

Company registration number: 04802737

Charity registration number: 1107325

North Staffordshire Health & Safety Group

known as

NSHSG

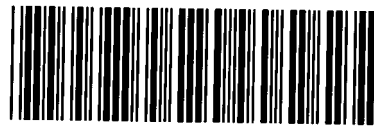
(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 December 2017

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

WEDNESDAY



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North Staffordshire Health & Safety Group

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North Staffordshire Health & Safety Group

Trustees' Report (incorporating Directors' 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 2017.

Reference and Administrative Details

Trustees

Steve Mullock, President
Judith Richardson, Chairperson
John Summerfield (resigned 21 February 2017)
Kevin Locke, Vice Chair
Shirley Osowiecki, Treasurer
Carl Norman, Minute Taker
Elizabeth Farmer
Vince Bashford

Committee Members

Michael Johnson
Peter Burgess (resigned 21 November 2017)
Alex Bloor (appointed 11 April 2017)
Samantha Durber (appointed 11 April 2017)
Heather Broadhurst (appointed 11 April 2017)

Principal Office

23 Coppleshole Grove
Stoke on Trent
Staffordshire
ST3 5UD

Company Registration Number 04802737

Charity Registration Number 1107325

Bankers Natwest

Independent Examiner Lisa Healings FCCA
VAST
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North Staffordshire Health & Safety Group

Trustees' Report (incorporating Directors' 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.

Public benefit

The aim of the NSHSG is to help everyone to have a healthy and safe workplace. 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. We have strong links with regulatory authorities, HSE, Fire Brigade and Local Councils. Currently at circa 60 fully paid up members with a number of honorary members. Free help and assistance available to enquires made through the website or direct at meetings. Provide a forum for the free discussion and exchange of ideas to assist with problem solving of any Health, safety and welfare related issues. 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 offer of a 'bursary' was not requested throughout the year by any member, and as such this will not be pursued going forward. The group have contacted the HSE to offer our services in supporting their initiative with the Construction Industry. The HSE established a stand alone organisation known as Working Well Together (WWT), the Shropshire and Staffordshire group closed in 2016 leaving the area without any support. NSHSG are going to provide the administration support to re-establish this group. In addition, the group are collaborating with Safety Groups UK (SGUK) of which we are members to support Further Education (FE) in introducing Health and Safety in Education through an initiative with the HSE known as the LocHer Project. We will hold awareness, provide support to local FE establishments and actively promote this initiative throughout 2018 within our membership.

Use of volunteers

The executive committee are made up of volunteers all of whom hold full time jobs or are 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 (incorporating Directors' Report)

Achievements and performance

We have strengthened our executive team with three additional volunteers following an appeal for help at the AGM, allowing members to have a 'taster' of running the group before committing to become Trustees. With an established executive and Trustee panel we have been able to add some direction to the group's future, having invested in a new Website, we have provided training to our executive team on Web maintenance which is on-going. Along with engaging the help of VAST with the upkeep of the website. The speakers and topics being discussed at our monthly meetings have proved to be very well attended with an average attendance now in the high 20's. Trustees have worked hard at improving attendance by promoting the Safety Group through their own Networking circles, this has seen an uptake in 6 new members in 2017, and the return of members who had lapsed. The introduction of a professional accounting software system (SAGE) has helped enormously with the payment of membership subscriptions on time. With the introduction of SAGE we have for the first time a complete list of current and lapsed membership. Our December meeting was held at one of our members premises, which was received very well with positive feedback on the venue.

Financial review

The Trustees now believe that the income and expenditure of the charity is fully understood and in control. Having three full years with a stable board of Trustees and an established membership we are in a position to establish a budget and future forecasts. Our base membership income covers our monthly expenditure, and to this end we feel confident that the charity remains a going concern. Having seen a small increase in funds at the bank for the second year in a row, the Trustees are continuing to work hard at increasing membership levels. We believe that our expenditure is as low as we can get it.

Policy on reserves

The charity has no specific policy with regard to the level of reserves; however, we are fortunate in having £34,532 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, registered in England, 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 £10.

Recruitment and appointment of trustees

Trustees are recruited from the paid membership and eligible honorary members only. Nominations are requested prior to the AGM (normally held in April), election of Trustees takes place at the AGM and is for a two year term. Outgoing Trustees are allowed to re-stand should they wish to.

North Staffordshire Health & Safety Group

Trustees' Report (incorporating Directors' Report)

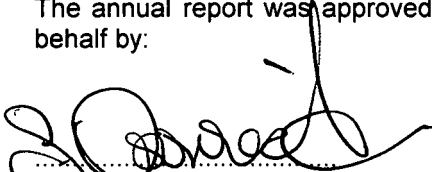
Major risks and management of those risks

The main risks we face are loss of income due to members resigning. Misappropriation of funds by the officers in control is another risk to the organisation and 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.

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 17 April 2018 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 2017 which are set out on pages 6 to 14 .

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.

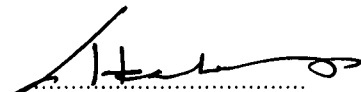
Independent examiner's statement

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

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Date: 18.11.18

North Staffordshire Health & Safety Group

Statement of Financial Activities for the Year Ended 31 December 2017 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Total 2017 £
Income and Endowments from:			
Donations and legacies	2	10	10
Charitable activities	3	6,400	6,400
Investment income	4	7	7
Other income		<u>302</u>	<u>302</u>
Total Income		<u>6,719</u>	<u>6,719</u>
Expenditure on:			
Charitable activities	5	<u>(4,365)</u>	<u>(4,365)</u>
Total Expenditure		<u>(4,365)</u>	<u>(4,365)</u>
Net income		<u>2,354</u>	<u>2,354</u>
Net movement in funds		2,354	2,354
Reconciliation of funds			
Total funds brought forward		<u>32,178</u>	<u>32,178</u>
Total funds carried forward		<u>34,532</u>	<u>34,532</u>
		Unrestricted funds £	Total 2016 £
	Note		
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>

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 2017

	Note	2017 £	2016 £
Current assets			
Debtors	9	691	224
Cash at bank and in hand		<u>34,389</u>	<u>32,332</u>
		35,080	32,556
Creditors: Amounts falling due within one year	10	<u>(548)</u>	<u>(378)</u>
Net assets		<u>34,532</u>	<u>32,178</u>
Funds of the Charity:			
Unrestricted income funds			
Unrestricted income funds		<u>34,532</u>	<u>32,178</u>
Total funds		<u>34,532</u>	<u>32,178</u>

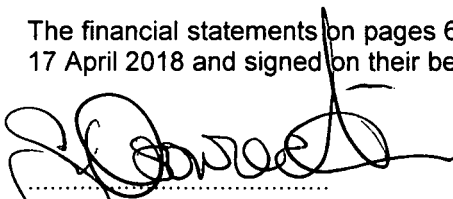
For the financial year ending 31 December 2017 the Charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

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 6 to 14 were approved by the trustees, and authorised for issue on 17 April 2018 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 2017

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 2017

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.

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the Charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

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 2017

Financial instruments

Classification

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the Charity after deducting all of its liabilities.

Recognition and measurement

All financial assets and liabilities are initially measured at transaction price (including transaction costs), except for those financial assets classified as at fair value through profit or loss, which are initially measured at fair value (which is normally the transaction price excluding transaction costs), unless the arrangement constitutes a financing transaction. If an arrangement constitutes a financing transaction, the financial asset or financial liability is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Financial assets and liabilities are only offset in the statement of financial position when, and only when there exists a legally enforceable right to set off the recognised amounts and the Charity intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Financial assets are derecognised when and only when a) the contractual rights to the cash flows from the financial asset expire or are settled, b) the Charity transfers to another party substantially all of the risks and rewards of ownership of the financial asset, or c) the Charity, despite having retained some, but not all, significant risks and rewards of ownership, has transferred control of the asset to another party.

Financial liabilities are derecognised only when the obligation specified in the contract is discharged, cancelled or expires.

North Staffordshire Health & Safety Group

Notes to the Financial Statements for the Year Ended 31 December 2017

2 Income from donations and legacies

	Unrestricted funds	Total 2017	Total 2016
	General £	£	£
Donations and legacies;			
Donations from individuals	10	10	50
	10	10	50
	10	10	50

3 Income from charitable activities

	Unrestricted funds	Total 2017	Total 2016
	General £	£	£
Subscriptions	6,400	6,400	2,800
Training	-	-	148
	6,400	6,400	2,948
	6,400	6,400	2,948

4 Investment income

	Unrestricted funds	Total 2017	Total 2016
	General £	£	£
Interest receivable and similar income;			
Interest receivable on bank deposits	7	7	(168)
	7	7	(168)
	7	7	(168)

North Staffordshire Health & Safety Group

Notes to the Financial Statements for the Year Ended 31 December 2017

5 Expenditure on charitable activities

	Unrestricted funds		Total 2016 £
	General £	Total 2017 £	
Training	100	100	-
Office expenses	22	22	-
Administration	-	-	249
Travel	69	69	-
Advertising and printing	2,058	2,058	2,642
Insurance	350	350	329
Refreshments	1,076	1,076	761
Gifts	209	209	36
Sundry expenditure	91	91	75
Accountancy	-	-	13
Independent examiner's fees	390	390	378
	<u>4,365</u>	<u>4,365</u>	<u>4,483</u>

6 Analysis of governance and support costs

Governance costs

	Unrestricted funds		Total 2016 £
	General £	Total 2017 £	
Independent Examiner's remuneration	390	390	378

North Staffordshire Health & Safety Group

Notes to the Financial Statements for the Year Ended 31 December 2017

7 Trustees remuneration and expenses

During the year the Charity made the following transactions with trustees:

Shirley Osowiecki

£22 (2016: £Nil) of expenses were reimbursed to Shirley Osowiecki during the year.

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

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

8 Taxation

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

9 Debtors

	2017 £	2016 £
Trade debtors	440	-
Prepayments	251	224
	<u>691</u>	<u>224</u>

10 Creditors: amounts falling due within one year

	2017 £	2016 £
Trade creditors	158	-
Accruals	390	378
	<u>548</u>	<u>378</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 £10 towards the assets of the Charity in the event of liquidation.

North Staffordshire Health & Safety Group

Notes to the Financial Statements for the Year Ended 31 December 2017

12 Analysis of net assets between funds

	Unrestricted funds	
	General funds	Total funds
	£	£
Current assets	35,080	35,080
Current liabilities	<u>(548)</u>	<u>(548)</u>
Total net assets	<u><u>34,532</u></u>	<u><u>34,532</u></u>