

Company registration number: 04802737

Charity registration number: 1107325

North Staffordshire Health & Safety Group

known as

NSHSG

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 December 2016

Lisa Healings FCCA
VAST
The Dudson Centre
Hope Street
Stoke on Trent
ST1 5DD



North Staffordshire Health & Safety Group

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North Staffordshire Health & Safety Group

Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 December 2016.

Reference and Administrative Details

Trustees

Steve Mullock, President
Judith Richardson, Chairperson
John Summerfield
Shirley Osowiecki, Treasurer
Carl Norman, Minute Taker
Elizabeth Farmer
Kevin Locke, Vice Chair (appointed 20 April 2016)
Vince Bashford (appointed 20 April 2016)

Committee Members

Ian Dakin (resigned 19 April 2016)
Kevin Locke (resigned 20 April 2016)
Vince Bashford (resigned 20 April 2016)
Dave Watson (resigned 19 April 2016)
Sharon Parkes (resigned 17 May 2016)
Michael Johnson (appointed 19 April 2016)
Peter Burgess (appointed 19 April 2016)

Principal Office

Geberit Service
Lawton Road
Alsager
Staffordshire
ST7 2DF

Registered Office

23 Coplestone Grove
Stoke on Trent
Staffordshire
ST3 5UD

Company Registration Number 04802737

Charity Registration Number 1107325

Bankers Natwest

Independent Examiner Lisa Healings FCCA
VAST
The Dudson Centre
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ST1 5DD

North Staffordshire Health & Safety Group

Trustees' Report

Objectives and activities

Objects and aims

To advance education for the public benefit by increasing awareness in occupational health, safety and welfare amongst industrial, commercial and other interested organisations so that methods of accident prevention may be studied.

The aim of the NSHSG is to help everyone to have a healthy and safe workplace and to provide low cost, locally available, focused meetings, seminars and training to assist everyone to have a safe and healthy working environment. The meetings are open to everybody not just paid members.

Public benefit

All of our Trustees and committee members are volunteers, no-one is paid. All monies received are used for the benefit of the group. Our website is available to all who have internet access, we are contactable by e-mail or post, to provide any help or assistance with Health & Safety related matters. Advice and meetings are generally available free of charge, although we do encourage those who are interested to join the group for a small fee. Members receive invites to the scheduled meetings with an open invite to bring along as many of their own employees or guests as they feel would benefit from the topic of discussion, there is no limit on attendees. Members receive a certificate which enables them to demonstrate their commitment to Health & Safety in the workplace. Communication with members is usually via e-mail. We have 10 pre-arranged meetings per year (Sept - June inclusive), where a guest speaker will give a presentation on a given topic. The meeting is open to both members and non-members.

The trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Grant making policies

The executive have tabled the offer of a Bursary to a member company to pay for a formal Health & Safety qualification such as NEBOSH Certificate. This is to be voted on at the AGM in 2017.

Use of volunteers

The executive committee are made up of volunteers all of whom hold full time jobs or recently retired from a role as a Health & Safety professional. The knowledge and expertise amongst the executive help us to promote the right message to our audience on the importance of Health & Safety at work. We are always looking for like minded people to join us and bring fresh ideas and support to the group.

North Staffordshire Health & Safety Group

Trustees' Report

Achievements and performance

With an established executive and Trustee panel we have been able to add some direction to the groups future by investing time and money in a new website, going live in January 2017.

The speakers and topics being discussed at our monthly meetings have proved to be very well attended with an average attendance now in the 30's compared to teens a couple of years ago.

Trustees have worked hard at improving attendance by promoting the Safety Group through their own networking circles, this has seen an uptake in new paid members of 6 in 2016.

We have also seen a better turnaround of paid membership with our existing membership base which has enabled us to attract some high profile speakers.

We have invested in some marketing material, 1 as a thank you to existing members, 2 to help promote the group with new attendees.

Our December meeting was held at a venue we had used historically, this proved very successful with our highest attendance all year and two new members to the group coming from this one event.

Financial review

Policy on reserves

The charity has no specific policy with regard to the level of reserves; however, we are fortunate in having £32,178 currently held in reserves. These funds are used as a buffer to enable us to fund speakers and cover their expenses. This money also allows us to fund events at no extra expense to our members' annual subscription. The quality of our presentations and events are what keeps our membership going.

Structure, governance and management

Nature of governing document

The charity is a company limited by guarantee and registered charity. It is operated under the rules of its memorandum and articles of association dated 18 June 2003 and most recently amended 16 November 2004. It has no share capital and the liability of each member in the event of winding-up is limited to £1.

Recruitment and appointment of trustees

Trustees are recruited from the paid members only.

Nominations are requested prior to the AGM (normally held in April), election of Trustees takes place at the AGM, it is for a two year term.

Outgoing Trustee's are allowed to re-stand should they wish to.

Major risks and management of those risks

The main risks we face are loss of income due to members resigning. Misappropriation of funds by the officers in control, we safeguard against this by having two signatories on cheques, all payments being authorised at the executive meetings and minuted. We hold Public liability insurance in the event of a claim being raised against us.

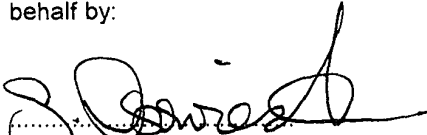
North Staffordshire Health & Safety Group

Trustees' Report

Small company statement

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

The annual report was approved by the trustees of the Charity on ...7/3/17... and signed on its behalf by:


.....
Shirley Osowiecki
Trustee

North Staffordshire Health & Safety Group

Independent Examiner's Report to the trustees of North Staffordshire Health & Safety Group

I report on the accounts of the Charity for the year ended 31 December 2016 which are set out on pages 7 to 13 .

Your attention is drawn to the fact that the Charity has prepared the Financial Statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has since been withdrawn.

We understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

North Staffordshire Health & Safety Group

Independent Examiner's Report to the trustees of North Staffordshire Health & Safety Group

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me a reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



.....
Lisa Healings FCCA

VAST
The Dudson Centre
Hope Street
Stoke on Trent
ST1 5DD

Date:..... 7/4/17

North Staffordshire Health & Safety Group

Statement of Financial Activities for the Year Ended 31 December 2016 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Total 2016 £
Income and Endowments from:			
Donations and legacies	2	50	50
Charitable activities	3	2,948	2,948
Investment income	4	<u>(168)</u>	<u>(168)</u>
Total Income		<u>2,830</u>	<u>2,830</u>
Expenditure on:			
Charitable activities	5	<u>(4,483)</u>	<u>(4,483)</u>
Total Expenditure		<u>(4,483)</u>	<u>(4,483)</u>
Net expenditure		<u>(1,653)</u>	<u>(1,653)</u>
Net movement in funds		(1,653)	(1,653)
Reconciliation of funds			
Total funds brought forward		<u>33,831</u>	<u>33,831</u>
Total funds carried forward		<u>32,178</u>	<u>32,178</u>
		Unrestricted funds £	Total 2015 £
	Note		
Income and Endowments from:			
Charitable activities	3	5,210	5,210
Investment income	4	<u>340</u>	<u>340</u>
Total Income		<u>5,550</u>	<u>5,550</u>
Expenditure on:			
Charitable activities	5	<u>(1,488)</u>	<u>(1,488)</u>
Total Expenditure		<u>(1,488)</u>	<u>(1,488)</u>
Net income		<u>4,062</u>	<u>4,062</u>
Net movement in funds		4,062	4,062
Reconciliation of funds			
Total funds brought forward		<u>29,769</u>	<u>29,769</u>
Total funds carried forward		<u>33,831</u>	<u>33,831</u>

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

North Staffordshire Health & Safety Group

(Registration number: 04802737)
Balance Sheet as at 31 December 2016

	Note	2016 £	2015 £
Current assets			
Debtors	9	224	1,229
Cash at bank and in hand		<u>32,332</u>	<u>33,052</u>
		32,556	34,281
Creditors: Amounts falling due within one year	10	<u>(378)</u>	<u>(450)</u>
Net assets		<u>32,178</u>	<u>33,831</u>
Funds of the Charity:			
Unrestricted income funds			
Unrestricted income funds		<u>32,178</u>	<u>33,831</u>
Total funds		<u>32,178</u>	<u>33,831</u>

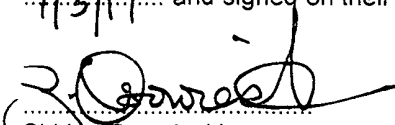
For the financial year ending 31 December 2016 the Charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the Charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

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

The financial statements on pages 7 to 13 were approved by the trustees, and authorised for issue on 7/3/17 and signed on their behalf by:


Shirley Osowiecki
Trustee

North Staffordshire Health & Safety Group

Notes to the Financial Statements for the Year Ended 31 December 2016

1 Accounting policies

Summary of significant accounting policies and key accounting estimates

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

Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Basis of preparation

North Staffordshire Health & Safety Group meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Summary of disclosure exemptions

As a small charity the entity has taken advantage of the amendments to FRS102 contained in Update Bulletin 1 issued February 2016 to exempt the charity from the preparation of a Cash Flow Statement.

Going concern

The financial statements have been prepared on a going concern basis.

The trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the Charity to continue as a going concern. The trustees make this assessment in respect of a period of one year from the date of approval of the financial statements.

Income and endowments

All material incoming resources have been included on a receivable basis – i.e. they are included if the date receivable falls within the period covered by these accounts.

Donations and legacies

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

North Staffordshire Health & Safety Group

Notes to the Financial Statements for the Year Ended 31 December 2016

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category.

Charitable activities

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

Governance costs

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

Irrecoverable VAT

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

Taxation

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

Debtors and creditors receivable / payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

Fund structure

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

North Staffordshire Health & Safety Group

Notes to the Financial Statements for the Year Ended 31 December 2016

2 Income from donations and legacies

	Unrestricted funds	
	General £	Total 2016 £
Donations and legacies;		
Donations from individuals	50	50
	<u>50</u>	<u>50</u>

3 Income from charitable activities

	Unrestricted funds		
	General £	Total 2016 £	Total 2015 £
Training	148	148	-
Subscriptions	2,800	2,800	5,210
	<u>2,948</u>	<u>2,948</u>	<u>5,210</u>

4 Investment income

	Unrestricted funds		
	General £	Total 2016 £	Total 2015 £
Interest receivable and similar income;			
Interest receivable on bank deposits	(168)	(168)	340
	<u>(168)</u>	<u>(168)</u>	<u>340</u>

North Staffordshire Health & Safety Group

Notes to the Financial Statements for the Year Ended 31 December 2016

5 Expenditure on charitable activities

	Unrestricted funds	Total 2016	Total 2015
	General £	£	£
Training	-	-	54
Administration	249	249	119
Advertising and Printing	2,642	2,642	-
Insurance	329	329	316
Refreshments	761	761	360
Gifts	36	36	56
Sundry Expenditure	75	75	13
Accountancy	13	13	210
Independent Examiner's Fees	378	378	360
	<u>4,483</u>	<u>4,483</u>	<u>1,488</u>

6 Analysis of governance and support costs

Governance costs

	Unrestricted funds	Total 2016	Total 2015
	General £	£	£
Independent Examiner's remuneration	<u>378</u>	<u>378</u>	<u>360</u>

North Staffordshire Health & Safety Group

Notes to the Financial Statements for the Year Ended 31 December 2016

7 Trustees remuneration and expenses

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

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

8 Taxation

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

9 Debtors

	2016 £	2015 £
Prepayments	224	217
Accrued income	-	1,012
	<u>224</u>	<u>1,229</u>

10 Creditors: amounts falling due within one year

	2016 £	2015 £
Accruals	<u>378</u>	<u>450</u>

11 Charity status

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

The address of the registered office is given on page 1 of these financial statements. The nature of the charity's operations and principal activities are described in the trustees' report on pages 2 to 3 of these financial statements.

12 Analysis of net assets between funds

	Unrestricted funds General funds £	Total funds £
Current assets	32,556	32,556
Current liabilities	<u>(378)</u>	<u>(378)</u>
Total net assets	<u>32,178</u>	<u>32,178</u>