decision-making and management controls.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- reading the minutes of meetings of those charged with governance;
- enquiring of management as to actual and potential litigation and claims; and
- reviewing correspondence with HMRC, relevant regulators and the charitable company's legal advisors.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

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 Auditors' Report.

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 its members, as a body, for our audit work, for this report, or for the opinions we have formed.

Robert Anderson FCA (Senior Statutory Auditor)

for and on behalf of

Streets Audit LLP

Halifax House
George Street
Hull
HU1 3AJ

Date:

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 DECEMBER 2024

	Note	Unrestricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Income from:				
Donations and legacies	4	20,511	20,511	15,431
Charitable activities	5	2,290,951	2,290,951	2,110,834
Other income	6	2,342	2,342	2,098
Total income		2,313,804	2,313,804	2,128,363
Expenditure on:				
Charitable activities		2,300,117	2,300,117	2,279,554
Total expenditure		2,300,117	2,300,117	2,279,554
Net movement in funds		13,687	13,687	(151,191)
Reconciliation of funds:				
Total funds brought forward		227,628	227,628	378,819
Net movement in funds		13,687	13,687	(151,191)
Total funds carried forward		241,315	241,315	227,628

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 17 to 30 form part of these financial statements.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)
REGISTERED NUMBER: 02190605

BALANCE SHEET
AS AT 31 DECEMBER 2024

	Note	2024 £	2023 £
Fixed assets			
Tangible assets	11	338,518	365,768
		<u>338,518</u>	<u>365,768</u>
Current assets			
Debtors	12	331,401	343,142
Cash at bank and in hand		162,273	157,028
		<u>493,674</u>	<u>500,170</u>
Creditors: amounts falling due within one year	13	(319,225)	(366,063)
Net current assets		<u>174,449</u>	<u>134,107</u>
Total assets less current liabilities		<u>512,967</u>	<u>499,875</u>
Creditors: amounts falling due after more than one year	14	(271,652)	(272,247)
Net assets excluding pension asset		<u>241,315</u>	<u>227,628</u>
Total net assets		<u><u>241,315</u></u>	<u><u>227,628</u></u>

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)
REGISTERED NUMBER: 02190605

BALANCE SHEET (CONTINUED)
AS AT 31 DECEMBER 2024

	Note	2024 £	2023 £
Charity funds			
Unrestricted funds	15	241,315	227,628
Total funds		<u>241,315</u>	<u>227,628</u>

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

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

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:


.....
N. McCracken
(Chair of Trustees)
Date: 04/09/25

The notes on pages 17 to 30 form part of these financial statements.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2024

	2024 £	2023 £
Cash flows from operating activities		
Net cash used in operating activities	40,873	(104,057)
Cash flows from investing activities		
Purchase of tangible fixed assets	(28,003)	(151,425)
Bank interest received	2,342	2,098
Net cash used in investing activities	(25,661)	(149,327)
Cash flows from financing activities		
Cash inflows from new borrowing	-	285,000
Repayments of borrowing	(9,967)	(3,575)
Net cash (used in)/provided by financing activities	(9,967)	281,425
Change in cash and cash equivalents in the year	5,245	28,041
Cash and cash equivalents at the beginning of the year	157,028	128,987
Cash and cash equivalents at the end of the year	162,273	157,028

The notes on pages 17 to 30 form part of these financial statements

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024

1. General information

Humberside Offshore Training Association is a company limited by guarantee incorporated in England, number 02190605. The registered office is Malmo Road, Sutton Fields Industrial Estate, Hull, HU7 0YF.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements 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), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Humberside Offshore Training Association 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.

The Charity's financial statements are presented in Sterling and all values are rounded to the nearest pound.

2.2 Going concern

The company has operated to a surplus in 2024, after incurring a deficit in 2023. This was mainly due to the high utility costs and repairs and maintenance costs. However, due to heavy investment for the future, the company should now start to see an increase in both demand and income from the offshore wind energy sector. Careful cashflow management should also see the company being able to replenish and increase the reserves to ensure it will continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

2.3 Income

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

Income from Charitable Activities represents the amount receivable by the charity, exclusive of VAT, for the provision of training to outside delegates. Income is recognised based upon the date the training takes place.

Donated assets are valued at their estimated market value at the time of receipt plus any associated relocation costs.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024

2. Accounting policies (continued)

2.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity.

Employees are categorised as either directly involved in training or administration and related costs apportioned accordingly, sub-divided between training activities where appropriate.

Staff time spent delivering projects which are subject to restricted funding is recharged from unrestricted funds at agreed hourly rates.

Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources.

Support costs are apportioned according to the amount of direct cost associated with each class of activity.

Governance costs reflect the strategic and compliance costs of the charity and are apportioned in the ratio of direct costs.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the charitable company's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

2.5 Taxation

As the company has charitable status there is no liability to taxation, apart from that arising through its VAT registration.

2.6 Tangible fixed assets and depreciation

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following bases:

Freehold Buildings	- 4% p.a. on cost
Leasehold Property	- over the period of the lease
Motor Vehicles	- 25% p.a. on cost
Fixtures, Fittings and Equipment-	10-50% p.a. on cost

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024

2. Accounting policies (continued)

2.7 Debtors

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

2.8 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.9 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the charitable company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of Financial Activities as a finance cost.

2.10 Financial instruments

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

2.11 Finance leases and hire purchase

Leasing agreements which transfer to the company substantially all the benefits and risks of ownership of an asset are included in fixed assets and the capital element of the leasing commitment is shown as hire purchase obligations. The lease rentals are treated as consisting of capital and interest elements. The capital element is applied to the reducing capital element outstanding. Costs in respect of operating leases are charged on a straight line basis over the period of the lease.

2.12 Pensions

The charitable company operates a defined contribution pension scheme. Contributions are charged to the income and expenditure account as they become payable in accordance with the rules of the schemes. The company provides no other post-retirement benefits to its employees.

2.13 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charitable company and which have not been designated for other purposes.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024

3. Critical accounting estimates and areas of judgment

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

The charitable company makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

Critical areas of judgment:

The useful economic life of tangible fixed assets is the only key area of estimation uncertainty.

4. Income from donations and legacies

	Unrestricted funds 2024 £	Total funds 2024 £	<i>Total funds 2023 £</i>
Other income	20,511	20,511	15,431
	<u> </u>	<u> </u>	<u> </u>
<i>Total 2023</i>	<u>15,431</u>	<u>15,431</u>	

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

5. Income from charitable activities

	Unrestricted funds 2024 £	Total funds 2024 £	<i>Total funds 2023 £</i>
Offshore and Standby Vessel Training (OPITO approved)	628,190	628,190	692,517
STCW (Maritime)	301,910	301,910	290,820
COMPEX and Electrical	273,871	273,871	255,963
Emergency Response	353,126	353,126	354,470
Management/Technical and Specialist	51,571	51,571	49,887
First Aid & Medical Courses	46,321	46,321	51,905
Other Survival and Firefighting	74,207	74,207	58,503
Miscellaneous	37,222	37,222	28,072
Renewables	476,308	476,308	283,747
Confined Space Courses	48,225	48,225	44,950
Total 2024	<u>2,290,951</u>	<u>2,290,951</u>	<u>2,110,834</u>
<i>Total 2023</i>	<u>2,110,834</u>	<u>2,110,834</u>	

6. Other incoming resources

	Unrestricted funds 2024 £	Total funds 2024 £	<i>Total funds 2023 £</i>
Bank interest receivable	2,342	2,342	2,098
<i>Total 2023</i>	<u>2,098</u>	<u>2,098</u>	

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

7. Analysis of expenditure by activities

	Activities undertaken directly 2024 £	Support costs 2024 £	Total funds 2024 £	Total funds 2023 £
Offshore and Standby Vessel Training (OPITO approved)	556,318	74,384	630,702	747,871
STCW (Maritime)	267,373	35,750	303,123	314,045
COMPEX and Electrical	242,538	32,429	274,967	276,422
Emergency Response	312,726	41,814	354,540	382,803
Management/Technical and Specialist	45,670	6,107	51,777	53,873
First Aid & Medical Courses	41,021	5,485	46,506	56,054
Other Survival and Firefighting	65,717	8,787	74,504	63,178
Miscellaneous	32,959	4,407	37,366	30,337
Renewables	421,814	56,400	478,214	306,428
Confined Space	42,708	5,710	48,418	48,543
Total 2024	<u>2,028,844</u>	<u>271,273</u>	<u>2,300,117</u>	<u>2,279,554</u>
<i>Total 2023</i>	<u>2,002,485</u>	<u>277,069</u>	<u>2,279,554</u>	

8. Governance costs

	2024 £	2023 £
Auditors remuneration	6,500	5,600
Consultancy and professional fees	3,349	1,708
Legal charges	8,173	4,599
	<u>18,022</u>	<u>11,907</u>

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

9. Staff costs

	2024 £	2023 £
Wages and salaries	1,040,907	995,150
Social security costs	94,281	89,579
Contribution to defined contribution pension schemes	41,275	40,051
	<u>1,176,463</u>	<u>1,124,780</u>

The average number of persons employed by the charitable company during the year was as follows:

	2024 No.	2023 No.
Survival Training Staff	34	33
Office	8	8
	<u>42</u>	<u>41</u>

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	2024 No.	2023 No.
In the band £60,001 - £70,000	1	1

The key management personnel of the charity are considered to be the Trustees, the Chief Executive, Company Accountant, Facilities Manager, Operations Manager and Business Operations and HR Manager, whose employee benefits totalled £238,185 (2023: £228,224).

10. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2023 - £NIL).

During the year ended 31 December 2024, no Trustee expenses have been incurred (2023 - £NIL).

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

11. Tangible fixed assets

	Freehold Land and Buildings £	Leasehold Property £	Motor Vehicles £	Fixtures, Fittings and Equipment £	Total £
Cost or valuation					
At 1 January 2024	1,433,451	948,919	8,697	1,659,952	4,051,019
Additions	-	-	11,663	28,003	39,666
At 31 December 2024	1,433,451	948,919	20,360	1,687,955	4,090,685
Depreciation					
At 1 January 2024	1,240,606	943,024	8,695	1,492,926	3,685,251
Charge for the year	19,754	943	485	45,734	66,916
At 31 December 2024	1,260,360	943,967	9,180	1,538,660	3,752,167
Net book value					
At 31 December 2024	173,091	4,952	11,180	149,295	338,518
At 31 December 2023	192,845	5,895	2	167,026	365,768

Included in the carrying value of tangible assets is an amount of £10,934 (2023: Nil) relating to assets held under finance leases or hire purchase agreements.

12. Debtors

	2024 £	2023 £
Due within one year		
Trade debtors	229,704	254,036
Other debtors	15,265	-
Prepayments and accrued income	86,432	89,106
	331,401	343,142

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

13. Creditors: Amounts falling due within one year

	2024 £	2023 £
Bank loans	7,395	9,178
Trade creditors	147,313	196,298
Other taxation and social security	99,816	100,278
Obligations under finance lease and hire purchase contracts	3,887	-
Accruals and deferred income	60,814	60,309
	<u>319,225</u>	<u>366,063</u>

Deferred income relates to funding received in advance of performance.

Obligations under hire purchase contracts and finance leases are secured against the assets to which they relate.

The bank loans are secured by a fixed charge over the land and buildings occupied by the company.

14. Creditors: Amounts falling due after more than one year

	2024 £	2023 £
Bank loans	264,849	272,247
Net obligations under finance lease and hire purchase contracts	6,803	-
	<u>271,652</u>	<u>272,247</u>

Obligations under hire purchase contracts and finance leases are secured against the assets to which they relate.

The bank loans are secured by a fixed charge over the land and buildings occupied by the company.

Included in creditors: amounts falling due after more than one year is an amount of £222,455 (2023: £235,537) in respect of liabilities payable or repayable by installments which fall due for payment after more than five years from the reporting date.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

15. Statement of funds

Statement of funds - current year

	Balance at 1 January 2024 £	Income £	Expenditure £	Balance at 31 December 2024 £
Unrestricted funds				
General Funds	227,628	2,313,804	(2,300,117)	241,315
	<u>227,628</u>	<u>2,313,804</u>	<u>(2,300,117)</u>	<u>241,315</u>

Statement of funds - prior year

	<i>Balance at 1 January 2023 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Balance at 31 December 2023 £</i>
Unrestricted funds				
General Funds	378,819	2,128,363	(2,279,554)	227,628
	<u>378,819</u>	<u>2,128,363</u>	<u>(2,279,554)</u>	<u>227,628</u>

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

16. Summary of funds

Summary of funds - current year

	Balance at 1 January 2024 £	Income £	Expenditure £	Balance at 31 December 2024 £
General funds	227,628	2,313,804	(2,300,117)	241,315

Summary of funds - prior year

	<i>Balance at 1 January 2023 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Balance at 31 December 2023 £</i>
General funds	<i>378,819</i>	<i>2,128,363</i>	<i>(2,279,554)</i>	<i>227,628</i>

17. Analysis of net assets between funds

Analysis of net assets between funds - current period

	Unrestricted funds 2024 £	Total funds 2024 £
Tangible fixed assets	338,518	338,518
Current assets	493,674	493,674
Creditors due within one year	(319,225)	(319,225)
Creditors due in more than one year	(271,652)	(271,652)
Total	241,315	241,315

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

17. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior period

	<i>Unrestricted funds 2023 £</i>	<i>Total funds 2023 £</i>
Tangible fixed assets	365,768	365,768
Current assets	500,170	500,170
Creditors due within one year	(366,063)	(366,063)
Creditors due in more than one year	(272,247)	(272,247)
Total	<u>227,628</u>	<u>227,628</u>

18. Reconciliation of net movement in funds to net cash flow from operating activities

	2024 £	2023 £
Net income/expenditure for the period (as per Statement of Financial Activities)	<u>13,687</u>	<u>(151,191)</u>
Adjustments for:		
Depreciation charges	66,917	67,313
Loss on the sale of fixed assets	-	4
Decrease in debtors	11,741	21,353
Decrease in creditors	(49,130)	(39,438)
Investment income	(2,342)	(2,098)
Net cash provided by/(used in) operating activities	<u>40,873</u>	<u>(104,057)</u>

19. Analysis of cash and cash equivalents

	2024 £	2023 £
Cash in hand	162,273	157,028
Total cash and cash equivalents	<u>162,273</u>	<u>157,028</u>

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

20. Analysis of changes in net debt

	At 1 January 2024 £	Cash flows £	At 31 December 2024 £
Cash at bank and in hand	157,028	5,245	162,273
Debt due within 1 year	(9,178)	1,783	(7,395)
Debt due after 1 year	(272,247)	7,398	(264,849)
Finance leases	-	(10,690)	(10,690)
	<u>(124,397)</u>	<u>3,736</u>	<u>(120,661)</u>

21. Pension contributions

The company operates defined contribution pension schemes. The assets of the schemes are held separately from those of the charitable company in an independently administered fund. The pension cost charge represents contributions paid by the charitable company to the funds and amounted to £41,275 (2023: £40,051).

22. Operating lease commitments

At 31 December 2024 the charitable company had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2024 £	2023 £
Not later than 1 year	164,673	167,673
Later than 1 year and not later than 5 years	499,741	654,108
Later than 5 years	-	10,306
	<u>664,414</u>	<u>832,087</u>

Leases are negotiated over various terms to suit the requirements at that time. Break clauses are included wherever appropriate and the above liabilities have been calculated from the balance sheet date to either the end of the lease or the next break clause, whichever is the earlier.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024

23. Related party transactions

As detailed in the Director's Report, some Board Members are nominees of user companies for whom the charitable company provides training courses. Their respective interests in these organisations are not considered to be so material as to necessitate the separate disclosure of the level of trade with each one.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION

England & Wales - Charity number 519889

Accounts

Registered number: 02190605
Charity number: 519889

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

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HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITABLE COMPANY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 DECEMBER 2023

Trustees	M. Ranson, Survitec N. McCracken (Chair), formerly B.P. M. Gibbons, Siemens Energy Industrial Turbomachinery Ltd A. Rhodes, Exolum Immingham Ltd V. Jackson, Kingston Recruitment Ltd I. Coates, Specialist Marine Consultants Ltd C. Jenkinson, Centrica Storage Ltd J. Doyle (appointed 18 October 2023)
Company registered number	02190605
Charity registered number	519889
Registered office	Malmo Road Sutton Fields Industrial Estate Hull East Yorkshire HU7 0YF
Company secretary	K. L. Shepherd
Chief executive officer	K. L. Shepherd
Independent auditors	Streets Audit LLP Halifax House George Street Hull HU1 3AJ
Bankers	Natwest Bank plc Hull City Centre 34 Kind Edward Street Hull HU1 3SS
Solicitors	Rollits LLP Citadel House 58 High Street Hull HU1 1QE

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2023

The Trustees present their annual report together with the audited financial statements of the charitable company for the year 1 January 2023 to 31 December 2023. The Annual Report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual Report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

Since the Charitable company qualifies as small under section 382 of the Companies Act 2006, the Strategic Report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

Objectives and activities

a. Policies and objectives

The objects for which the Association is established are:-

- (A) To promote and advance the theoretical and practical training and education of persons engaged in the Industries including but not limited to health and safety, emergency rescue/response, medical and first aid, fire-fighting, accident/incident investigation/prevention and survival.
- (B) Subject to the foregoing objects, to extend such provisions or assistance to the training and education of members of the public and employees/volunteers of other voluntary or small/medium enterprises generally.

HOTA has always followed the policy of using any surplus funds generated to fulfil its charitable objectives.

HOTA continues to provide RQF Approved First Aid training courses, Quallsafe and IOSH approved Health & Safety training courses and a range of Electrical Courses approved by City & Guilds and JTL to an increasing number of land based local organisations.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2023

Achievements and performance

a. Main achievements of the charitable company

With financial support from NatWest, HOTA started the construction of the internal Working at Heights in early 2023. Approval was gained from GWO for Working at Heights and Advanced Rescue Training and respective refresher training in May 2023. GWO Enhanced First Aid approval was also gained in April 2023. The addition of these courses meant that HOTA is the only Training Provider in the area that can conduct all the basic GWO Courses on one site and in any weather conditions.

Income started being generated in Q2/Q3 from the Working at Height courses with a total for 2023 of £39,097. Late 2022, saw the completion of the Confined Space Training Module, this allowed the company to offer the full range of Confined Space training including Low, Medium, High and Rescue. These courses generated £44,950 of sales in 2023.

HOTA's continuous presence in all industries including Offshore, Maritime, Renewables and Onshore had been paramount throughout 2023. The company has still been able to accommodate the demands of the various industries enabling skilled workers to carry on training to help support the UK's Critical National Infrastructure.

HOTA achieved a grade 5 food hygiene rating in 2023 from the local council.

b. Key performance indicators

Health & Safety

Target 1 Risk Assessment reviews – 75% within target month, 100% within 6 months of Target.
All Risk Assessment reviews were completed within the timescales (target met).

Target 2 Complete 3 Emergency Drills per quarter.
During the year 12 Emergency Drills have been completed including MER Exercise Training Pool, MER Exercise Albert Dock, HUET Diver Training, Fire Evacuation and Fireground (target met).

Staff

Target 3 Minimum 20 hrs learning and development time per staff member per year.
All staff have been enrolled in this process and are undertaking appropriate courses including Lifeguard training, Confined Space, Health and Safety, Manual Handling, Risk Assessment, Equipment Servicing, Working at Heights, CPD and First Aid etc (target met).

Financial

Target 4 Average debtors' days at 45 days or less.
In 2023 the average debtors' days up to the end of December was on average 46 (target not met by 1).

Quality

Target 5 Set up 40 new customers/accounts per quarter.
For 2023, a total of 105 new accounts were set up (target not met).

Target 6 98% Customer Satisfaction measured by no more than 2% formal customer/stakeholder complaints.
In 2023, 98% customer satisfaction was achieved with no formal customer/stakeholder complaints (target met)

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2023

Achievements and performance (continued)

Key Performance Indicators, Metrics and Key Activities 2023

In 2023, HOTA's Key Performance Indicators were based around Health & Safety, Staff, Financial and Quality.

Along with the Key Performance Indicators the Chief Executive and Trustees normally set a number of specific metrics and key activities for enhanced improvements across a range of areas. The main focus for these in 2023 was the installation of the Working at Height Tower in order to increase HOTA's course portfolio for GWO Courses.

The Association successfully maintained its ISO9001:2015 accreditation and is looking to gaining approval for ISO45001 Health & Safety and ISO14001 Environment in late 2024 early 2025.

8 external audits were conducted by the relevant governing bodies including MCA, Compex Certification, City & Guilds and Qualsafe in 2023 and all were satisfactory.

c. Review of activities

Financial Review

Before depreciation, the charity made a deficit of £83,878 (2022: deficit £46,021) this is mainly due to high utilities costs and increase in repairs and maintenance costs. After depreciation, the charity reported a deficit for the year of £151,191 (2022: deficit £100,837).

At the balance sheet date, the Association had net assets of £227,628 (2022: £378,819) including £134,107 of net current assets (2022: £97,159).

Revenue 2023/2024

In 2023, the company only saw an increase of 0.82% on income compared to 2022.

The company is currently seeing a high demand for courses in all areas of HOTA's training streams.

A forecast has been undertaken for 2024 and currently shows the company will report a surplus of £80k for the year ended 31st December 2024 before depreciation.

Public Benefit Confirmation

The Trustees confirm that they have complied with the duty in Section 17 of the Charities Act 2011 with regard to public benefit guidance published by the Commission.

Throughout 2023 HOTA offered discounted/free courses to local companies and delegates as follows:

- Delegates attending both the BOSIET and MIST course are given a discount on the course fees. These discounts amount to over £17,000 in 2023.
- 9 students attended the ½ Day Personal Survival Techniques from Leeds University at a reduced fee of £50 per head saving the university £450.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2023

Achievements and performance (continued)

- 1 delegate from Comtec attended the GWO Manual Handling and GWO Fire Aware Courses free of charge saving them a total of £209.
- 1 delegate attended the Safety Representatives free of charge saving a total of £850.
- 7 members from Beverley Barracudas attended the Emergency First Aid Course for a per head fee of £16 this saved the club over £343.
- 7 Teaching Assistants from Molescroft Primary School attended the 1 Day Paediatrics Emergency First Aid course at a reduced fee of £100 per head with a total savings of £350.
- 12 delegates from GEV attended the Defib Course at a reduced fee of £430 saving the company £315.
- 4 delegates from Merseyside Fire Brigade attended the capsized course at a reduced fee of £150 per person saving the company £400.
- 10 volunteers from Hornsea Onshore Rescue attended the capsized course at a reduced fee of £25 per person saving the Charity £1,250.

Financial review

a. Going concern

Whilst sales in 2023 were good, the company incurred a deficit, this was mainly due to the high utility costs and repairs and maintenance costs. However, due to heavy investment for the future, the company should now start to see an increase in both demand and income from the offshore wind energy sector. Careful cashflow management should also see the company being able to replenish and increase the reserves to ensure it will continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

b. Reserves policy

HOTA has set a target for cash reserves of £300k which will sustain HOTA for a period of up to 3 months without trading. The figure would cover salaries, lease payments, rent and redundancies. As at the Balance Sheet date, the charity was holding £110k (2022: £110k) in a separate deposit account against this target amount.

2025 should be very busy for the company with current seafarers undertaking their 5 yearly STCW10 Update courses, generating an increase within the Maritime income stream. Together with the enhanced presence of the company within the Renewable Industry from the investment of the Working at Height Tower and Enhanced First Aid Training should see the sales increased helping to replenish the reserve account.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2023

Structure, governance and management

a. Constitution

Humberside Offshore Training Association is registered as a charitable company limited by guarantee and was set up by a Trust deed.

b. Methods of appointment or election of Trustees

The management of the charitable company is the responsibility of the Trustees who are elected and co-opted under the terms of the Trust deed.

Plans for future periods

HOTA has never stopped expanding and diversifying since its inception in 1989 and continues to investigate the feasibility of new training areas and further expansion.

Further development is expected to take place late 2024/2025 with a complete redevelopment of the one of the company's existing firegrounds. This will enable HOTA to extend their Firefighting Provision and include additional courses such as Helicopter Firefighting, Team Member and Team Leader Firefighting.

Statement of Trustees' responsibilities

The Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- 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.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2023

Disclosure of information to auditors

Each of the persons who are Trustees at the time when this Trustees' Report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the charitable company's auditors are unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

Approved by order of the members of the board of Trustees and signed on their behalf by:


.....
N. McCracken
(Chair of Trustees)
Date: 24th September 2024

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF HUMBERSIDE OFFSHORE TRAINING ASSOCIATION

Opinion

We have audited the financial statements of Humberside Offshore Training Association (the 'charitable company') for the year ended 31 December 2023 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and the related notes, 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, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2023 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the 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 United Kingdom, including the Financial Reporting Council'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.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF HUMBERSIDE OFFSHORE TRAINING ASSOCIATION (CONTINUED)

Other information

The other information comprises the information included in the Annual Report other than the financial statements and our Auditors' Report thereon. The Trustees are responsible for the other information contained within the Annual Report. 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. 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 course of 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.

Opinion on other matters prescribed by the Companies Act 2006

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

- the information given in the Trustees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- the Trustees' Report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

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

We have nothing to report in respect of the following matters in relation to which 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 prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Trustees' Report and from the requirement to prepare a Strategic Report.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF HUMBERSIDE OFFSHORE TRAINING ASSOCIATION (CONTINUED)

Responsibilities of trustees

As explained more fully in the Trustees' Responsibilities Statement, 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.

Auditors' responsibilities for the audit of the financial statements

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

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

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the charitable company through discussions with directors and other management, and from our commercial knowledge and experience of the charity and sector in which it operates;
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the charitable company, including the Companies Act 2006, latest Charities SORP, taxation legislation, data protection, anti-bribery, employment, environmental and health and safety legislation;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the charitable company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF HUMBERSIDE OFFSHORE TRAINING ASSOCIATION (CONTINUED)

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions;
- assessed whether judgements and assumptions made in determining the accounting estimates set out in Note 3 were indicative of potential bias;
- investigated the rationale behind significant or unusual transactions; and
- reviewed Trustee meeting minutes for evidence of appropriate decision-making and management controls.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- reading the minutes of meetings of those charged with governance;
- enquiring of management as to actual and potential litigation and claims; and
- reviewing correspondence with HMRC, relevant regulators and the charitable company's legal advisors.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

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 Auditors' Report.

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 its members, as a body, for our audit work, for this report, or for the opinions we have formed.



Robert Anderson FCA (Senior Statutory Auditor)

for and on behalf of

Streets Audit LLP

Halifax House

George Street

Hull

HU1 3AJ

Date: 25 September 2024

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 DECEMBER 2023**

	Note	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Income from:				
Donations and legacies	4	15,431	15,431	16,045
Charitable activities	5	2,110,834	2,110,834	2,094,382
Other income	6	2,098	2,098	556
Total income		2,128,363	2,128,363	2,110,983
Expenditure on:				
Charitable activities		2,279,554	2,279,554	2,211,820
Total expenditure		2,279,554	2,279,554	2,211,820
Net movement in funds		(151,191)	(151,191)	(100,837)
Reconciliation of funds:				
Total funds brought forward		378,819	378,819	479,656
Net movement in funds		(151,191)	(151,191)	(100,837)
Total funds carried forward		227,628	227,628	378,819

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 16 to 28 form part of these financial statements.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)
REGISTERED NUMBER: 02190605

BALANCE SHEET
AS AT 31 DECEMBER 2023

	Note	2023 £	2022 £
Fixed assets			
Tangible assets	11	365,768	281,660
		<u>365,768</u>	<u>281,660</u>
Current assets			
Debtors	12	343,142	364,495
Cash at bank and in hand		157,028	128,987
		<u>500,170</u>	<u>493,482</u>
Creditors: amounts falling due within one year	13	(366,063)	(396,323)
Net current assets		<u>134,107</u>	<u>97,159</u>
Total assets less current liabilities		<u>499,875</u>	<u>378,819</u>
Creditors: amounts falling due after more than one year	14	(272,247)	-
Net assets excluding pension asset		<u>227,628</u>	<u>378,819</u>
Total net assets		<u><u>227,628</u></u>	<u><u>378,819</u></u>

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)
REGISTERED NUMBER: 02190605

BALANCE SHEET (CONTINUED)
AS AT 31 DECEMBER 2023

	Note	2023 £	2022 £
Charity funds			
Unrestricted funds	15	227,628	378,819
Total funds		<u>227,628</u>	<u>378,819</u>

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

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

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:



.....
N. McCracken

(Chair of Trustees)

Date: 24th September 2024

The notes on pages 16 to 28 form part of these financial statements.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2023

	2023 £	2022 £
Cash flows from operating activities		
Net cash used in operating activities	(104,057)	(144,840)
Cash flows from investing activities		
Purchase of tangible fixed assets	(151,425)	(7,764)
Bank interest received	2,098	556
Net cash used in investing activities	(149,327)	(7,208)
Cash flows from financing activities		
Cash inflows from new borrowing	285,000	-
Repayments of borrowing	(3,575)	-
Net cash provided by financing activities	281,425	-
Change in cash and cash equivalents in the year	28,041	(152,048)
Cash and cash equivalents at the beginning of the year	128,987	281,035
Cash and cash equivalents at the end of the year	157,028	128,987

The notes on pages 16 to 28 form part of these financial statements

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023

1. General information

Humberside Offshore Training Association is a company limited by guarantee incorporated in England, number 02190605. The registered office is Malmo Road, Sutton Fields Industrial Estate, Hull, HU7 0YF.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements 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), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Humberside Offshore Training Association 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.

The Charity's financial statements are presented in Sterling and all values are rounded to the nearest pound.

2.2 Going concern

Whilst sales in 2023 were good, the company incurred a deficit, this was mainly due to the high utility costs and the energy crisis. However, due to heavy investment for the future, the company should see an increase in both demand and income from the offshore wind energy sector. Careful cashflow management should see the company being able to replenish and increase the reserves to ensure it will continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

2.3 Income

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

Income from Charitable Activities represents the amount receivable by the charity, exclusive of VAT, for the provision of training to outside delegates. Income is recognised based upon the date the training takes place.

Grants awarded to the Charity are credited as income as soon as any conditions attached to their receipt have been fulfilled. To the extent that there remain on-going conditions after receipt, the grant is treated as restricted income, accounted for separately and relevant expenditure similarly extracted.

Donated assets are valued at their estimated market value at the time of receipt plus any associated relocation costs.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023

2. Accounting policies (continued)

2.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity.

Employees are categorised as either directly involved in training or administration and related costs apportioned accordingly, sub-divided between training activities where appropriate.

Staff time spent delivering projects which are subject to restricted funding is recharged from unrestricted funds at agreed hourly rates.

Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources.

Support costs are apportioned according to the amount of direct cost associated with each class of activity.

Governance costs reflect the strategic and compliance costs of the charity and are apportioned in the ratio of direct costs.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the charitable company's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

2.5 Taxation

As the company has charitable status there is no liability to taxation, apart from that arising through its VAT registration.

2.6 Tangible fixed assets and depreciation

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following bases:

Freehold Buildings	- 4% p.a. on cost
Leasehold Property	- over the period of the lease
Motor Vehicles	- 25% p.a. on cost
Fixtures, Fittings and Equipment	- 10-50% p.a. on cost

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023

2. Accounting policies (continued)

2.7 Debtors

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

2.8 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.9 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the charitable company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of Financial Activities as a finance cost.

2.10 Financial instruments

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

2.11 Finance leases and hire purchase

Leasing agreements which transfer to the company substantially all the benefits and risks of ownership of an asset are included in fixed assets and the capital element of the leasing commitment is shown as hire purchase obligations. The lease rentals are treated as consisting of capital and interest elements. The capital element is applied to the reducing capital element outstanding. Costs in respect of operating leases are charged on a straight line basis over the period of the lease.

2.12 Pensions

The charitable company operates a defined contribution pension scheme. Contributions are charged to the income and expenditure account as they become payable in accordance with the rules of the schemes. The company provides no other post-retirement benefits to its employees.

2.13 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charitable company and which have not been designated for other purposes.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023

3. Critical accounting estimates and areas of judgment

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

The charitable company makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

Critical areas of judgment:

The useful economic lives of tangible fixed assets is the only key area of estimation uncertainty.

4. Income from donations and legacies

	Unrestricted funds 2023 £	Total funds 2023 £	<i>Total funds 2022 £</i>
Grants receivable	-	-	4,692
Other income	15,431	15,431	11,353
Total 2023	<u>15,431</u>	<u>15,431</u>	<u>16,045</u>
<i>Total 2022</i>	<u>16,045</u>	<u>16,045</u>	

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

5. Income from charitable activities

	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Offshore and Standby Vessel Training (OPITO approved)	692,517	692,517	628,708
STCW (Maritime)	290,820	290,820	313,120
COMPEX and Electrical	255,963	255,963	364,217
Emergency Response	354,470	354,470	415,491
Management/Technical and Specialist	49,887	49,887	39,209
First Aid & Medical Courses	51,905	51,905	45,353
Other Survival and Firefighting	58,503	58,503	50,850
Miscellaneous	28,072	28,072	32,151
Renewables	283,747	283,747	177,435
Confined Space Courses	44,950	44,950	21,680
Consultancy UK & Overseas	-	-	6,168
Total 2023	<u>2,110,834</u>	<u>2,110,834</u>	<u>2,094,382</u>
<i>Total 2022</i>	<u>2,094,382</u>	<u>2,094,382</u>	

6. Other incoming resources

	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Bank interest receivable	2,098	2,098	556
<i>Total 2022</i>	<u>556</u>	<u>556</u>	

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023

7. Analysis of expenditure by activities

	Activities undertaken directly 2023 £	Support costs 2023 £	Total funds 2023 £	Total funds 2022 £
Offshore and Standby Vessel Training (OPITO approved)	656,970	90,901	747,871	663,965
STCW (Maritime)	275,874	38,171	314,045	330,678
COMPEX and Electrical	242,824	33,598	276,422	384,640
Emergency Response	336,275	46,528	382,803	438,788
Management/Technical and Specialist	47,326	6,547	53,873	41,406
First Aid & Medical Courses	49,241	6,813	56,054	47,896
Other Survival and Firefighting	55,499	7,679	63,178	53,701
Miscellaneous	26,650	3,687	30,337	40,467
Renewables	269,183	37,245	306,428	187,384
Confined Space	42,643	5,900	48,543	22,895
Total 2023	<u>2,002,485</u>	<u>277,069</u>	<u>2,279,554</u>	<u>2,211,820</u>
<i>Total 2022</i>	<u>1,940,440</u>	<u>271,380</u>	<u>2,211,820</u>	

8. Governance costs

	2023 £	2022 £
Auditors remuneration	5,600	5,600
Consultancy and professional fees	3,349	1,708
Legal charges	8,173	4,599
	<u>17,122</u>	<u>11,907</u>

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

9. Staff costs

	2023	2022
	£	£
Wages and salaries	995,150	954,008
Social security costs	89,579	87,229
Contribution to defined contribution pension schemes	40,051	39,817
	<u>1,124,780</u>	<u>1,081,054</u>

The average number of persons employed by the charitable company during the year was as follows:

	2023	2022
	No.	No.
Survival Training Staff	33	30
Office	8	8
	<u>41</u>	<u>38</u>

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	2023	2022
	No.	No.
In the band £60,001 - £70,000	1	1

The key management personnel of the charity are considered to be the Trustees, the Chief Executive, Company Accountant, Facilities Manager, Operations Manager and Business Operations and HR Manager, whose employee benefits totalled £228,224 (2022: £221,378).

10. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2022 - £NIL).

During the year ended 31 December 2023, no Trustee expenses have been incurred (2022 - £NIL).

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

11. Tangible fixed assets

	Freehold Land and Buildings £	Leasehold Property £	Motor Vehicles £	Fixtures, Fittings and Equipment £	Total £
Cost or valuation					
At 1 January 2023	1,433,451	948,919	8,697	1,509,818	3,900,885
Additions	-	-	-	151,425	151,425
Disposals	-	-	-	(1,291)	(1,291)
At 31 December 2023	1,433,451	948,919	8,697	1,659,952	4,051,019
Depreciation					
At 1 January 2023	1,218,578	941,995	8,695	1,449,957	3,619,225
Charge for the year	22,028	1,029	-	44,256	67,313
On disposals	-	-	-	(1,287)	(1,287)
At 31 December 2023	1,240,606	943,024	8,695	1,492,926	3,685,251
Net book value					
At 31 December 2023	192,845	5,895	2	167,026	365,768
At 31 December 2022	214,873	6,924	2	59,861	281,660

12. Debtors

	2023 £	2022 £
Due within one year		
Trade debtors	254,036	284,910
Prepayments and accrued income	89,106	79,585
	343,142	364,495

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023

13. Creditors: Amounts falling due within one year

	2023	2022
	£	£
Bank loans	9,178	-
Trade creditors	196,298	214,946
Other taxation and social security	100,278	102,737
Accruals and deferred income	60,309	78,640
	366,063	396,323

Deferred income relates to funding received in advance of performance.

14. Creditors: Amounts falling due after more than one year

	2023	2022
	£	£
Bank loans	272,247	-

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

15. Statement of funds

Statement of funds - current year

	Balance at 1 January 2023 £	Income £	Expenditure £	Balance at 31 December 2023 £
Unrestricted funds				
General Funds	378,819	2,128,363	(2,279,554)	227,628
	<u>378,819</u>	<u>2,128,363</u>	<u>(2,279,554)</u>	<u>227,628</u>

Statement of funds - prior year

	<i>Balance at 1 January 2022 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Balance at 31 December 2022 £</i>
Unrestricted funds				
General Funds	479,656	2,110,983	(2,211,820)	378,819
	<u>479,656</u>	<u>2,110,983</u>	<u>(2,211,820)</u>	<u>378,819</u>

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

16. Summary of funds

Summary of funds - current year

	Balance at 1 January 2023 £	Income £	Expenditure £	Balance at 31 December 2023 £
General funds	378,819	2,128,363	(2,279,554)	227,628

Summary of funds - prior year

	Balance at 1 January 2022 £	Income £	Expenditure £	Balance at 31 December 2022 £
General funds	479,656	2,110,983	(2,211,820)	378,819

17. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2023 £	Total funds 2023 £
Tangible fixed assets	365,768	365,768
Current assets	500,170	500,170
Creditors due within one year	(638,310)	(638,310)
Total	227,628	227,628

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

17. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior year

	<i>Unrestricted funds 2022 £</i>	<i>Total funds 2022 £</i>
Tangible fixed assets	281,660	281,660
Current assets	493,482	493,482
Creditors due within one year	(396,323)	(396,323)
Total	<u>378,819</u>	<u>378,819</u>

18. Reconciliation of net movement in funds to net cash flow from operating activities

	2023 £	2022 £
Net expenditure for the year (as per Statement of Financial Activities)	<u>(151,191)</u>	<u>(100,837)</u>
Adjustments for:		
Depreciation charges	67,313	54,817
Loss on the sale of fixed assets	4	-
Decrease in debtors	21,353	2,840
Decrease in creditors	(39,438)	(101,104)
Investment income	(2,098)	(556)
Net cash used in operating activities	<u>(104,057)</u>	<u>(144,840)</u>

19. Analysis of cash and cash equivalents

	2023 £	2022 £
Cash in hand	157,028	128,987
Total cash and cash equivalents	<u>157,028</u>	<u>128,987</u>

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

20. Analysis of changes in net debt

	At 1 January 2023 £	Cash flows £	At 31 December 2023 £
Cash at bank and in hand	128,987	28,041	157,028
Debt due within 1 year	-	(9,178)	(9,178)
Debt due after 1 year	-	(272,247)	(272,247)
	<u>128,987</u>	<u>(253,384)</u>	<u>(124,397)</u>

21. Pension contributions

The company operates defined contribution pension schemes. The assets of the schemes are held separately from those of the charitable company in an independently administered fund. The pension cost charge represents contributions paid by the charitable company to the funds and amounted to £40,051 (2022: £39,817).

22. Operating lease commitments

At 31 December 2023 the charitable company had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2023 £	2022 £
Not later than 1 year	167,673	34,250
Later than 1 year and not later than 5 years	654,108	168,395
Later than 5 years	10,306	-
	<u>832,087</u>	<u>202,645</u>

Leases are negotiated over various terms to suit the requirements at that time. Break clauses are included wherever appropriate and the above liabilities have been calculated from the balance sheet date to either the end of the lease or the next break clause, whichever is the earlier.

23. Related party transactions

As detailed in the Director's Report, some Board Members are nominees of user companies for whom the charitable company provides training courses. Their respective interests in these organisations are not considered to be so material as to necessitate the separate disclosure of the level of trade with each one.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION

England & Wales - Charity number 519889

Accounts

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

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HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITABLE COMPANY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 DECEMBER 2022

Trustees	M. Ranson, Survitec N. McCrackan (Chair), formerly B.P. M. Gibbons, Siemens Energy Industrial Turbomachinery Ltd A. Rhodes, Exolum Immingham Ltd L. Ellis, Retired General Manager (resigned 24 June 2022) V. Jackson, Kingston Recruitment Ltd M. Hoddinott (Vice-Chair), formerly International Salvage Union (resigned 24 June 2022) I. Coates, Specialist Marine Consultants Ltd C. Jenkinson, Centrica Storage Ltd
Company registered number	02190605
Charity registered number	519889
Registered office	Malmo Road Sutton Fields Industrial Estate Hull East Yorkshire HU7 0YF
Company secretary	K. L. Shepherd
Chief executive officer	K. L. Shepherd
Independent auditors	Streets Audit LLP Tower House Lucy Tower Street Lincoln LN1 1XW
Bankers	Natwest Bank plc Hull City Centre 34 Kind Edward Street Hull HU1 3SS
Solicitors	Rollits LLP Citadel House 58 High Street Hull HU1 1QE

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2022

The Trustees present their annual report together with the audited financial statements of the charitable company for the year 1 January 2022 to 31 December 2022. The Annual Report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual Report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

Since the Charitable company qualifies as small under section 382 of the Companies Act 2006, the Strategic Report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

Objectives and activities

a. Policies and objectives

The objects for which the Association is established are:-

- (A) To promote and advance the theoretical and practical training and education of persons engaged in the Industries including but not limited to health and safety, emergency rescue/response, medical and first aid, fire-fighting, accident/incident investigation/prevention and survival.
- (B) Subject to the foregoing objects, to extend such provisions or assistance to the training and education of members of the public and employees/volunteers of other voluntary or small/medium enterprises generally.

HOTA has always followed the policy of using any surplus funds generated to fulfil its charitable objectives.

HOTA continues to provide RQF Approved First Aid training courses, Quallsafe and IOSH approved Health & Safety training courses and a range of Electrical Courses approved by City & Guilds and JTL to an increasing number of land based local organisations.

Achievements and performance

a. Main achievements of the charitable company

The objects for which the Association is established are:-

- (A) *To promote and advance the theoretical and practical training and education of persons engaged in the Industries including but not limited to health and safety, emergency rescue/response, medical and first aid, fire-fighting, accident/incident investigation/prevention and survival.*
- (B) *Subject to the foregoing objects, to extend such provisions or assistance to the training and education of members of the public and employees/volunteers of other voluntary or small/medium enterprises generally.*

HOTA has always followed the policy of using any surplus funds generated to fulfil its charitable objectives.

HOTA continues to provide RQF Approved First Aid training courses, Quallsafe and IOSH approved Health & Safety training courses and a range of Electrical Courses approved by City & Guilds and JTL to an increasing number of land based local organisations.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2022

Achievements and performance (continued)

b. Key performance indicators

Health & Safety

- Target 1 Risk Assessment reviews – 75% within target month, 100% within 6 months of Target.
All Risk Assessment reviews were completed within the timescales (target met).
- Target 2 Complete 3 Emergency Drills per quarter.
During the year 12 Emergency Drills have been completed including MER Exercise Training Pool, MER Exercise Albert Dock, HUET Diver Training, Fire Evacuation and Fireground (target met).

Staff

- Target 3 Minimum 20 hrs learning and development time per staff member per year.
All staff have been enrolled in this process and are undertaking appropriate courses including Lifeguard training, Confined Space, Health and Safety, Manual Handling, Risk Assessment, Equipment Servicing, Working at Heights, CPD and First Aid etc (target met).

Financial

- Target 4 Average debtors' days at 45 days or less.
In 2022 the average debtors' days up to the end of December was on average 43 (target met).

Quality

- Target 5 Set up 40 new customers/accounts per quarter.
For 2022, a total of 123 new accounts were set up (target not met).
- Target 6 98% Customer Satisfaction measured by no more than 2% formal customer/stakeholder complaints.
No formal customer/stakeholder complaint have been made in 2022 (target met)

Key Performance Indicators, Metrics and Key Activities 2022

In 2022, HOTA's Key Performance Indicators were based around Health & Safety, Staff, Financial and Quality.

Along with the Key Performance Indicators the Chief Executive and Trustees normally set a number of specific metrics and key activities for enhanced improvements across a range of areas. The main focus for these in 2022 was the construction of the Working at Height Tower.

The Association successfully maintained its ISO9001:2015 accreditation.

Over 8 external audits were conducted by the relevant governing bodies including OPITO, MCA and City & Guilds were conducted in 2021 and all were satisfactory.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2022

Achievements and performance (continued)

c. Review of activities

Financial Review

Before depreciation, the charity made a deficit of £46,021 (2021: surplus £22,898) this is mainly due to high utilities costs increase of over £57k compared with the previous year. After depreciation, the charity reported a deficit for the year of £100,836 (2021: deficit £29,201).

At the balance sheet date, the Association had net assets of £378,819 (2021: £479,655) including £97,159 of net current assets. (2021: £150,944).

Revenue 2022/2023

In 2022, the charitable company only saw an increase of 3% on course income compared to 2021.

The charitable company is currently seeing a high demand for courses in all areas of HOTA's training streams.

A forecast has been undertaken for 2023 and currently shows the charitable company will report a surplus of £27k for the year ended 31 December 2023 before depreciation.

Financial review

a. Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the charitable company has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

b. Reserves policy

HOTA has set a target for cash reserves of £300k which will sustain HOTA for a period of up to 3 months without trading. The figure would cover salaries, lease payments, rent and redundancies. As at the Balance Sheet date, the charity was holding £110k (2021: £260k) in a separate deposit account against this target amount. Substantial withdrawals had been made throughout the year to help repay the Statutory Commitments that were deferred during the pandemic.

2024 we will start to see the increase of the current seafarers undertaking their 5 yearly STCW10 Update courses, generating an increase within the Maritime income stream.

The investment in the Confined Space Unit, Working at Heights Tower and Enhanced First Aid training will also see an increase in sales and help replenish the reserves account.

Structure, governance and management

a. Constitution

Humberside Offshore Training Association is registered as a charitable company limited by guarantee and was set up by a Trust deed.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2022

Structure, governance and management (continued)

b. Methods of appointment or election of Trustees

The management of the charitable company is the responsibility of the Trustees who are elected and co-opted under the terms of the Trust deed.

Plans for future periods

HOTA has never stopped expanding and diversifying since its inception in 1989 and continues to investigate the feasibility of new training areas and further expansion.

With financial support from NatWest, HOTA will start the construction of the internal Working at Height in early 2023. Approval from GWO is expected from Q2 for Working at Heights and Advanced Rescue Training and respective refresher training, together with GWO Enhanced First Aid approval. The addition of these courses will mean that HOTA will be the only Training Provider in the area that can conduct all the basic GWO Courses on one site and in any weather conditions. Income should be generated from these courses from Q2/Q3 2023.

Further development is expected to take place late 2023/2024 with a complete redevelopment of the one of the charitable company's existing firegrounds. This will enable HOTA to extend their Firefighting Provision and include additional courses such as Helicopter Firefighting, Team Member and Team Leader Firefighting.

Statement of Trustees' responsibilities

The Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- 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.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2022

Disclosure of information to auditors

Each of the persons who are Trustees at the time when this Trustees' Report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the charitable company's auditors are unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

Approved by order of the members of the board of Trustees and signed on their behalf by:

A handwritten signature in black ink, appearing to read 'N. McCrackan', followed by a period.

N. McCrackan (Chair)

Date: 25 September 2023

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF HUMBERSIDE OFFSHORE TRAINING ASSOCIATION

Opinion

We have audited the financial statements of Humberside Offshore Training Association (the 'charitable company') for the year ended 31 December 2022 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and the related notes, 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, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2022 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the 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 United Kingdom, including the Financial Reporting Council'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.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF HUMBERSIDE OFFSHORE TRAINING ASSOCIATION (CONTINUED)

Other information

The other information comprises the information included in the Annual Report other than the financial statements and our Auditors' Report thereon. The Trustees are responsible for the other information contained within the Annual Report. 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. 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 course of 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.

Opinion on other matters prescribed by the Companies Act 2006

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

- the information given in the Trustees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- the Trustees' Report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

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

We have nothing to report in respect of the following matters in relation to which 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 prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Trustees' Report and from the requirement to prepare a Strategic Report.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF HUMBERSIDE OFFSHORE TRAINING ASSOCIATION (CONTINUED)

Responsibilities of trustees

As explained more fully in the Trustees' Responsibilities Statement, 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.

Auditors' responsibilities for the audit of the financial statements

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

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

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the charitable company through discussions with directors and other management, and from our commercial knowledge and experience of the charity and sector in which it operates;
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the charitable company, including the Companies Act 2006, latest Charities SORP, taxation legislation, data protection, anti-bribery, employment, environmental and health and safety legislation;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the charitable company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF HUMBERSIDE OFFSHORE TRAINING ASSOCIATION (CONTINUED)

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions;
- assessed whether judgements and assumptions made in determining the accounting estimates set out in Note 3 were indicative of potential bias;
- investigated the rationale behind significant or unusual transactions; and
- reviewed Trustee meeting minutes for evidence of appropriate decision-making and management controls.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- reading the minutes of meetings of those charged with governance;
- enquiring of management as to actual and potential litigation and claims; and
- reviewing correspondence with HMRC, relevant regulators and the charitable company's legal advisors.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

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 Auditors' Report.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF HUMBERSIDE OFFSHORE TRAINING ASSOCIATION (CONTINUED)

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 its members, as a body, for our audit work, for this report, or for the opinions we have formed.



Robert Anderson FCA (Senior Statutory Auditor)

for and on behalf of

Streets Audit LLP

Tower House

Lucy Tower Street

Lincoln

LN1 1XW

26 September 2023

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 DECEMBER 2022

	Note	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Income from:				
Donations and legacies	4	16,045	16,045	63,489
Charitable activities	5	2,094,382	2,094,382	2,034,116
Other income	6	556	556	394
Total income		2,110,983	2,110,983	2,097,999
Expenditure on:				
Charitable activities	7	2,211,820	2,211,820	2,127,201
Total expenditure		2,211,820	2,211,820	2,127,201
Net movement in funds		(100,837)	(100,837)	(29,202)
Reconciliation of funds:				
Total funds brought forward		479,656	479,656	508,858
Net movement in funds		(100,837)	(100,837)	(29,202)
Total funds carried forward		378,819	378,819	479,656

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 15 to 26 form part of these financial statements.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)
REGISTERED NUMBER: 02190605

BALANCE SHEET
AS AT 31 DECEMBER 2022

	Note	2022 £	2021 £
Fixed assets			
Tangible assets	11	281,660	328,713
		<u>281,660</u>	<u>328,713</u>
Current assets			
Debtors	12	364,495	367,335
Cash at bank and in hand		128,987	281,035
		<u>493,482</u>	<u>648,370</u>
Creditors: amounts falling due within one year	13	(396,323)	(497,427)
Net current assets		<u>97,159</u>	<u>150,943</u>
Total assets less current liabilities		<u>378,819</u>	<u>479,656</u>
Net assets excluding pension asset		<u>378,819</u>	<u>479,656</u>
Total net assets		<u><u>378,819</u></u>	<u><u>479,656</u></u>
Charity funds			
Unrestricted funds	14	378,819	479,656
Total funds		<u><u>378,819</u></u>	<u><u>479,656</u></u>

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

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

The financial statements were approved and authorised for issue by the Trustees on 25 September 2023 and signed on their behalf by:



N. McCrackan (Chair)

The notes on pages 15 to 26 form part of these financial statements.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2022

	2022 £	2021 £
Cash flows from operating activities		
Net cash used in operating activities	(144,840)	(34,625)
Cash flows from investing activities		
Bank interest received	556	394
Purchase of tangible fixed assets	(7,764)	(78,015)
Net cash used in investing activities	(7,208)	(77,621)
Change in cash and cash equivalents in the year	(152,048)	(112,246)
Cash and cash equivalents at the beginning of the year	281,035	393,281
Cash and cash equivalents at the end of the year	128,987	281,035

The notes on pages 15 to 26 form part of these financial statements

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022

1. General information

Humberside Offshore Training Association is a company limited by guarantee incorporated in England, number 02190605. The registered office is Malmo Road, Sutton Fields Industrial Estate, Hull, HU7 0YF.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements 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), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Humberside Offshore Training Association 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.

2.2 Going concern

Whilst sales in 2022 was good, the company incurred a deficit, this was mainly due to the high utility costs and the energy crisis. However, due to heavy investment for the future, the company should see an increase in both demand and income from the offshore wind energy sector. Careful cashflow management should see the company being able to replenish and increase the reserves to ensure it will continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

2.3 Income

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

Income from Charitable Activities represents the amount receivable by the charity, exclusive of VAT, for the provision of training to outside delegates. Income is recognised based upon the date the training takes place.

Grants awarded to the Charity are credited as income as soon as any conditions attached to their receipt have been fulfilled. To the extent that there remain on-going conditions after receipt, the grant is treated as restricted income, accounted for separately and relevant expenditure similarly extracted.

Donated assets are valued at their estimated market value at the time of receipt plus any associated relocation costs.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022

2. Accounting policies (continued)

2.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity.

Employees are categorised as either directly involved in training or administration and related costs apportioned accordingly, sub-divided between training activities where appropriate.

Staff time spent delivering projects which are subject to restricted funding is recharged from unrestricted funds at agreed hourly rates.

Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources.

Support costs are apportioned according to the amount of direct cost associated with each class of activity.

Governance costs reflect the strategic and compliance costs of the charity and are apportioned in the ratio of direct costs.

All expenditure is inclusive of irrecoverable VAT.

2.5 Taxation

As the company has charitable status there is no liability to taxation, apart from that arising through its VAT registration.

2.6 Tangible fixed assets and depreciation

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following bases:

Freehold Buildings	- 4% p.a. on cost
Leasehold Property	- over the period of the lease
Motor Vehicles	- 25% p.a. on cost
Fixtures, Fittings and Equipment	- 10-50% p.a. on cost

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022

2. Accounting policies (continued)

2.7 Debtors

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

2.8 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.9 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the charitable company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of Financial Activities as a finance cost.

2.10 Financial instruments

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

2.11 Finance leases and hire purchase

Leasing agreements which transfer to the company substantially all the benefits and risks of ownership of an asset are included in fixed assets and the capital element of the leasing commitment is shown as hire purchase obligations. The lease rentals are treated as consisting of capital and interest elements. The capital element is applied to the reducing capital element outstanding. Costs in respect of operating leases are charged on a straight line basis over the period of the lease.

2.12 Pensions

The charitable company operates a defined contribution pension scheme. Contributions are charged to the income and expenditure account as they become payable in accordance with the rules of the schemes. The company provides no other post-retirement benefits to its employees.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022

2. Accounting policies (continued)

2.13 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charitable company and which have not been designated for other purposes.

3. Critical accounting estimates and areas of judgment

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

The charitable company makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

Critical areas of judgment:

The useful economic lives of tangible fixed assets is the only key area of estimation uncertainty.

4. Income from donations and legacies

	Unrestricted funds 2022 £	Total funds 2022 £	<i>Total funds 2021 £</i>
Grants receivable	4,692	4,692	37,950
Other income	11,353	11,353	25,539
Total 2022	<u>16,045</u>	<u>16,045</u>	<u>63,489</u>
<i>Total 2021</i>	<u>63,489</u>	<u>63,489</u>	

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022

5. Income from charitable activities

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Offshore and Standby Vessel Training (OPITO approved)	628,708	628,708	545,912
STCW (Maritime)	313,120	313,120	636,751
COMPEX and Electrical	364,217	364,217	238,348
Emergency Response	415,491	415,491	286,940
Management/Technical and Specialist	39,209	39,209	41,037
First Aid & Medical Courses	45,353	45,353	37,019
Other Survival and Firefighting	50,850	50,850	39,488
Miscellaneous	32,151	32,151	23,376
Renewables	177,435	177,435	185,245
Confined Space Courses	21,680	21,680	-
Consultancy UK & Overseas	6,168	6,168	-
Total 2022	2,094,382	2,094,382	2,034,116
<i>Total 2021</i>	<i>2,034,116</i>	<i>2,034,116</i>	

6. Other incoming resources

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Bank interest receivable	556	556	394
<i>Total 2021</i>	<i>394</i>	<i>394</i>	

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022**

7. Analysis of expenditure by activities

	Activities undertaken directly 2022 £	Support costs 2022 £	Total funds 2022 £	Total funds 2021 £
Offshore and Standby Vessel Training (OPITO approved)	582,500	81,465	663,965	570,894
STCW (Maritime)	290,105	40,573	330,678	665,890
COMPEX and Electrical	337,446	47,194	384,640	249,256
Emergency Response	384,951	53,837	438,788	300,071
Management/Technical and Specialist	36,326	5,080	41,406	42,915
First Aid & Medical Courses	42,019	5,877	47,896	38,713
Other Survival and Firefighting	47,112	6,589	53,701	41,295
Miscellaneous	35,502	4,965	40,467	24,445
Renewables	164,393	22,991	187,384	193,722
Confined Space	20,086	2,809	22,895	-
Total 2022	1,940,440	271,380	2,211,820	2,127,201
<i>Total 2021</i>	<i>1,858,462</i>	<i>268,739</i>	<i>2,127,201</i>	

8. Governance costs

	2022 £	2021 £
Auditors remuneration	5,600	7,988
Consultancy and professional fees	1,708	5,508
Legal charges	4,599	7,599
	11,907	21,095

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022**

9. Staff costs

	2022 £	2021 £
Wages and salaries	954,008	998,375
Social security costs	87,229	85,401
Contribution to defined contribution pension schemes	39,817	41,098
	<u>1,081,054</u>	<u>1,124,874</u>

The average number of persons employed by the charitable company during the year was as follows:

	2022 No.	2021 No.
Survival Training Staff	30	30
Office	8	9
	<u>38</u>	<u>39</u>

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	2022 No.	2021 No.
In the band £60,001 - £70,000	1	1

The key management personnel of the charity are considered to be the Trustees, the Chief Executive, Company Accountant, Facilities Manager, Operations Manager and Business Operations and HR Manager, whose employee benefits totalled £221,378 (2021: £231,011).

10. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2021 - £NIL).

During the year ended 31 December 2022 no trustee expenses were reimbursed (2021: £nil).

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022**

11. Tangible fixed assets

	Freehold Land and Buildings £	Leasehold Property £	Motor Vehicles £	Fixtures, Fittings and Equipment £	Total £
Cost or valuation					
At 1 January 2022	1,432,937	948,919	8,697	1,502,947	3,893,500
Additions	514	-	-	7,250	7,764
Disposals	-	-	-	(379)	(379)
At 31 December 2022	<u>1,433,451</u>	<u>948,919</u>	<u>8,697</u>	<u>1,509,818</u>	<u>3,900,885</u>
Depreciation					
At 1 January 2022	1,195,929	940,965	8,695	1,419,198	3,564,787
Charge for the year	22,649	1,030	-	31,138	54,817
On disposals	-	-	-	(379)	(379)
At 31 December 2022	<u>1,218,578</u>	<u>941,995</u>	<u>8,695</u>	<u>1,449,957</u>	<u>3,619,225</u>
Net book value					
At 31 December 2022	<u>214,873</u>	<u>6,924</u>	<u>2</u>	<u>59,861</u>	<u>281,660</u>
At 31 December 2021	<u>237,008</u>	<u>7,954</u>	<u>2</u>	<u>83,749</u>	<u>328,713</u>

12. Debtors

	2022 £	2021 £
Due within one year		
Trade debtors	284,910	286,262
Prepayments and accrued income	79,585	81,073
	<u>364,495</u>	<u>367,335</u>

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022**

13. Creditors: Amounts falling due within one year

	2022 £	2021 £
Trade creditors	214,946	210,374
Other taxation and social security	102,737	223,638
Accruals and deferred income	78,640	63,415
	<u>396,323</u>	<u>497,427</u>

14. Statement of funds

Statement of funds - current year

	Balance at 1 January 2022 £	Income £	Expenditure £	Balance at 31 December 2022 £
Unrestricted funds				
General Funds	<u>479,656</u>	<u>2,110,983</u>	<u>(2,211,820)</u>	<u>378,819</u>

Statement of funds - prior year

	Balance at 1 January 2021 £	Income £	Expenditure £	Balance at 31 December 2021 £
Unrestricted funds				
General Funds	<u>508,858</u>	<u>2,097,999</u>	<u>(2,127,201)</u>	<u>479,656</u>

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022**

15. Summary of funds

Summary of funds - current year

	Balance at 1 January 2022 £	Income £	Expenditure £	Balance at 31 December 2022 £
General funds	479,656	2,110,983	(2,211,820)	378,819

Summary of funds - prior year

	Balance at 1 January 2021 £	Income £	Expenditure £	Balance at 31 December 2021 £
General funds	508,858	2,097,999	(2,127,201)	479,656

16. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2022 £	Total funds 2022 £
Tangible fixed assets	281,660	281,660
Current assets	493,482	493,482
Creditors due within one year	(396,323)	(396,323)
Total	378,819	378,819

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022**

16. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior year

	<i>Unrestricted funds 2021 £</i>	<i>Total funds 2021 £</i>
Tangible fixed assets	328,713	328,713
Current assets	648,370	648,370
Creditors due within one year	(497,427)	(497,427)
Total	<u>479,656</u>	<u>479,656</u>

17. Reconciliation of net movement in funds to net cash flow from operating activities

	2022 £	2021 £
Net expenditure for the year (as per Statement of Financial Activities)	<u>(100,837)</u>	<u>(29,202)</u>
Adjustments for:		
Depreciation charges	54,817	52,099
Decrease/(increase) in debtors	2,840	(57,481)
Increase/(decrease) in creditors	(101,104)	353
Investment income	(556)	(394)
Net cash used in operating activities	<u>(144,840)</u>	<u>(34,625)</u>

18. Analysis of cash and cash equivalents

	2022 £	2021 £
Cash in hand	<u>128,987</u>	<u>281,035</u>
Total cash and cash equivalents	<u>128,987</u>	<u>281,035</u>

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022**

19. Analysis of changes in net debt

	At 1 January 2022 £	Cash flows £	At 31 December 2022 £
Cash at bank and in hand	281,035	(152,048)	128,987
	<u>281,035</u>	<u>(152,048)</u>	<u>128,987</u>

20. Pension contributions

The company operates defined contribution pension schemes. The assets of the schemes are held separately from those of the charitable company in an independently administered fund. The pension cost charge represents contributions paid by the charitable company to the funds and amounted to £39,817 (2021: £41,098).

21. Operating lease commitments

At 31 December 2022 the charitable company had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2022 £	2021 £
Not later than 1 year	34,250	151,173
Later than 1 year and not later than 5 years	168,395	195,375
	<u>202,645</u>	<u>346,548</u>

Leases are negotiated over various terms to suit the requirements at that time. Break clauses are included wherever appropriate and the above liabilities have been calculated from the balance sheet date to either the end of the lease or the next break clause, whichever is the earlier.

22. Related party transactions

As detailed in the Director's Report, some Board Members are nominees of user companies for whom the charitable company provides training courses. Their respective interests in these organisations are not considered to be so material as to necessitate the separate disclosure of the level of trade with each one.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION

England & Wales - Charity number 519889

Accounts

**HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(COMPANY LIMITED BY GUARANTEE)**

ANNUAL REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31st DECEMBER, 2021

Company Number: 02190605

Charity Commission Reference Number: 519889

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION

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1-7.	Report of the Trustees
8-10.	Auditors' Report
11.	Statement of Trustees' Responsibilities
12.	Statement of Financial Activities
13.	Income and Expenditure Account
14.	Balance Sheet
15.	Cash Flow Statement
16-25.	Notes to the Accounts

The following pages do not form part of the statutory accounts

27-28.	Detailed Income and Expenditure Account
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HUMBERSIDE OFFSHORE TRAINING ASSOCIATION

REPORT OF THE TRUSTEES

(INCORPORATING THE DIRECTORS' REPORT) FOR THE YEAR ENDED 31st DECEMBER, 2021

The Trustees who are also the directors of the company for the purposes of company law have pleasure in presenting their report and the audited financial accounts for the year ended 31st December, 2021. The Board considers that this report and the financial accounts comply with statutory requirements for Companies Act 2006 and Charity's Act 2011 purposes, the Charity's governing document and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1st January 2019).

Principal Activities

To promote and advance the theoretical and practical training and education of persons engaged in the off-shore oil and gas exploration, extraction and allied industries and any related or supporting onshore industries and organisations and the maritime, energy, environmental and renewable energy industries and any related or supporting industries and organisations ("The Industries")

Reference and Administrative Details of the Charity, its Trustees and Advisers

Charity Name: Humberside Offshore Training Association (HOTA)

Charity Reg No: 519889

Company Reg No: 02190605

Registered Office: Malmo Road, Sutton Fields Ind Est, Hull HU7 0YF

Chairman: N. McCracken

Chief Executive: K. L. Shepherd

Directors:

M. Ranson	Survitec
N. McCracken (Chair)	formerly B.P.
M. Gibbons	Siemens Energy Industrial Turbomachinery Ltd
A. Rhodes	Exolum Immingham Ltd
L. Ellis	Retired General Manager
V. Jackson	Kingston Recruitment Ltd
M. Hoddinott (Vice-Chair)	formerly International Salvage Union
I. Coates	Specialist Marine Consultants Ltd
C. Jenkinson	Centrica Storage Ltd

Company Secretary: K.L. Shepherd

The Board of Trustees held four meetings by conference call during 2021. Day to day matters are delegated to the Chief Executive.

Advisers:	Bankers	NatWest Bank plc, PO Box 944, Commercial Banking, 1 st Floor, 1 Humber Quays, Wellington Street West, Hull, HU1 2BN
	Auditors	Dutton Moore Aldgate House, 1-4 Market Place, Hull HU1 1RS
	Solicitors	Rollits LLP Citadel House, 58 High St, Hull HU1 1QE

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION

REPORT OF THE TRUSTEES (CONTINUED)

Structure, Governance and Management

Governing Document

The affairs of the Association are governed by its Memorandum and Articles of Association as amended by a Special Resolution passed on 14th June 2013.

Membership of the Association is open to any persons engaged in the Industries as defined in the Association's Articles of Association or representing some central or local governmental body concerned with education for those Industries. Applicants must not carry on a business which might compete with the business of the Association and admission to membership is subject to the approval of the Board who have absolute discretion to accept or reject applications.

In the event of the Association being wound up, each member at the time of winding up or who was a member in the preceding twelve months agrees to contribute £100, if required, towards the liabilities of the Association.

Appointment of Trustees

The board of Trustees is required to be made up of not less than three nor more than twelve persons. As far as possible, the Board should consist of representatives from the Industries and any other organisations that are supportive of the Association's aims and representatives from the charity, voluntary and community sector and small/medium enterprises who are supportive of the Association's aims.

All Trustees hold office for an initial term of three years, after which they are eligible to be reappointed for a further three year term. At the end of their second term, all Trustees must stand down for a period of at least twelve months, unless two thirds of the Board resolve that there are exceptional circumstances warranting a third consecutive term, after which the Trustee must stand down for at least twelve months.

Each year the Board appoints a Chair and Vice-Chair to hold office for a period of one year, who may be re-appointed if they are willing to do so and the Board determines that it is in the Association's best interests that they be so re-appointed.

Trustee Induction and Training

Generally, trustees representing the Industries have a health and safety or HR background. As such they are able to readily assimilate with the Association's aims and objectives. Prospective Trustees are briefed by the Chief Executive on all aspects of the Association and are then invited to attend a Board meeting as an observer before deciding if they wish to join the Board.

Management

The Chief Executive is responsible for the day to day operation of HOTA. Proposed new initiatives are usually supported by a feasibility report and considered by the Board prior to being given approval.

The Board constantly strive to reduce reliance on the Oil & Gas Industry due to its volatility and, in so doing, look for opportunities to diversify and add to HOTA's already extensive range of training provision.

In 1988, HOTA was providing training courses for the offshore industry only. Today it has 11 training streams confirming its long term future and firmly establishing it as a market leader in many of these streams.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION

REPORT OF THE TRUSTEES (CONTINUED)

Objectives and Activities

The objects for which the Association is established are:-

- (A) *To promote and advance the theoretical and practical training and education of persons engaged in the Industries including but not limited to health and safety, emergency rescue/response, medical and first aid, fire-fighting, accident/incident investigation/prevention and survival.*
- (B) *Subject to the foregoing objects, to extend such provisions or assistance to the training and education of members of the public and employees/volunteers of other voluntary or small/medium enterprises generally.*

HOTA has always followed the policy of using any surplus funds generated to fulfil its charitable objectives.

HOTA continues to provide RQF Approved First Aid training courses, Quallsafe and IOSH approved Health & Safety training courses and a range of Electrical Courses approved by City & Guilds and JTL to an increasing number of land based local organisations.

Achievements and Performance

2021 was a year of recovery due to COVID-19. The pandemic had a significant impact on the Association both operational and financially.

Through Government's help schemes such as furlough and deferred VAT, HOTA has continued to be financially viable even with a significant loss of income due to social distancing and the national lockdowns.

HOTA's presence in all Industries including Offshore, Maritime, Renewables and Onshore has been significant throughout the pandemic. The company has still been able to accommodate the demands of the various industries enabling skilled workers to carry on training to help support the UK's Critical National Infrastructure.

HOTA's presence in Renewables continued to grow especially the GWO Approved Courses. HOTA continued to work in collaboration with a number of other Training Providers both locally and nationally to promote the Humber Estuary and provide vital training to the major Renewable operators.

HOTA was awarded the Heartbeat Award for healthy food options and a high standard of food hygiene again in 2021.

Financial Review

Before depreciation, the charity made a surplus of £22,897 (2020: deficit £122,890) due to being able to increase delegate numbers as the Government relaxed restrictions. After depreciation, the charity reported a deficit for the year of £29,202 (2020: deficit £170,363).

At the balance sheet date, the Association had net assets of £479,656 (2020: £508,858) including £150,943 of net current assets. (2020: £206,061).

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION

REPORT OF THE TRUSTEES (CONTINUED)

2021 Key Performance Indicators

Health & Safety

- Target 1** **Risk Assessment reviews – 75% within target month, 100% within 6 months of Target.**
All Risk Assessment reviews were completed within the timescales (target met).
- Target 2** **Complete 3 Emergency Drills per quarter.**
Up to the end of the December 12 Emergency Drills have been completed including MER Exercise Training Pool, MER Exercise Albert Dock, HUET Diver Training, Fire Evacuation and Fireground (target met).

Staff

- Target 3** **Minimum 20 hrs learning and development time per staff member per year.**
All staff have been enrolled in this process and are undertaking appropriate courses including Safeguarding, Lifeguard training, Confined Space, Health and Safety, Equipment Servicing, Electrical Regulations, Working at Heights, CPD, Thrive Training and First Aid Updates etc (target met).

Financial

- Target 4** **Average debtors' days at 45 days or less.**
In 2021 the average debtors' days up to the end of December was on average 41 (target met).

Quality

- Target 5** **Set up 40 new customers/accounts per quarter.**
For 2021 a total of 139 new accounts were set up (target not met), this was mainly due to COVID19.
- Target 6** **98% Customer Satisfaction measured by no more than 2% formal customer/stakeholder complaints.**
No formal customer/stakeholder complaint have been made in 2020 (target met)

Key Performance Indicators, Metrics and Key Activities 2021

In 2021, HOTA set Key Performance Indicators were based around Health & Safety, Staff, Financial and Quality.

Along with the Key Performance Indicators the Chief Executive and Trustees normally set a number of specific metrics and key activities for enhanced improvements across a range of areas. The main focus for these in 2021 was COVID19 and the recovery. HOTA continuously reviewed it's COVID19 Risk Assessment, COVID19 Emergency Response Plan and COVID19 Delegate Fact Sheet. Regular updates were given to the company's customers and delegates via the fact sheet, social media and the website. Trustees were also informed at the Board Meetings and through regular emails.

The Association successfully maintained its ISO9001:2015 accreditation.

Over 13 external audits were conducted by the relevant governing bodies including OPITO and MCA were conducted in 2021 and all were satisfactory.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION

REPORT OF THE TRUSTEES (CONTINUED)

Future Development

HOTA has never stopped expanding and diversifying since its inception in 1989 and continues to investigate the feasibility of new training areas and further expansion.

In 2021, HOTA mainly concentrated on maintaining the quality of our existing provision, job security and recovery from the Pandemic.

HOTA completed the Confined Space Training Module, but due to standard changes from the governing Body further development was needed. City & Guilds Approval was applied for in late 2021 for the full suite of Confined Space Training which was gained in early 2022. A new training stream has now been added to Associations course portfolio which will increase course sales. The courses cover low, medium, high risk and rescue for a variety of industries including Onshore, Offshore and Renewables.

In 2021, HOTA looked at a variety of other courses including additional Renewable Courses. The pandemic highlighted the need for the Association to install its own GWO Working at Heights Tower. This would mean that the company would be the only Training Provider in the area that could conduct all the basic GWO Courses on one site. This would increase sales income dramatically and a feasibility report was produced for the investment with the stance to construct the Tower in late 2022.

Policy on Reserves

HOTA has set a target for cash reserves of £440k which will sustain HOTA for a period of up to 4 months without trading. The figure would cover salaries, lease payments, rent and redundancies. As at the Balance Sheet date, the charity was holding £260k (2020: £304k) in a separate deposit account against this target amount.

2021 would have seen current seafarers start to undertake their 5 yearly STCW10 Update courses, this would have seen a substantial increase within the Maritime income stream. The growth was only marginal compared to the figures from 2016, this was due to the national lockdowns, social distancing and cruise companies being unable to operate as a substantial numbers of cruise personnel are trained by HOTA. This should have helped build up the reserves together with the increased demand for GWO Renewable courses.

When future development projects are required then the reserves are built up in excess of the target prior to any commitment.

COVID-19 Pandemic

The Coronavirus Pandemic had a dramatic impact on the Association in 2020 and 2021 both operationally and financially. It continued to operate throughout 2021, including the government nationwide lockdown that was in Q1 and Q2 of the year. Although the Association has started its recovery it is expected to take until 2023 before the company sees a number of improvements.

Trustees Responsibilities

The Trustees devolved day to day responsibilities to the CEO of HOTA and were kept informed of the situation via regular weekly reports which included Finances, Operations, Job Retention Scheme, Public Relations and Social Media.

Customer Communication

During 2021, HOTA remained focused on the needs of its customers offering advice and regular communication via emails, social media and the company website to keep its customers informed.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION

REPORT OF THE TRUSTEES (CONTINUED)

Reserves

HOTA has managed to retain its current reserves through the pandemic by a number of measures including the Job Retention Scheme, deferral of VAT payment and a HMRC payment plan.

Creditors

In 2020, payment plans and extended payment terms were put in place with a number of key suppliers of the company including HOTA's Landlords, this has helped with daily cash flow these were carried over into 2021.

Until the end of 2021 purchasing has been restricted and no purchases are allowed unless authorised by the CEO, all control measures will remain in place until at least the end of 2022.

Revenue 2021/2022

In 2021, the company has seen an increase of over 32% on course income compared to 2020.

The company is currently seeing a high demand for courses in all areas of HOTA's training streams.

A forecast has been undertaken for 2022 and currently shows the company will report a surplus of £33k for the year ended 31st December 2022 before depreciation.

Public Benefit Confirmation

The Trustees confirm that they have complied with the duty in Section 17 of the Charities Act, 2011 with regard to public benefit guidance published by the Commission.

Throughout 2021 HOTA offered discounted/free courses to local companies and delegates as follows:

- Delegate attending both the BOSIET and MIST course are given a discount on the course fees. These discounts amount to over £5,000 in 2021.
- 4 x Personal Survival Technique bookings for Mainland to Mainland Atlantic half price saving them £300 rather than £600 on the published fee.
- 16 cadets attended the 2½ Day Basic Firefighting from Humber Maritime College at a reduced for a £538 saving the college £464.
- 1 instructor from HFR Solutions attended GWO Sea Survival Courses free of charge saving them a total of £345.
- 2 delegates attended the Advanced Firefighting course free of charge saving a total of £1450
- 8 delegates attending the 1 Day Fire Wardens course free of charge saving their company Remit Food £920.
- 1 delegate attended the GWO Manual handling course from GEV saving them £85.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION

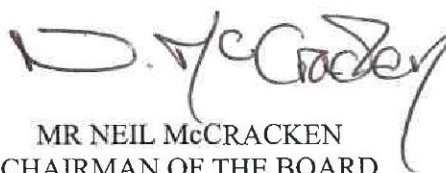
REPORT OF THE TRUSTEES (CONTINUED)

Audit Confirmation

So far as the directors are aware, there is no relevant audit information (as defined by Section 418 of the Companies Act 2006) of which the auditors are unaware and each director has taken all steps that he/she ought to have taken as a director in order to make himself/herself aware of any relevant audit information and to establish that the company's auditors are aware of that information.

The directors' report is prepared in accordance with the special provision of Part 15 Chapter 5 of the Companies Act 2006 relating to small companies.

ON BEHALF OF THE BOARD



MR NEIL McCracken
CHAIRMAN OF THE BOARD

DATED : 20TH SEPTEMBER 2022

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF
HUMBERSIDE OFFSHORE TRAINING ASSOCIATION**

Opinion

We have audited the financial statements of Humberside Offshore Training Association (the "Charity") for the year ended 31st December 2021 which comprise the Statement of Financial Activities, Income and Expenditure Account, Balance Sheet, Cashflow 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, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 31st December 2021 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK. 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 Charity'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.

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF
HUMBERSIDE OFFSHORE TRAINING ASSOCIATION (CONTINUED)**

Other information

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

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 trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report (incorporating the directors' report) have 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 Charity and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Annual Report.

We have nothing to report in respect of the following matters in relation to which 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;
- the financial statements are not in agreement with the accounting records and returns;
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not obtained all the information and explanations necessary for the purposes of our audit.

Responsibilities of the trustees

As explained more fully in the trustees' responsibilities statement set out on page 11, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF HUMBERSIDE OFFSHORE TRAINING ASSOCIATION

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 an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

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 auditor's report.

Capability of the audit in detecting irregularities including fraud

We design procedures in line with our responsibilities outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

- We consider the way and the extent to which information is presented in the financial statements in the context of laws and regulations to which the charitable company is subject, principally the Charities SORP (FRS102) and the Companies Act 2006.
- We determined that the principal risks in relation to fraudulent manipulation of the financial statements centred around the recording of course fees and staffing costs. Audit procedures performed to address these risks included tracing bookings through the accounting and non-accounting systems, reconciling staff costs and confirming the bona-fides of employees.

Owing to the inherent limitations of our audit, there is an unavoidable risk that material misstatements in the financial statements may not be detected, even though the audit has been properly planned and performed in accordance with auditing standards (ISAs (UK)).

Use of our report

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

Mark Wilson FCCA
Senior Statutory Auditor
For and on behalf of Dutton Moore
Chartered Accountants
Statutory Auditor

Aldgate House
1-4 Market Place
Hull
HU1 1RS

20th September 2022

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION

STATEMENT OF TRUSTEES' RESPONSIBILITIES

Company law requires the trustees to prepare financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice (UK GAAP).

The law applicable to charities in England and Wales requires the Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources for that year.

In preparing these account, the Trustees are required to:

- a) select suitable accounting policies and then apply them consistently;
- b) observe the methods and principles in the Charities SORP;
- c) make judgements and estimates that are reasonable and prudent;
- d) state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- e) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the 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 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 company and hence for taking reasonable steps for the prevention of fraud and other irregularities.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31st DECEMBER, 2021

	Note	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
Income					
Donations, Grants and Sundry Income	5(a)	63,489	-	63,489	209,013
Investment Income	5(a)	394	-	394	1,399
		63,883	-	63,833	210,412
Income from Charitable Activities:					
<i>Provision of survival and safety courses</i>	5(b)	2,034,116	-	2,034,166	1,540,023
Total Income		2,097,999	-	2,097,999	£1,750,435
Expenditure					
Expenditure on Charitable Activities					
<i>Provision of survival and safety courses</i>	8(a)	2,127,201	-	2,127,201	1,920,798
Total Expenditure		2,127,201	-	2,127,201	£1,920,798
Net Income/(Expenditure) for the year		(29,202)	-	(29,202)	(170,363)
Transfers between funds	19	-	-	-	-
Net Movement in funds		(29,202)	-	(29,202)	(170,363)
Reconciliation of funds					
Total Funds, brought forward at 1 st January, 2021		508,858	-	508,858	679,221
Total Funds, carried forward at 31 st December, 2021		479,656	-	479,656	£508,858

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION

INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31st DECEMBER, 2021

	Notes	2021	2020
Turnover	5b	2,034,116	1,540,023
Less Cost of Course Fees		(1,219,909)	(1,094,608)
Gross Surplus		814,207	445,415
Less Administrative Expenses		416,716	402,400
Establishment Charges		404,700	355,582
Financial Charges		33,777	20,735
Depreciation		52,099	47,459
Deficit on Sale of Fixed Assets		- (907,292)	14 (826,190)
Add Other Operating Income		(93,085)	(380,775)
		63,489	209,013
Operating Surplus	6	(29,596)	(171,762)
Add Interest Receivable	5(a)	394	1,399
Deficit on Ordinary Activities for the year		<u>£(29,202)</u>	<u>£ (170,363)</u>

All of the activities undertaken by the company during 2021 and 2020 are continuing activities.

The income and expenditure account includes all gains and losses recognised in the year.

The results reported above exclude donated assets valued at £nil (2021: £nil) reported as income in the Statement of Financial Activities.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
COMPANY NUMBER 02190605

BALANCE SHEET AS AT 31st DECEMBER, 2021

	Notes	2021	2020
FIXED ASSETS			
Tangible Assets	11/12	328,713	302,797
CURRENT ASSETS			
Debtors	14	367,335	309,854
Cash at Bank and in Hand		281,035	393,281
		648,370	703,135
CREDITORS: amounts falling due within one year	15	(497,427)	(497,074)
Net Current Assets		150,943	206,061
Total Assets less Current Liabilities		£479,656	£508,858
RESERVES			
Unrestricted Income Funds	9	479,656	508,858
Restricted Funds	10	-	-
		£479,656	£508,858

Approved on Behalf of the Board by



 N. McCracken - Director

DATED: 20th September 2022

The notes on pages 16 to 25 form part of these accounts.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION

CASH FLOW STATEMENT

FOR THE YEAR ENDED 31st DECEMBER, 2021

	Notes	2021	2020
Cash generated by/(used in) operating activities	20	(34,625)	70,069
Cash flows from investing activities			
Interest received		394	1,399
Purchase of tangible fixed assets		(78,015)	(23,096)
Receipts from sales of tangible assets		-	-
Cash used in investing activities		(77,621)	(21,697)
Cash flows from financing activities		-	-
Increase/(decrease) in cash and cash equivalents in the year		(112,246)	48,372
Cash and cash equivalents at the beginning of the year		393,281	344,909
Total cash and cash equivalents at the end of the year	21	£281,035	£393,281

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31st DECEMBER, 2021

1. Principal Accounting Policies:-

Humberside Offshore Training Association is a company limited by guarantee incorporated in England, number 02190605. The registered office is Malmo Road, Sutton Fields Industrial Estate, Hull, HU7 0YF.

Basis of Preparation

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 1st January 2020) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The financial statements are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

The principal accounting policies adopted in the preparation of the financial statements are as follows:

- a) **Income from Charitable Activities** represents the amount receivable by the charity, exclusive of VAT, for the provision of training to outside delegates. Income is recognised based upon the date the training takes place.
- b) **Donation, grants and sundry income** includes all grants, donations and donated assets receivable by the charity and recognised at the point at which entitlement arises.

Donated assets are valued at their estimated market value at the time of receipt plus any associated relocation costs.

Grants awarded to the Charity are credited as income as soon as any conditions attached to their receipt have been fulfilled. To the extent that there remain on-going conditions after receipt, the grant is treated as restricted income, accounted for separately and relevant expenditure similarly extracted.

- c) **Fund Accounting**

Unrestricted funds are available to spend on activities that further any of the purposes of charity.

Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION

NOTES TO THE ACCOUNTS (CONTINUED)

1. Principal Accounting Policies (continued)

d) Expenditure Allocation

Expenses directly associated with the delivery of training are charged as direct charitable expenses and split between those relating to unrestricted and those relating to restricted funds.

Depreciation is split between restricted and unrestricted funds by reference to the charge arising on each specific asset.

Employees are categorised as either directly involved in training or administration and related costs apportioned accordingly, sub-divided between training activities where appropriate.

Staff time spent delivering projects which are subject to restricted funding is recharged from unrestricted funds at agreed hourly rates.

Direct costs not capable of being attributed to any individual class of activity are apportioned according to the relative income of each activity.

Support costs are apportioned according to the amount of direct cost associated with each class of activity.

Governance costs reflect the strategic and compliance costs of the charity and are apportioned in the ratio of direct costs.

e) Going Concern

In common with the majority of trading organisations in the UK, the Charity's operations have been adversely affected by the Covid-19 pandemic which has occurred in 2021. Having initially taken advantage of Government support packages, the Charity was able to re-open its training facilities in June 2021, albeit with delegate numbers on each course reduced due to social distancing rules. Nonetheless a deficit has been incurred in 2021. However, with careful cashflow management and having previously taken steps to rationalise the charity's operations in the light of the decline in North Sea oil and gas activity coupled with increased demand in the offshore wind energy sector, the Charity has been able to maintain reserves to ensure it will continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

f) Fixed assets are included at cost. Depreciation is provided at rates calculated to write off all tangible fixed assets, other than freehold land, over their estimated useful lives using the following rates:

Freehold Buildings	4% p.a. on cost
Leasehold Property	over the period of the lease
Furniture, Fittings and Equipment	10%-50% p.a. on cost
Hi-Tech Equipment	50% p.a. on cost
Motor Vehicles	25% p.a. on cost

g) Taxation

As the company has charitable status there is no liability to taxation, apart from that arising through its VAT registration.

h) Employee Benefits

The costs of short-term employee benefits are recognised as a liability and an expense. The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received. Termination benefits are recognised immediately as an expense when the company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION

NOTES TO THE ACCOUNTS (CONTINUED)

1. Principal Accounting Policies (continued)

i) Pension Scheme Arrangements

The company operates defined contribution pension schemes. Contributions are charged to the income and expenditure account as they become payable in accordance with the rules of the schemes. The company provides no other post-retirement benefits to its employees.

j) Hire Purchase Contracts and Operating Leases

Leasing agreements which transfer to the company substantially all the benefits and risks of ownership of an asset are included in fixed assets and the capital element of the leasing commitment is shown as hire purchase obligations. The lease rentals are treated as consisting of capital and interest elements. The capital element is applied to reduce the outstanding obligations and the interest element is charged against profit in proportion to the reducing capital element outstanding. Costs in respect of operating leases are charged on a straight line basis over the period of the lease.

k) Financial Instruments

The trust 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.

2. Judgements and key sources of estimation uncertainty

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

The useful economic lives of tangible fixed assets is the only key area of estimation uncertainty

3. Legal Status of the Association

The association is a company limited by guarantee and has no share capital. The liability of the members is limited to their undertaking to contribute a maximum of £100 each in the event of the company being wound-up. At the year-end date there were 27 members (2020: 27).

4. Income from Charitable Activities

Income from charitable activities, as defined in note 1(a) (which is also the Association's turnover for Companies Act purposes) and the operating deficit are attributable to the principal activities as detailed in the Directors' Report and were derived in the United Kingdom.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION

NOTES TO THE ACCOUNTS (CONTINUED)

5.a)	Analysis of Donations, Grants and Sundry Income	2021	2020
	Grants receivable	20,450	209,013
	Insurance claims	17,500	-
	Other	25,539	-
		<u> </u>	<u> </u>
		£63,489	£209,013
		<u> </u>	<u> </u>
	Investment Income		
	Bank interest receivable	£394	£1,399

All of the above income for 2021 and 2020 is unrestricted fund income.

5.b) Income from Charitable Activities	2021	2020
Activity		
Offshore and Standby Vessel		
Training (OPITO approved)	545,912	514,695
STCW (Maritime)	636,751	403,653
COMPEX and Electrical	238,348	233,246
Emergency Response	286,940	169,055
Management/Technical and Specialist	41,037	13,773
First Aid & Medical Courses	37,019	23,820
Other Survival and Firefighting	39,488	16,543
Miscellaneous	23,376	9,977
Renewables	185,245	155,261
	£2,034,116	£1,540,023

All of the above income for 2021 and 2020 is unrestricted fund income.

6. **Operating Surplus** is stated after charging the following items:

Depreciation		£52,099	£47,459
Auditors' Remuneration		£7,988	£5,750
Operating Lease Rentals – Land and Buildings		£241,606	£142,702
Other Equipment		£7,038	£6,902

7. Staff Costs

Training Staff Salaries	723,147	694,522
Office Salaries	262,325	255,070
Employer's NIC	85,401	82,981
Pension Scheme Contributions	41,098	40,722
Other Staffing Costs	12,903	15,742
	£1,124,874	£1,089,037

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION

NOTES TO THE ACCOUNTS (CONTINUED)

7. Staff Costs (continued)

	2021 No.	2020 No.
Number of staff accruing benefits under money purchase pension scheme	31	31
	==	==
The average monthly number of employees during the year was made up as follows:		
Survival Training Staff	30	29
Office	9	9
	—	—
	39	38
	==	==
Average full time equivalent employee numbers were as follows:		
Survival Training Staff	23.77	23.11
Office	9.07	8.01
	—	—
	32.84	31.12
	==	==

One member of staff received employee benefits in the range between £60,000 and £70,000 (2020: 1).

No expenses were paid to Board Members (2020: £nil). £ (2020: £Nil) was spent on food at a meeting of the Board and Senior Management Team.

The key management personnel of the charity are considered to be the Trustees, the Chief Executive, Company Accountant, Facilities Manager, Operations Manager and Business Operations and HR Manager, whose employee benefits totalled £231,011 (2020: £239,197).

8. Analysis of Expenditure

8.a) Direct Charitable Expenditure (Training Services):

Activity	Direct Costs	Support Costs (8.b)	Total
Offshore and Standby Vessel Training (OPITO approved)	498,770	72,124	570,894
STCW (Maritime)	581,765	84,125	665,890
COMPEX and Electrical	217,766	31,490	249,256
Emergency Response	262,162	37,909	300,071
Management/Technical and Specialist	37,494	5,421	42,915
First Aid and Medical Courses	33,823	4,890	38,713
Other Survival and Fire Fighting	36,078	5,217	41,295
Miscellaneous	21,356	3,089	24,445
Renewables	169,248	24,474	193,722
	—	—	—
	£1,858,462	£268,739	£2,127,201
	==	==	==

Of the £2,127,201 expenditure in 2021 (2020: £1,920,798), £2,127,201 was charged to unrestricted funds (2020: £1,920,798) and £nil to restricted funds (2020: £nil).

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION

NOTES TO THE ACCOUNTS (CONTINUED)

8.b) Analysis of Support Costs

Activity	Staffing Costs	Communications	IT Computers	Other Admin Costs (incl. Governance Costs)	Total
Offshore and Standby Vessel					
Training (OPITO approved)	40,182	2,361	5,961	23,601	72,124
STCW (Maritime)	46,890	2,754	6,953	27,528	84,125
COMPEX and Electrical	17,552	1,031	2,603	10,304	31,490
Emergency Response	21,130	1,241	3,133	12,405	37,909
Management/Technical and Specialist	3,022	177	448	1,774	5,421
First Aid and Medical Courses	2,726	160	404	1,600	4,890
Other Survival and Fire Fighting	2,908	171	431	1,707	5,217
Miscellaneous	1,721	101	256	1,011	3,089
Renewables	13,641	801	2,024	8,008	24,474
	<u>£149,791</u>	<u>£8,797</u>	<u>£22,213</u>	<u>£87,938</u>	<u>£268,739</u>

Support costs have been apportioned according to the proportion of each separate training stream to total income.

8.c) Governance Costs

	2021	2020
Auditors remuneration	7,988	5,750
Consultancy and professional fees	5,508	4,939
Legal charges	7,599	-
	<u>£21,095</u>	<u>£10,689</u>

Support costs have been apportioned according to the proportion of each separate training stream to total income.

9. Reconciliation of Movements in Unrestricted Income Funds

	2021	2020
Opening Funds	508,858	679,221
Income	2,097,999	1,750,435
Expenditure	(2,127,201)	(1,920,798)
Transfers (Note 20)	-	-
	<u>£479,656</u>	<u>£ 508,858</u>

The Charity had no restricted funds during the year or the preceding year.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION

NOTES TO THE ACCOUNTS (CONTINUED)

10.	Reconciliation of Movements in Restricted Income Funds				2021	2020
	Opening Funds				-	-
	Income				-	-
	Expenditure				-	-
	Transfers between Funds (Note 19)				-	-
	Closing Funds				£ -	£ -
11.	Tangible Fixed Assets – Current year					
		Freehold Land and Buildings	Leasehold Property	Fixtures, Fittings and Equipment	Motor Vehicle	Total
	Cost					
	At 1 st January, 2021	1,377,518	948,921	1,480,348	8,697	3,815,484
	Additions	55,819	-	22,596	-	78,015
	Disposals	-	-	-	-	-
	At 31 st December, 2021	£1,432,937	£948,921	£1,502,944	£8,697	£3,893,499
	Depreciation					
	At 1 st January 2021	1,175,055	939,934	1,389,004	8,694	3,512,687
	Added this Year	20,963	1,030	30,106	-	52,099
	Disposals	-	-	-	-	-
	At 31 st December, 2021	£1,196,018	£940,964	£1,419,110	£8,694	£3,564,786
	Net Book Value					
	At 31 st December, 2021	£236,919	£7,957	£83,834	£3	£328,713
	At 31 st December, 2020	£202,463	£8,987	£91,344	£ 3	£302,797

All assets at 31st December, 2021 and 31st December, 2020 were unrestricted assets.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION

NOTES TO THE ACCOUNTS (CONTINUED)

12. Tangible Fixed Assets – Preceding year

	Freehold Land and Buildings	Leasehold Property	Fixtures, Fittings and Equipment	Motor Vehicle	Total
Cost					
At 1 st January, 2020	1,377,518	948,921	1,476,512	8,697	3,811,648
Additions	-	-	23,096	-	23,096
Disposals	-	-	(19,260)	-	(19,260)
At 31 st December, 2020	£1,377,518	£948,921	£1,480,348	£8,697	£3,815,484
Depreciation					
At 1 st January 2020	1,157,563	938,904	1,379,313	8,694	3,484,474
Added this Year	17,492	1,030	28,937	-	47,459
Disposals	-	-	(19,246)	-	(19,246)
At 31 st December, 2020	£1,175,055	£939,934	£1,389,004	£8,694	£3,512,687
Net Book Value					
At 31 st December, 2020	£202,463	£8,987	£91,344	£3	£302,797
At 31 st December, 2019	£219,955	£10,017	£97,199	£ 3	£327,174

All assets at 31st December, 2020 and 31st December, 2019 were unrestricted assets.

13. Pension Contributions

The company operates defined contribution pension schemes. The assets of the schemes are held separately from those of the company in an independently administered funds. The pension cost charge represents contributions paid by the company to the funds and amounted to £41,098 (2020 - £40,722).

14. Debtors

	2021	2020
Fees Outstanding	286,262	196,941
Other Debtors, Prepayments and Accrued Income	81,073	112,913
	£367,335	£309,854

All debtors at 31st December, 2021 and 2020 related to unrestricted funds.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION

NOTES TO THE ACCOUNTS (CONTINUED)

15. Creditors: Amounts falling due within one year	2021	2020
Trade Creditors	210,374	182,716
Other Taxes	223,638	264,800
Other Creditors and Accruals	63,415	49,558
	£497,427	£497,074

All creditors falling due within one year at 31st December, 2021 and 2020 related to unrestricted funds.

16. **Related Party Disclosures**

As detailed in the Directors' Report, some Board Members are nominees of user companies for whom the company provides training courses. Their respective interests in these organisations are not considered to be so material as to necessitate the separate disclosure of the level of trade with each one.

17. **Obligations under Operating Leases**

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:-

	2021	20189
Expiring within one year	151,173	25,208
Expiring in two to five years	195,375	260,221
	£346,548	£285,429

Leases are negotiated over various terms to suit the requirements at that time. Break clauses are included wherever appropriate and the above liabilities have been calculated from the balance sheet date to either the end of the lease or the next break clause, whichever is the earlier.

18. **Capital Commitments**

At the balance sheet date there was a contracted capital commitment amounting to £nil (2020: £32,458).

19. **Transfers between funds**

There were no transfers between funds during the year or last year.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION

NOTES TO THE ACCOUNTS (CONTINUED)

20. Reconciliation of Net Movement in Funds to Net Cash

Flow from Operating Activities	2021	2020
Net movement in funds	(29,202)	(170,363)
Add back depreciation charge and loss on disposal of fixed assets	52,099	47,473
Decrease/(increase) in debtors	(57,481)	(2,682)
Increase/(decrease) in creditors	353	197,040
Investment Income	(394)	(1,399)
Exceptional Item	-	-
	<u>£(34,625)</u>	<u>£70,069</u>

21. Analysis of Changes in Net Funds

	At 1 st January 2021	Cashflows	At 31 December 2021
Cash at bank and in hand	393,281	(112,246)	281,035
Total cash and cash equivalents at the end of the year	<u>£393,281</u>	<u>£(112,246)</u>	<u>£281,035</u>

**The following pages do not form part of
the statutory accounts**

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
DETAILED INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31st DECEMBER, 2021

	2021		2020	
Course Fees		2,034,116		1,540,023
Less Course Fees, including Catering, Accommodation and Training Aids	406,058		310,114	
Training Staff Salaries	811,265		781,359	
Fire Ground Maintenance Costs	2,585	(1,219,908)	3,135	(1,094,608)
Gross Surplus		814,208		445,415
Less:				
Administration Expenses				
Office Salaries	295,668		291,971	
Other Staffing Costs	17,941		15,707	
Consultancy and Professional Fees	5,508		4,939	
Telephone	8,243		6,834	
Printing, Stationery and Advertising	5,533		5,041	
Postage & Carriage	3,758		3,149	
Lease of Equipment	7,038		6,902	
Travelling Expenses	960		1,215	
Motor Expenses	7,738		3,439	
Membership Fees and Subscriptions	3,983		6,755	
Security/Fire Protection	7,873		12,892	
Janitorial Expenses	7,928		35,808	
Sundry Expenses	44,546	(416,717)	7,748	(402,400)
Establishment Charges				
Rent, Rates, Light & Heat	241,606		220,682	
Insurance	77,608		78,062	
Repairs and Renewals	85,486	(404,700)	56,838	(355,582)
Financial Charges				
Audit and Accountancy	7,988		5,750	
Bank Charges	16,708		13,556	
Legal Charges	7,599		-	
Bad Debts	1,482	(33,777)	1,429	(20,735)
Carried forward		(40,986)		(333,302)

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
DETAILED INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31st DECEMBER, 2021 (CONTINUED)

	2021	2020
Brought forward	(40,986)	(333,302)
Add Other Operating Income	63,489	209,013
Operating Deficit	22,503	(124,289)
Add Interest Receivable	394	1,399
Excess of Expenditure over Income	22,897	(122,890)
Less Deficit on Sale of Fixed Assets	-	(14)
Less Depreciation	(52,099)	(47,459)
Net Deficit for the Year	<u>£(29,202)</u>	<u>£(170,363)</u>

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION

England & Wales - Charity number 519889

Accounts

**HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
(COMPANY LIMITED BY GUARANTEE)**

ANNUAL REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31st DECEMBER, 2020

Company Number: 02190605

Charity Commission Reference Number: 519889

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION

CONTENTS

- 1-7. Report of the Trustees
- 8-10. Auditors' Report
- 11. Statement of Trustees' Responsibilities
- 12. Statement of Financial Activities
- 13. Income and Expenditure Account
- 14. Balance Sheet
- 15. Cash Flow Statement
- 16-25. Notes to the Accounts

The following pages do not form part of the statutory accounts

- 27-28. Detailed Income and Expenditure Account

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION

REPORT OF THE TRUSTEES

(INCORPORATING THE DIRECTORS' REPORT) FOR THE YEAR ENDED 31st DECEMBER, 2020

The Trustees who are also the directors of the company for the purposes of company law have pleasure in presenting their report and the audited financial accounts for the year ended 31st December, 2020. The Board considers that this report and the financial accounts comply with statutory requirements for Companies Act 2006 and Charity's Act 2011 purposes, the Charity's governing document and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1st January 2019).

Principal Activities

To promote and advance the theoretical and practical training and education of persons engaged in the off-shore oil and gas exploration, extraction and allied industries and any related or supporting onshore industries and organisations and the maritime, energy, environmental and renewable energy industries and any related or supporting industries and organisations ("The Industries")

Reference and Administrative Details of the Charity, its Trustees and Advisers

Charity Name: Humberside Offshore Training Association (HOTA)

Charity Reg No: 519889

Company Reg No: 02190605

Registered Office: Malmo Road, Sutton Fields Ind Est, Hull HU7 0YF

Chairman: N. McCracken

Chief Executive: K. L. Shepherd

Directors:

M. Ranson	Survitec
N. McCracken (Chair)	formerly B.P.
M. Gibbons	Siemens Industrial Turbomachinery Ltd
A. Rhodes	Immingham Storage Company
L. Ellis	Retired General Manager
V. Jackson	Kingston Recruitment
M. Hoddinott (Vice-Chair)	formerly International Salvage Union
I. Coates	Specialist Marine Consultants Ltd
C. Jenkinson (app. 04/12/2020)	Centrica Storage Ltd

Company Secretary: K.L. Shepherd

The Board of Trustees held three meetings by conference call during 2020. Day to day matters are delegated to the Chief Executive.

Advisers:	Bankers	NatWest Bank plc, PO Box 944, Commercial Banking, 1 st Floor, 1 Humber Quays, Wellington Street West, Hull, HU1 2BN
	Auditors	Dutton Moore Aldgate House, 1-4 Market Place, Hull HU1 1RS
	Solicitors	Rollits LLP Citadel House, 58 High St, Hull HU1 1QE

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION

REPORT OF THE TRUSTEES (CONTINUED)

Structure, Governance and Management

Governing Document

The affairs of the Association are governed by its Memorandum and Articles of Association as amended by a Special Resolution passed on 14th June 2013.

Membership of the Association is open to any persons engaged in the Industries as defined in the Association's Articles of Association or representing some central or local governmental body concerned with education for those Industries. Applicants must not carry on a business which might compete with the business of the Association and admission to membership is subject to the approval of the Board who have absolute discretion to accept or reject applications.

In the event of the Association being wound up, each member at the time of winding up or who was a member in the preceding twelve months agrees to contribute £100, if required, towards the liabilities of the Association.

Appointment of Trustees

The board of Trustees is required to be made up of not less than three nor more than twelve persons. As far as possible, the Board should consist of representatives from the Industries and any other organisations that are supportive of the Association's aims and representatives from the charity, voluntary and community sector and small/medium enterprises who are supportive of the Association's aims.

All Trustees hold office for an initial term of three years, after which they are eligible to be reappointed for a further three year term. At the end of their second term, all Trustees must stand down for a period of at least twelve months, unless two thirds of the Board resolve that there are exceptional circumstances warranting a third consecutive term, after which the Trustee must stand down for at least twelve months.

Each year the Board appoints a Chair and Vice-Chair to hold office for a period of one year, who may be re-appointed if they are willing to do so and the Board determines that it is in the Association's best interests that they be so re-appointed.

Trustee Induction and Training

Generally, trustees representing the Industries have a health and safety or HR background. As such they are able to readily assimilate with the Association's aims and objectives. Prospective Trustees are briefed by the Chief Executive on all aspects of the Association and are then invited to attend a Board meeting as an observer before deciding if they wish to join the Board.

Management

The Chief Executive is responsible for the day to day operation of HOTA. Proposed new initiatives are usually supported by a feasibility report and considered by the Board prior to being given approval.

The Board constantly strive to reduce reliance on the Oil & Gas Industry due to its volatility and, in so doing, look for opportunities to diversify and add to HOTA's already extensive range of training provision.

In 1988, HOTA was providing training courses for the offshore industry only. Today it has 11 training streams confirming its long term future and firmly establishing it as a market leader in many of these streams.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION

REPORT OF THE TRUSTEES (CONTINUED)

Objectives and Activities

The objects for which the Association is established are:-

- (A) *To promote and advance the theoretical and practical training and education of persons engaged in the Industries including but not limited to health and safety, emergency rescue/response, medical and first aid, fire-fighting, accident/incident investigation/prevention and survival.*
- (B) *Subject to the foregoing objects, to extend such provisions or assistance to the training and education of members of the public and employees/volunteers of other voluntary or small/medium enterprises generally.*

HOTA has always followed the policy of using any surplus funds generated to fulfil its charitable objectives.

HOTA continues to provide RQF Approved First Aid training courses, Quallsafe and IOSH approved Health & Safety training courses and a range of Electrical Courses approved by City & Guilds and JTL to an increasing number of land based local organisations.

Achievements and Performance

2020 was a difficult year due to COVID-19. The pandemic had a significant impact on the Association both operational and financially. The training centre closed its doors to delegates on the 24th March until the 2nd June 2020.

The company remained open with 3 senior managers operating all aspects of the business including finances, course reservations, customers queries, operations, marketing and public relations.

On the 2nd June 2020, HOTA successfully reopened for face to face training with a fully compliant COVID-19 Secure Workplace following all guidelines set by the HM Government.

Through Government's help schemes such as furlough and deferred VAT, HOTA has continued to be financially viable even with a significant loss of income due to social distancing and the national lockdowns.

HOTA's presence in all Industries including Offshore, Maritime, Renewables and Onshore has been significant throughout the pandemic. The company has still been able to accommodate the demands of the various industries enabling skilled workers to carry on training to help support the UK's Critical National Infrastructure.

Financial Review

Before depreciation, the charity incurred a deficit of £122,890 (2019: deficit £40,120) due to a 23.1% fall in course revenue due to the COVID19 Pandemic. After depreciation, the charity reported a deficit for the year of £170,363 (2019: deficit £86,167).

At the balance sheet date, the Association had net assets of £508,858 (2019: £679,221) including £206,061 of net current assets. (2019: £352,047).

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION

REPORT OF THE TRUSTEES (CONTINUED)

2020 Key Performance Indicators

Health & Safety

- Target 1** **Risk Assessment reviews – 75% within target month, 100% within 6 months of Target.**
All Risk Assessment reviews were completed within the timescales (target met).
- Target 2** **Complete 3 Emergency Drills per quarter.**
Up to the end of the December 12 Emergency Drills have been completed including MER Exercise Training Pool, MER Exercise Albert Dock, HUET Diver Training, Fire Evacuation and Fireground (target met).

Staff

- Target 3** **Minimum 20 hrs learning and development time per staff member per year.**
All staff have been enrolled in this process and are undertaking appropriate courses including Safeguarding, Lifeguard training, Confined Space, Health and Safety, Equipment Servicing, Electrical Regulations, Working at Heights, CPD and First Aid Updates etc (target met).

Financial

- Target 4** **Average debtors days at 45 days or less.**
In 2020 the average debtors' days up to the end of December was on average 33 (target met).

Quality

- Target 5** **Set up 40 new customers/accounts per quarter.**
For 2020 a total of 118 new accounts were set up (target not met), this was mainly due to COVID19.
- Target 6** **98% Customer Satisfaction measured by no more than 2% formal customer/stakeholder complaints.**
No formal customer/stakeholder complaint have been made in 2020 (target met)

Key Performance Indicators, Metrics and Key Activities 2020

In 2020, HOTA set Key Performance Indicators were based around Health & Safety, Staff, Financial and Quality.

Along with the Key Performance Indicators the Chief Executive and Trustees normally set a number of specific metrics and key activities for enhanced improvements across a range of areas. The main focus for these in 2020 was COVID19. HOTA continuously reviewed it's COVID19 Risk Assessment, COVID19 Emergency Response Plan and COVID19 Delegate Fact Sheet. Regular updates were given to the Trustees in weekly reports and recorded within the amended HOTA Performance Summary which was discussed at Board Meetings.

There were a number of areas that HOTA excelled in, these included external audits with the relevant governing bodies conducted remotely. HOTA's extensive Risk Assessment and Emergency Response Plan was benchmarked against with other providers and extensive monitoring of Company Finances was carried out.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION

REPORT OF THE TRUSTEES (CONTINUED)

Future Development

HOTA has never stopped expanding and diversifying since its inception in 1989 and continues to investigate the feasibility of new training areas and further expansion.

In 2020 HOTA concentrated on maintaining the quality of our existing provision, job security and working within the HM Government 'Working Safely during COVID19 in offices and contact centres, which enabled us to carry on training to help support the UK's Critical National Infrastructure.

HOTA completed the Confined Space Training Module in 2020, this will add a new training stream of courses to the portfolio. Numerous approvals from governing bodies such as OPITO and City & Guilds will be applied for in 2021. The courses will cover low, medium, high risk and rescue and will be able to be offered to different industries including Renewables, Offshore and Onshore.

In 2021, HOTA will be looking at the feasibility of adding further training courses to the portfolio including additional Renewable Courses, Flood Defence Training and Environmental Training.

The pandemic has also highlighted additional areas for investigating including the potential of virtual, blended and e-learning for a variety of courses.

Policy on Reserves

HOTA has set a target for cash reserves of £440k which will sustain HOTA for a period of up to 4 months without trading. The figure would cover salaries, lease payments, rent and redundancies. As at the Balance Sheet date, the charity was holding £304k (2019: £370k) in a separate deposit account against this target amount.

2020 would have seen current seafarers start to undertake their 5 yearly STCW10 Update courses, this would have seen a substantial increase within the Maritime income stream. Due to the pandemic and national lockdowns the growth was only marginal. 2021 will hopefully see a huge rise in delegates attending these courses, this may also carry over into 2022. This will help to build up the reserves together with the increased demand for GWO Renewable courses.

When future development projects are required then the reserves are built up in excess of the target prior to any commitment.

COVID-19 Pandemic

The Coronavirus Pandemic has had a dramatic impact on the Association in 2020, the training centre closed for all face to face training on the 24th March 2020.

Trustees Responsibilities

The Trustees devolved day to day responsibilities to the CEO of HOTA and were kept informed of the situation via regular weekly reports which included Finances, Operations, Job Retention Scheme, Public Relations and Social Media.

Customer Communication

During the pandemic, HOTA remained focused on the needs of its customers in the first instance offering advice and regular communication via emails, social media and the company website to keep its customers informed.

HOTA resumed Face to Face training on the 2nd June 2020 with a fully compliant COVID19 Secure Workplace. Social distancing has had a huge impact, as course delegate numbers have all been reduced, which has led to a dramatic loss of income.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION

REPORT OF THE TRUSTEES (CONTINUED)

Reserves

HOTA has managed to retain its current reserves through the pandemic by a number of measures including the Job Retention Scheme, referral of VAT payment and a HMRC payment plan.

Creditors

Payment plans and extended payment terms have been put in place with a number of key suppliers of the company including HOTA's Landlords, this has helped with daily cash flow.

Until the end of 2020 purchasing has been restricted and no purchases are allowed unless authorised by the CEO, all control measures will remain in place until at least the end of 2020.

Employees

All employees apart from the CEO, Company Accountant and Operations Manager were furloughed from the 24th March 2020.

On the 1st June a number of employees were taken off furlough status and were fully employed. Throughout June, due to customer demand for training a number of other staff members were also taken off furlough.

On the 1st July, HOTA utilised the Flexible Furlough Scheme. The remaining employees on furlough have been brought back gradually and primarily on a part time basis to help with the demand from customers.

Pay increases and recruitment have been put on hold for 2020.

Revenue 2021

In 2020 and 2021, the company was expecting an increase in demand for STCW10 Updated Maritime courses training as seen in 2015 and 2016, this will now carry over to 2022.

The company is currently seeing a high demand for courses in all areas of HOTA's training streams, however, with reduced delegate numbers on the courses the income is lower than normal.

A forecast has been undertaken for 2021 and currently shows the company will report a surplus of £52k for the year ended 31st December 2021 before depreciation.

Public Benefit Confirmation

The Trustees confirm that they have complied with the duty in Section 17 of the Charities Act, 2011 with regard to public benefit guidance published by the Commission.

Throughout 2020 HOTA offered discounted/free courses to local companies and delegates as follows:

- Delegate attending both the BOSIET and MIST course are given a discount on the course fees. These discounts amount to over £13,205 in 2020.
- 3 x ½ Day Team Building courses were conducted for CATZERO, an organisation that supports people of all ages to overcome the barriers that prevent them moving into education, training or employment within the Hull area. Courses were given at a discounted price which equated to £1200 saving in 2020.
- 2 Emergency First Aid Courses for City of Hull Street Angels were conducted free of charge for 8 volunteers saving the charity £480.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION

REPORT OF THE TRUSTEES (CONTINUED)

- 1 volunteer from Hull4Heroes attended a First Aid at Work courses saving the charity £150.
- 15 cadets attended the 2½ Day Basic Firefighting from Humber Maritime College at a reduced for a £498 saving the college £1035.
- 2 instructors from HFR Solutions attended GWO Sea Survival Courses free of charge saving them a total of £690.
- 2 delegates attended the Offshore Safety Representatives Course free of charge saving a total of £1620.
- 12 students from Hull College attended the ½ Day Personal Survival Techniques course at a reduced fee of £40 per head this saving the school £420 in total.

Audit Confirmation

So far as the directors are aware, there is no relevant audit information (as defined by Section 418 of the Companies Act 2006) of which the auditors are unaware and each director has taken all steps that he/she ought to have taken as a director in order to make himself/herself aware of any relevant audit information and to establish that the company's auditors are aware of that information.

The directors' report is prepared in accordance with the special provision of Part 15 Chapter 5 of the Companies Act 2006 relating to small companies.

ON BEHALF OF THE BOARD



MR NEIL McCRACKEN
CHAIRMAN OF THE BOARD

DATED : 30th June 2021

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF
HUMBERSIDE OFFSHORE TRAINING ASSOCIATION**

Opinion

We have audited the financial statements of Humberside Offshore Training Association (the "Charity") for the year ended 31st December 2020 which comprise the Statement of Financial Activities, Income and Expenditure Account, Balance Sheet, Cashflow 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, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 31st December 2020 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK. 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 Charity'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.

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF
HUMBERSIDE OFFSHORE TRAINING ASSOCIATION (CONTINUED)**

Other information

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

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 trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report (incorporating the directors' report) have 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 Charity and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Annual Report.

We have nothing to report in respect of the following matters in relation to which 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;
- the financial statements are not in agreement with the accounting records and returns;
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not obtained all the information and explanations necessary for the purposes of our audit.

Responsibilities of the trustees

As explained more fully in the trustees' responsibilities statement set out on page 11, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF
HUMBERSIDE OFFSHORE TRAINING ASSOCIATION**

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 an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

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 auditor's report.

Capability of the audit in detecting irregularities including fraud

We design procedures in line with our responsibilities outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

- We consider the way and the extent to which information is presented in the financial statements in the context of laws and regulations to which the charitable company is subject, principally the Charities SORP (FRS102) and the Companies Act 2006.
- We determined that the principal risks in relation to fraudulent manipulation of the financial statements centred around the recording of course fees and staffing costs. Audit procedures performed to address these risks included tracing bookings through the accounting and non-accounting systems, reconciling staff costs and confirming the bona-fides of employees.

Owing to the inherent limitations of our audit, there is an unavoidable risk that material misstatements in the financial statements may not be detected, even though the audit has been properly planned and performed in accordance with auditing standards (ISAs (UK)).

Use of our report

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

John Gilleard FCA
Senior Statutory Auditor
For and on behalf of Dutton Moore
Chartered Accountants
Statutory Auditor

Aldgate House
1-4 Market Place
Hull
HU1 1RS

30th June 2021

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION

STATEMENT OF TRUSTEES' RESPONSIBILITIES

Company law requires the trustees to prepare financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice (UK GAAP).

The law applicable to charities in England and Wales requires the Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources for that year.

In preparing these account, the Trustees are required to:

- a) select suitable accounting policies and then apply them consistently;
- b) observe the methods and principles in the Charities SORP;
- c) make judgements and estimates that are reasonable and prudent;
- d) state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- e) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the 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 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 company and hence for taking reasonable steps for the prevention of fraud and other irregularities.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31st DECEMBER, 2020

	Note	Unrestricted Funds	Restricted Funds	Total 2020	Total 2019
Income					
Donations, Grants and Sundry Income	5(a)	209,013	-	209,013	23,435
Investment Income	5(a)	1,399	-	1,399	2,861
		210,412	-	210,412	26,296
Income from Charitable Activities: <i>Provision of survival and safety courses</i>	5(b)	1,540,023	-	1,540,023	2,002,336
Total Income		£1,750,435	-	£1,750,435	£2,028,632
Expenditure					
Expenditure on Charitable Activities <i>Provision of survival and safety courses</i>	8(a)	1,920,798	-	1,920,798	2,114,799
Total Expenditure		£1,920,798	-	£1,920,798	£2,114,799
Net Income/(Expenditure) for the year		(170,363)	-	(170,363)	(86,167)
Transfers between funds	19	-	-	-	-
Net Movement in funds		(170,363)	-	(170,363)	(86,167)
Reconciliation of funds					
Total Funds, brought forward at 1 st January, 2020		679,221	-	679,221	765,388
Total Funds, carried forward at 31 st December, 2020		£508,858	-	£508,858	£679,221

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION

INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31st DECEMBER, 2020

	Notes	2020	2019
Turnover	5b	1,540,023	2,003,896
Less Cost of Course Fees		(1,094,608)	(1,223,668)
Gross Surplus		445,415	780,228
Less Administrative Expenses	402,400	435,267	
Establishment Charges	355,582	385,274	
Financial Charges	20,735	24,543	
Depreciation	47,459	46,043	
Deficit on Sale of Fixed Assets	14	(826,190)	4
		(380,775)	(110,903)
Add Other Operating Income		209,013	21,875
Operating Surplus	6	(171,762)	(89,028)
Add Interest Receivable	5(a)	1,399	2,861
Deficit on Ordinary Activities for the year		<u>£ (170,363)</u>	<u>£ (86,167)</u>

All of the activities undertaken by the company during 2020 and 2019 are continuing activities.

The income and expenditure account includes all gains and losses recognised in the year.

The results reported above exclude donated assets valued at £nil (2019: £20,000) reported as income in the Statement of Financial Activities.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
COMPANY NUMBER 02190605

BALANCE SHEET AS AT 31st DECEMBER, 2020

	Notes	2020	2019
FIXED ASSETS			
Tangible Assets	11/12	302,797	327,174
CURRENT ASSETS			
Debtors	14	309,854	307,172
Cash at Bank and in Hand		393,281	344,909
		703,135	652,081
CREDITORS: amounts falling due within one year	15	(497,074)	(300,034)
Net Current Assets		206,061	352,047
Total Assets less Current Liabilities		£508,858	£679,221
RESERVES			
Unrestricted Income Funds	9	508,858	679,221
Restricted Funds	10	-	-
		£508,858	£679,221

Approved on Behalf of the Board by



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N. McCracken - Director

DATED 30th June 2021

The notes on pages 16 to 25 form part of these accounts.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION

CASH FLOW STATEMENT

FOR THE YEAR ENDED 31st DECEMBER, 2020

	Notes	2020	2019
Cash generated by/(used in) operating activities	20	70,069	(9,162)
Cash flows from investing activities			
Interest received		1,399	2,861
Purchase of tangible fixed assets		(23,096)	(93,352)
Receipts from sales of tangible assets		-	-
Cash used in investing activities		<u>(21,697)</u>	<u>(90,491)</u>
Cash flows from financing activities		-	-
Increase/(decrease) in cash and cash equivalents in the year		<u>48,372</u>	<u>(99,653)</u>
Cash and cash equivalents at the beginning of the year		344,909	444,562
Total cash and cash equivalents at the end of the year	21	<u><u>£393,281</u></u>	<u><u>£344,909</u></u>

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31st DECEMBER, 2020

1. Principal Accounting Policies:-

Humberside Offshore Training Association is a company limited by guarantee incorporated in England, number 02190605. The registered office is Malmo Road, Sutton Fields Industrial Estate, Hull, HU7 0YF.

Basis of Preparation

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 1st January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The financial statements are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

The principal accounting policies adopted in the preparation of the financial statements are as follows:

- a) **Income from Charitable Activities** represents the amount receivable by the charity, exclusive of VAT, for the provision of training to outside delegates. Income is recognised based upon the date the training takes place.
- b) **Donation, grants and sundry income** includes all grants, donations and donated assets receivable by the charity and recognised at the point at which entitlement arises.

Donated assets are valued at their estimated market value at the time of receipt plus any associated relocation costs.

Grants awarded to the Charity are credited as income as soon as any conditions attached to their receipt have been fulfilled. To the extent that there remain on-going conditions after receipt, the grant is treated as restricted income, accounted for separately and relevant expenditure similarly extracted.

- c) **Fund Accounting**

Unrestricted funds are available to spend on activities that further any of the purposes of charity.

Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION

NOTES TO THE ACCOUNTS (CONTINUED)

1. Principal Accounting Policies (continued)

d) Expenditure Allocation

Expenses directly associated with the delivery of training are charged as direct charitable expenses and split between those relating to unrestricted and those relating to restricted funds.

Depreciation is split between restricted and unrestricted funds by reference to the charge arising on each specific asset.

Employees are categorised as either directly involved in training or administration and related costs apportioned accordingly, sub-divided between training activities where appropriate.

Staff time spent delivering projects which are subject to restricted funding is recharged from unrestricted funds at agreed hourly rates.

Direct costs not capable of being attributed to any individual class of activity are apportioned according to the relative income of each activity.

Support costs are apportioned according to the amount of direct cost associated with each class of activity.

Governance costs reflect the strategic and compliance costs of the charity and are apportioned in the ratio of direct costs.

e) Going Concern

In common with the majority of trading organisations in the UK, the Charity's operations have been adversely affected by the Covid-19 pandemic which has occurred in 2020. Having initially taken advantage of Government support packages, the Charity was able to re-open its training facilities in June 2020, albeit with delegate numbers on each course reduced due to social distancing rules. Nonetheless a deficit has been incurred in 2020. However, with careful cashflow management and having previously taken steps to rationalise the charity's operations in the light of the decline in North Sea oil and gas activity coupled with increased demand in the offshore wind energy sector, the Charity has been able to maintain reserves to ensure it will continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

- f) **Fixed assets** are included at cost. Depreciation is provided at rates calculated to write off all tangible fixed assets, other than freehold land, over their estimated useful lives using the following rates:

Freehold Buildings	4% p.a. on cost
Leasehold Property	over the period of the lease
Furniture, Fittings and Equipment	10%-50% p.a. on cost
Hi-Tech Equipment	50% p.a. on cost
Motor Vehicles	25% p.a. on cost

g) Taxation

As the company has charitable status there is no liability to taxation, apart from that arising through its VAT registration.

h) Employee Benefits

The costs of short-term employee benefits are recognised as a liability and an expense. The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received. Termination benefits are recognised immediately as an expense when the company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION

NOTES TO THE ACCOUNTS (CONTINUED)

1. **Principal Accounting Policies (continued)**

i) **Pension Scheme Arrangements**

The company operates defined contribution pension schemes. Contributions are charged to the income and expenditure account as they become payable in accordance with the rules of the schemes. The company provides no other post-retirement benefits to its employees.

j) **Hire Purchase Contracts and Operating Leases**

Leasing agreements which transfer to the company substantially all the benefits and risks of ownership of an asset are included in fixed assets and the capital element of the leasing commitment is shown as hire purchase obligations. The lease rentals are treated as consisting of capital and interest elements. The capital element is applied to reduce the outstanding obligations and the interest element is charged against profit in proportion to the reducing capital element outstanding. Costs in respect of operating leases are charged on a straight line basis over the period of the lease.

k) **Financial Instruments**

The trust 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.

2. **Judgements and key sources of estimation uncertainty**

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

The useful economic lives of tangible fixed assets is the only key area of estimation uncertainty

3. **Legal Status of the Association**

The association is a company limited by guarantee and has no share capital. The liability of the members is limited to their undertaking to contribute a maximum of £100 each in the event of the company being wound-up. At the year-end date there were 27 members (2019: 27).

4. **Income from Charitable Activities**

Income from charitable activities, as defined in note 1(a) (which is also the Association's turnover for Companies Act purposes) and the operating deficit are attributable to the principal activities as detailed in the Directors' Report and were derived in the United Kingdom.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION

NOTES TO THE ACCOUNTS (CONTINUED)

5.a)	Analysis of Donations, Grants and Sundry Income	2020	2019
	Grants receivable	-	1,560
	Coronavirus job retention scheme grants receivable	209,013	-
	Donations	-	20,000
	Insurance claims	-	1,875
		£209,013	£23,435
	Investment Income		
	Bank interest receivable	£1,399	£2,861

All of the above income for 2020 and 2019 is unrestricted fund income.

5.b)	Income from Charitable Activities	2020	2019
	Activity		
	Offshore and Standby Vessel		
	Training (OPITO approved)	514,695	680,171
	STCW (Maritime)	403,653	307,476
	COMPEX and Electrical	233,246	256,319
	Emergency Response	169,055	394,520
	Management/Technical and Specialist	13,773	26,628
	First Aid & Medical Courses	23,820	44,591
	Other Survival and Firefighting	16,543	24,708
	Miscellaneous	9,977	4,213
	Renewables	155,261	263,710
		£1,540,023	£2,002,336

All of the above income for 2020 and 2019 is unrestricted fund income.

6. **Operating Surplus** is stated after charging the following items:

Depreciation		£47,459	£46,043
Auditors' Remuneration		£5,750	£5,750
Operating Lease Rentals – Land and Buildings		£142,702	£142,476
Other Equipment		£6,902	£6,843

7. Staff Costs

Training Staff Salaries	694,522	686,510
Office Salaries	255,070	268,611
Employer's NIC	82,981	86,105
Pension Scheme Contributions	40,722	39,468
Other Staffing Costs	15,742	21,168
	£1,089,037	£1,101,862

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION

NOTES TO THE ACCOUNTS (CONTINUED)

7. Staff Costs (continued)

	2020 No.	2019 No.
Number of staff accruing benefits under money purchase pension scheme	31	31
	==	==
The average monthly number of employees during the year was made up as follows:		
Survival Training Staff	29	29
Office	9	10
	—	—
	38	39
	==	==
Average full time equivalent employee numbers were as follows:		
Survival Training Staff	23.11	24.93
Office	8.01	8.30
	—	—
	31.12	33.23
	==	==

One member of staff received employee benefits in the range between £60,000 and £70,000 (2019: 1).

No expenses were paid to Board Members (2019: £nil). £Nil (2019: £6) was spent on food at a meeting of the Board and Senior Management Team.

The key management personnel of the charity are considered to be the Trustees, the Chief Executive, Company Accountant, Facilities Manager, Operations Manager and Business Operations and HR Manager, whose employee benefits totalled £239,197 (2019: £241,264).

8. Analysis of Expenditure

8.a) Direct Charitable Expenditure (Training Services):

Activity	Direct Costs	Support Costs (8.b)	Total
Offshore and Standby Vessel Training (OPITO approved)	559,286	82,670	641,956
STCW (Maritime)	438,621	64,835	503,456
COMPEX and Electrical	253,453	37,464	290,917
Emergency Response	183,701	27,154	210,855
Management/Technical and Specialist	14,966	2,212	17,178
First Aid and Medical Courses	25,884	3,826	29,710
Other Survival and Fire Fighting	17,976	2,657	20,633
Miscellaneous	10,841	1,602	12,443
Renewables	168,712	24,938	193,650
	—	—	—
	£1,673,440	£247,358	£1,920,798
	==	==	==

Of the £1,920,798 expenditure in 2020 (2019: £2,114,799), £1,920,798 was charged to unrestricted funds (2019: £2,114,799) and £nil to restricted funds (2019: £nil).

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION

NOTES TO THE ACCOUNTS (CONTINUED)

8.b) Analysis of Support Costs

Activity	Staffing Costs	Communications	IT Computers	Other Admin Costs (incl. Governance Costs)	Total
Offshore and Standby Vessel					
Training (OPITO approved)	49,252	2,664	6,925	23,829	82,670
STCW (Maritime)	38,626	2,090	5,431	18,688	64,835
COMPEX and Electrical	22,320	1,207	3,138	10,799	37,464
Emergency Response	16,177	875	2,275	7,827	27,154
Management/Technical and Specialist	1,318	71	185	638	2,212
First Aid and Medical Courses	2,279	123	320	1,103	3,825
Other Survival and Fire Fighting	1,583	86	223	766	2,658
Miscellaneous	954	52	134	462	1,602
Renewables	14,857	804	2,089	7,188	24,938
	£147,366	£7,972	£20,720	£71,300	£247,358

Support costs have been apportioned according to the proportion of each separate training stream to total income.

8.c) Governance Costs

	2020	2019
Auditors remuneration	5,750	5,750
Consultancy and professional fees	4,939	4,993
	£10,689	£10,743

Support costs have been apportioned according to the proportion of each separate training stream to total income.

9. Reconciliation of Movements in Unrestricted Income Funds

	2020	2019
Opening Funds	679,221	765,388
Income	1,750,435	2,028,632
Expenditure	(1,920,798)	(2,114,799)
Transfers (Note 20)	-	-
Closing Funds	£ 508,858	£ 679,221

The Charity had no restricted funds during the year or the preceding year.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION

NOTES TO THE ACCOUNTS (CONTINUED)

10. Reconciliation of Movements in Restricted Income Funds	2020	2019
Opening Funds	-	-
Income	-	-
Expenditure	-	-
Transfers between Funds (Note 19)	-	-
Closing Funds	£ -	£ -

11. Tangible Fixed Assets – Current year

	Freehold Land and Buildings	Leasehold Property	Fixtures, Fittings and Equipment	Motor Vehicle	Total
Cost					
At 1 st January, 2020	1,377,518	948,921	1,476,512	8,697	3,811,648
Additions	-	-	23,096	-	23,096
Disposals	-	-	(19,260)	-	(19,260)
At 31 st December, 2020	£1,377,518	£948,921	£1,480,348	£8,697	£3,815,484
Depreciation					
At 1 st January 2020	1,157,563	938,904	1,379,313	8,694	3,484,474
Added this Year	17,492	1,030	28,937	-	47,459
Disposals	-	-	(19,246)	-	(19,246)
At 31 st December, 2020	£1,175,055	£939,934	£1,389,004	£8,694	£3,512,687
Net Book Value					
At 31 st December, 2020	£202,463	£8,987	£91,344	£ 3	£302,797
At 31 st December, 2019	£219,955	£10,017	£97,199	£ 3	£327,174

All assets at 31st December, 2020 and 31st December, 2019 were unrestricted assets.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION

NOTES TO THE ACCOUNTS (CONTINUED)

12. Tangible Fixed Assets – Preceding year

	Freehold Land and Buildings	Leasehold Property	Fixtures, Fittings and Equipment	Motor Vehicle	Total
Cost					
At 1 st January, 2019	1,385,904	938,621	1,401,203	8,697	3,734,425
Additions	6,309	10,300	76,743	-	93,352
Disposals	(14,695)	-	(1,434)	-	(16,129)
At 31 st December, 2019	£1,377,518	£948,921	£1,476,512	£8,697	£3,811,648
Depreciation					
At 1 st January 2019	1,154,010	938,410	1,353,442	8,694	3,454,556
Added this Year	18,247	494	27,302	-	46,043
Disposals	(14,694)	-	(1,431)	-	(16,125)
At 31 st December, 2019	£1,157,563	£938,904	£1,379,313	£8,694	£3,484,474
Net Book Value					
At 31 st December, 2019	£219,955	£10,017	£97,199	£ 3	£327,174
At 31 st December, 2018	£231,894	£211	£47,761	£ 3	£279,869

All assets at 31st December, 2019 and 31st December, 2018 were unrestricted assets.

13. Pension Contributions

The company operates defined contribution pension schemes. The assets of the schemes are held separately from those of the company in an independently administered funds. The pension cost charge represents contributions paid by the company to the funds and amounted to £40,722 (2019 - £39,468).

14. Debtors

	2020	2019
Fees Outstanding	196,941	204,443
Other Debtors, Prepayments and Accrued Income	112,913	102,729
	£309,854	£307,172

All debtors at 31st December, 2020 and 2019 related to unrestricted funds.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION

NOTES TO THE ACCOUNTS (CONTINUED)

15. Creditors: Amounts falling due within one year	2020	2019
Trade Creditors	182,716	171,387
Other Taxes	264,800	93,711
Other Creditors and Accruals	49,558	34,936
	£497,074	£300,034

All creditors falling due within one year at 31st December, 2020 and 2019 related to unrestricted funds.

16. Related Party Disclosures

As detailed in the Directors' Report, some Board Members are nominees of user companies for whom the company provides training courses. Their respective interests in these organisations are not considered to be so material as to necessitate the separate disclosure of the level of trade with each one.

17. Obligations under Operating Leases

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:-

	2020	20189
Expiring within one year	25,208	-
Expiring in two to five years	260,221	432,368
	£285,429	£432,368

Leases are negotiated over various terms to suit the requirements at that time. Break clauses are included wherever appropriate and the above liabilities have been calculated from the balance sheet date to either the end of the lease or the next break clause, whichever is the earlier.

18. Capital Commitments

At the balance sheet date there was a contracted capital commitment amounting to £32,458 (2019: nil).

19. Transfers between funds

There were no transfers between funds during the year or last year.

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION

NOTES TO THE ACCOUNTS (CONTINUED)

20. Reconciliation of Net Movement in Funds to Net Cash Flow from Operating Activities

	2020	2019
Net movement in funds	(170,363)	(86,167)
Add back depreciation charge and loss on disposal of fixed assets	47,473	46,047
Decrease/(increase) in debtors	(2,682)	38,205
Increase/(decrease) in creditors	197,040	(4,386)
Investment Income	(1,399)	(2,861)
Exceptional Item	-	-
	<u>£70,069</u>	<u>£(9,162)</u>

21. Analysis of Changes in Net Funds

	At 1 st January 2020	Cashflows	At 31 December 2020
Cash at bank and in hand	344,909	48,372	393,281
Total cash and cash equivalents at the end of the year	<u>£344,909</u>	<u>£48,372</u>	<u>£393,281</u>

**The following pages do not form part of
the statutory accounts**

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION

DETAILED INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31st DECEMBER, 2020

	2020		2019	
Course Fees		1,540,023		2,003,896
Less Course Fees, including Catering, Accommodation and Training Aids	310,114		448,367	
Training Staff Salaries	781,359		774,164	
Fire Ground Maintenance Costs	3,135	(1,094,608)	1,137	(1,223,668)
Gross Surplus		445,415		780,228
Less:				
Administration Expenses				
Office Salaries	291,971		306,606	
Other Staffing Costs	15,707		21,092	
Consultancy and Professional Fees	4,939		4,993	
Telephone	6,834		6,667	
Printing, Stationery and Advertising	5,041		17,445	
Postage & Carriage	3,149		4,465	
Lease of Equipment	6,902		6,843	
Travelling Expenses	1,215		4,318	
Motor Expenses	3,439		4,750	
Membership Fees and Subscriptions	6,755		6,677	
Security/Fire Protection	12,892		13,034	
Janitorial Expenses	35,808		38,064	
Sundry Expenses	7,748	(402,400)	4,251	(439,205)
Establishment Charges				
Rent, Rates, Light & Heat	220,682		234,423	
Insurance	78,062		76,210	
Repairs and Renewals	56,838	(355,582)	70,703	(381,336)
Financial Charges				
Audit and Accountancy	5,750		5,750	
Bank Charges	13,556		12,253	
Legal Charges	-		-	
Bad Debts	1,429	(20,735)	6,540	(24,543)
Carried forward		(333,302)		(64,856)

HUMBERSIDE OFFSHORE TRAINING ASSOCIATION
DETAILED INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31st DECEMBER, 2020 (CONTINUED)

	2020	2019
Brought forward	(333,302)	(64,856)
Add Other Operating Income	209,013	21,875
Operating Deficit	(124,289)	(42,981)
Add Interest Receivable	1,399	2,861
Excess of Expenditure over Income	(122,890)	(40,120)
Less Deficit on Sale of Fixed Assets	(14)	(4)
Less Depreciation	(47,459)	(46,043)
Net Deficit for the Year	£(170,363)	£(86,167)