

**THE BRITISH OCCUPATIONAL HEALTH
RESEARCH FOUNDATION**

REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2013



A company limited by guarantee. Registered in England No. 3727119
Registered Office : 27 Park Side, Havant, Hampshire PO9 3PJ
Registered Charity No. 1077273

THE BRITISH OCCUPATIONAL HEALTH RESEARCH FOUNDATION

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THE BRITISH OCCUPATIONAL HEALTH RESEARCH FOUNDATION

LEGAL AND ADMINISTRATIVE DETAILS

Organisation

The British Occupational Health Research Foundation was incorporated as a company limited by guarantee (company number 3727119) under a Certificate of Incorporation dated 5 March 1999. It also registered with the Charity Commissioners (charity number 1077273) on 2 September 1999.

It is governed by a Board of Trustees, who are responsible for setting the strategic direction of the organisation, establishing policy and monitoring performance against agreed objectives, in accordance with the Memorandum and Articles.

Objects

The key objects of the charity are:

- To identify priorities in occupational health research and to carry out research and evidence reviews;
- To invite, receive, devise and assess research proposals and to conduct, commission, oversee, finance and assess research projects arising from such research proposals;
- To disseminate the useful results of such research and evidence reviews

The Trustees confirm that they have complied with the duty in Section 4 of the Charities Act 2011 to have regard to the Charity Commission general guidance on public benefit.

Trustees

The names of the Trustees, who are also directors of the company, who served during the year, are listed on Page 2.

Charity Number:

1077273

Company House Number:

3727119

THE BRITISH OCCUPATIONAL HEALTH RESEARCH FOUNDATION

LEGAL AND ADMINISTRATIVE DETAILS

Settlor:

The late Professor Sir Richard Doll CH DM FRS
Emeritus Professor of Medicine,
University of Oxford

Board of Trustees:

Sir Bill Callaghan, Chairman
Mrs Jackie Douglas
Mr Giles Quartly
Mr Hugh Robertson
Dr Alister Scott
Mr Radd Seiger
Mr Richard Tapp

Company Secretary:

Mrs Jackie Douglas

Registered Office

27 Park Side
Havant
Hampshire
PO9 3PJ

Independent Examiner

Christopher Pexton FCA
Coulthards Mackenzie
9 Risborough Street
London SE1 0HF

Bankers

Coutts & Co
440 Strand
London WC2R 0QS

Solicitors

Speechly Bircham
6 St Andrew Street
London EC4A 3LX

THE BRITISH OCCUPATIONAL HEALTH RESEARCH FOUNDATION

TRUSTEES' REPORT

Introduction

The trustees present their annual report and accounts for the year ended 31 December 2013.

Structure, Governance and Management

The British Occupational Health Research Foundation (BOHRF) was established by a Settlement Deed on 28 May 1991. The Settlor was the late Professor Sir Richard Doll OBE DM FRS. BOHRF was subsequently incorporated as a company limited by guarantee (company number 3727119) under a Certificate of Incorporation dated 5 March 1999. It registered as an incorporated charity with the Charity Commissioners on 2 September 1999 (Charity number 1077273). The Foundation was set up to raise funds from employers in both private and public sectors in order to fund robust evidence based research in occupational health as advocated by its Settlor.

The Trustees are appointed by the Board of Trustees and serve for three years after which they may put themselves forward for re-appointment. The Articles of Association provide for a maximum of twelve Trustees, with one third due for re-appointment each year.

Summary of Activities

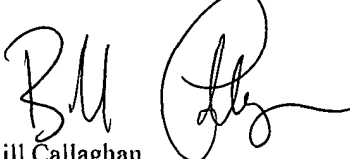
As detailed in the report for 2012, the trustees had decided that the charity would wind down its activities in an orderly way. Therefore, during 2013 the charity paid in full its grant commitments and as at 31 December 2013 had a balance of reserves of £20,565 to cover the costs of winding up the charity and paying any remaining balance out towards an appropriate charitable cause.

Statement of Disclosure to Independent Financial Examiners

So far as the trustees are aware, there is no relevant information of which the charity's independent financial examiners are unaware. Additionally the trustees have taken all the steps they ought to have taken as trustees in order to make themselves aware of any relevant information and to establish that the charity's independent financial examiners are aware of that information.

Approved by the Board on
and signed on its behalf by:

8 September 2014


Sir Bill Callaghan
Chairman

**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF
THE BRITISH OCCUPATIONAL HEALTH RESEARCH FOUNDATION**

I report on the accounts for the year ended 31 December 2013 set out on pages 5 to 11.

Respective Responsibilities of Trustees and Independent Examiner

The charitable company's 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 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.



Christopher Pexton FCA
For and on behalf of:

Coulthards Mackenzie
Chartered Accountants

9 Risborough Street
London SE1 0HF

Date: 9th September 2014

THE BRITISH OCCUPATIONAL HEALTH RESEARCH FOUNDATION

**STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 DECEMBER 2013**

	Notes	2013 Total Funds (Unrestricted) £	2012 Total Funds (Unrestricted) £
Incoming Resources			
Incoming Resources from Generated Funds:			
Voluntary Income:			
Grants and Donations	2	-	7,500
Investment Income	3	70	762
Total Incoming Resources		<u>70</u>	<u>8,262</u>
 Resources Expended			
Costs of Generating Funds:			
Fundraising Costs	4	-	3,077
 Charitable Activities:			
Research	5	(9,550)	65,590
Publicity and Profile	5	1,014	2,197
Sub-Total Direct Charitable Expenditure		<u>(8,536)</u>	<u>67,787</u>
Governance Costs	4	1,306	3,757
Total Resources Expended		<u>(7,230)</u>	<u>74,621</u>
 Net Income/(Expenditure) being Net Movement in Funds		7,300	(66,359)
 Reconciliation of Funds			
Total Funds Brought Forward at 1 January 2013		<u>13,265</u>	<u>79,624</u>
Fund Balances Carried Forward at 31 December 2013		<u>£ 20,565</u>	<u>£ 13,265</u>

The Statement of Financial Activities includes all gains and losses recognised in the year. All incoming resources and resources expended derive from discontinued activities.

THE BRITISH OCCUPATIONAL HEALTH RESEARCH FOUNDATION

BALANCE SHEET AS AT 31 DECEMBER 2013

	Notes	2013 £	2012 £
Fixed Assets			
Tangible Fixed Assets	9	-	-
Current Assets			
Cash at Bank and In Hand		20,565	156,027
		<u>20,565</u>	<u>156,027</u>
Current Liabilities:			
Creditors Falling Due Within One Year	10	-	(2,580)
Net Current Assets		20,565	153,447
Provision for Liabilities and Charges	11	-	(140,182)
Net Assets		<u>£ 20,565</u>	<u>£ 13,265</u>
Funds			
Unrestricted Funds		<u>£ 20,565</u>	<u>£ 13,265</u>

The company is exempt from the requirements relating to preparing audited accounts in accordance with section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

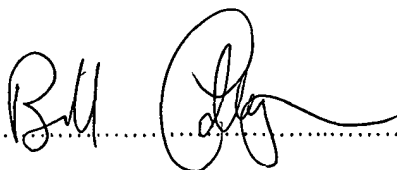
The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

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

Approved by the Board on
and signed on its behalf by

8th September 2014

Sir Bill Callaghan:



Chairman

THE BRITISH OCCUPATIONAL HEALTH RESEARCH FOUNDATION

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2013

1) Accounting Policies

a) Basis of Preparation

The financial statements are prepared under the historical cost convention. The financial statements have been prepared in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005) issued in March 2005 and the Financial Reporting Standard for Smaller Entities (effective April 2008).

b) Incoming Resources

All incoming resources are recognised once the charity has entitlement to the resources, it is certain that the resources will be received and the monetary value of incoming resources can be measured with sufficient reliability.

c) Resources Expended and Irrecoverable VAT

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Grants payable are payments made to third parties in the furtherance of the charitable objectives of the Trust. The grants are accounted for whether either the trustees have agreed to pay the grant without condition and the recipient has a reasonable expectation that they will receive a grant, or any condition attaching to the grant is outside the control of the Trust.

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

d) Tangible Fixed Assets and Depreciation

All assets costing more than £100 are capitalised and all assets are valued at historic cost.

Depreciation is charged on furniture and equipment which is written off on a straight-line basis over their estimated useful life of three years.

e) Allocation of Overhead and Support Costs

Overhead and support costs have been allocated between fundraising costs, charitable activity and governance on a basis consistent with the use of resources, e.g. staff costs by reference to time spent and other costs by usage.

f) Charitable Activities

Costs of charitable activities include grants made and an apportionment of overhead and support costs.

g) Governance Costs

Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to statutory audit and legal fees together with an apportionment of overhead and support costs.

THE BRITISH OCCUPATIONAL HEALTH RESEARCH FOUNDATION

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2013
(CONTINUED)**

2) Donations and Similar Income	2013	2012
	£	£
Corporate Supporters and Sponsorship		
Pfizer	-	7,500
	<u>-</u>	<u>7,500</u>

3) Investment Income	2013	2012
	£	£
Interest Received	<u>70</u>	<u>762</u>

4) Allocation of Support Costs and Overheads

The breakdown of support costs and how these were allocated between Governance and Charitable Activities is shown in the table below.

Cost Type	Governance	Charitable	2013	2012
	£	Activities	Total	Total
		£	£	£
Staff Costs	319	6,055	6,374	24,099
Office Rental and Costs	720	1,280	2,000	2,581
Promotion and Public Relations	-	1,014	1,014	684
Insurances	267	475	742	778
Miscellaneous	-	640	640	14
Accountancy	-	-	-	2,660
	<u>1,306</u>	<u>9,464</u>	<u>10,770</u>	<u>30,816</u>

THE BRITISH OCCUPATIONAL HEALTH RESEARCH FOUNDATION

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2013
(CONTINUED)**

5) Analysis of Charitable Expenditure

The charity awarded institutional grants to a number of research projects in furtherance of its charitable activities and assisted in the management of some of those projects.

	Grant Funded Activity £'000	Support Costs £'000	2013 Total £'000	2012 Total £'000
Research Projects	(18,000)	8,450	(9,550)	65,590
Publicity and Profile	-	1,014	1,014	2,197
	<u>(18,000)</u>	<u>9,464</u>	<u>(8,536)</u>	<u>67,787</u>

6) Grants Payable

The Amount of Institutional Grants Payable in the Year Comprises:
Research into Occupational Health

Project Number	Recipient	Project Title	2013 £	2012 £
250 E07	BOHRF	Guidelines re:asthmatics	-	3,000
281 E12	The At Work Partnership	Occupational Health [At Work] Journal - Research Plus Pages	-	44,000
Grants Subsequently Not Taken Up				
250 E07	BOHRF	Guidelines re:asthmatics	(3,000)	-
277 E10	BOHRF	Appraisal of the Health of New Entrants into the Workplace - the Apprentice Study	(15,000)	-
268 E09	BOHRF	Effectiveness and Cost Effectiveness of Employee Assistance Programmes	-	(75)
280 E11	BOHRF	Review of Health Risks in the Waste and Recycling Industry	-	(3,120)
			<u>(18,000)</u>	<u>43,805</u>

THE BRITISH OCCUPATIONAL HEALTH RESEARCH FOUNDATION

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2013
(CONTINUED)**

7) Analysis of Staff Costs

The average number of staff (including freelance) during the year was one (2012 : one). No person received remuneration amounting to more than £60,000 in either year.

	2013	2012
	£	£
Salary	-	-
Employer's National Insurance	-	-
Freelance	6,374	24,099
	<u>6,374</u>	<u>24,099</u>

8) Expenses Payments to Trustees

Expenses incurred by Trustees during the year amounting to £28 (2012 : £Nil) were reimbursed. Trustees do not receive any remuneration for time and services provided.

The charity paid a premium of £742 in respect of trustee liability insurance (2012 : £778).

9) Tangible Fixed Assets

	Computer Equipment £	Office Furniture and Equipment £	Total £
Cost			
At 1 January 2013	945	3,106	4,051
Disposals	<u>(945)</u>	<u>(3,106)</u>	<u>(4,051)</u>
At 31 December 2013	<u>-</u>	<u>-</u>	<u>-</u>
Accumulated Depreciation			
At 1 January 2013	945	3,106	4,051
Disposals	<u>(945)</u>	<u>(3,106)</u>	<u>(4,051)</u>
At 31 December 2013	<u>-</u>	<u>-</u>	<u>-</u>
Net Book Value			
At 31 December 2013	<u>-</u>	<u>-</u>	<u>-</u>
At 31 December 2012	<u>-</u>	<u>-</u>	<u>-</u>

THE BRITISH OCCUPATIONAL HEALTH RESEARCH FOUNDATION

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2013
(CONTINUED)**

10) Creditors: Amounts Falling Due Within One Year	2013	2012
	£	£
Accruals	<u>-</u>	<u>2,580</u>
 11) Provisions for Liabilities and Charges	 2013	 2012
	£	£
Reconciliation of Grants Payable:		
Commitments Brought Forward	140,182	298,597
Commitments Made in the Year (Note 6)	(18,000)	43,805
Grants Paid in the Year	<u>(122,182)</u>	<u>(202,220)</u>
Commitments at 31 December 2013	<u><u>-</u></u>	<u><u>140,182</u></u>
	 2013	 2012
	£	£
Estimate of Timescale of Grants Payable:		
Within One Year	-	140,182
After More Than One Year	<u>-</u>	<u>-</u>
	<u><u>-</u></u>	<u><u>140,182</u></u>

12) Control and Legal Status

The control of the Foundation is in the hands of the Trustees.

The Foundation is a company limited by guarantee and has no share capital. The liability of each member in the event of a winding up is limited to £1.