

**North Staffordshire Health & Safety Group**  
(Company number 04802737, registered charity number 1107325)  
**Financial statements**  
**for the year ended 31 December 2014**

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**North Staffordshire Health & Safety Group  
Directors' report (incorporating the Trustees' annual report)  
for the year ended 31 December 2014**

The trustees, who are also directors of the charity for the purposes of the Companies Act, submit their annual report and the financial statements for the year ended 31 December 2014

**Full name** North Staffordshire Health & Safety Group  
**Other names by which the charity is known** NSHSG

**Registered charity number** 1107325  
**Registered company number** 04802737

**Principal address**  
C/o Shirley Osowiecki,  
23 Copplestone Grove,  
Stoke-on-Trent  
ST3 5UD

**Directors (Trustees)**

Steve Mullock, President  
Judith Richardson, Chairperson  
John Summerfield, Vice Chair  
Shirley Osowiecki, Treasurer  
Carlos Norman, Minute Taker  
Elizabeth Farmer  
Ian Daikin (appointed 15/04/2014)

John Berrisford (resigned 28/01/2014)  
Alan Hansbury (resigned 15/04/2014)  
Trevor Fletcher (resigned 20/05/2014)  
Kevin Locke (appointed 15/04/2014)  
Vince Bashford (appointed 15/04/2014)  
Dave Watson (appointed 15/04/2014)

**Bankers**  
Natwest

**Independent examiner**

Michael Tee  
VAST,  
The Dudson Centre,  
Hope Street,  
Hanley,  
Stoke-on-Trent,  
ST1 5DD.

**Governance and management**

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.

Executives and Officers are appointed at the AGM currently for a two year term. Prior to the AGM we will notify members of those executives coming to the end of their appointed term and if they are standing for re-election. We ask for any further volunteers who wish to stand. Members who attend the AGM vote on the applicants appointment. We currently have no restrictions on numbers of executive members.

**Aims and objectives**

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.

**North Staffordshire Health & Safety Group  
Director's report (continued)  
for the year ended 31 December 2014**

**Summary of the main activities undertaken for the public benefit**

The trustees confirm that they have referred to the Charity Commission's guidance on public benefit when reviewing the Charity's aims and objectives and in planning activities.

We have a mission statement on our website [www.nshsg.org.uk](http://www.nshsg.org.uk) that states 'Here at North Staffs Health and Safety Group we endeavour to help you 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'.

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 (not July and August), where a guest speaker will give a presentation on a given topic. The meeting is open to both members and non-members.

**Summary of the main achievements during the period**

2014 was a year of consolidation, 2 stalwarts of the group decided it was their time to retire leaving a large knowledge gap in the administration of the group. A very steep learning curve on the accountancy side was needed, which was assisted greatly by an organisation called VAST. Reforming the executive so that the administration roles were shared out instead of one person looking after everything. We also made the decision to not offer any bursaries at this stage everything was being offered on a voluntary basis by the executive members.

We already had ties with another group within the county, SBEN - which is run by the county council. Links with this group were reformed allowing us to coordinate joint activities. We have also offered our support to SBEN on any Health & Safety matters they are made aware of. Members of the executive have attended some networking events with a view to promoting the group, we have identified the need to have available for future events promotional material to give out to any enquirer. In December we visited Joules brewery, a very interesting visit, sadly not as well attended as we thought, all those who did go enjoyed the food and beer provided. In a very difficult year we have maintained our membership and recruited four new members onto the committee.

Throughout the year we have seen meeting attendance numbers starting to increase from the teens to the high twenties.

**The charity's policy on reserves**

The charity has no specific policy with regard to the level of reserves; however, we are fortunate in having approximately £30,000 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.

**Risk**

The main risks we face are loss of income due to members resigning. Misappropriation of funds by the officers in control, we safeguard ourselves against this by having two signatories on cheques. All expenditure is to be agreed at an executive meeting and minuted. We hold Public Liability Insurance in the event of a claim being raised against the group.

**North Staffordshire Health & Safety Group  
Director's report (continued)  
for the year ended 31 December 2014**

**Grant making policy**

Grants have been made very rarely but can occur, these would only be made after agreement within the Executive Committee. A clear mandate would be formalised and recorded as to why the grant was approved and any clauses associated with the use of the monies

**Exemptions**

The trustees have taken advantage of the exemptions available to small companies, including the audit exemption (see statement on balance sheet).

**Responsibilities of the trustees**

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity at the end of the year and of the surplus or deficiency for the year then ended.

In preparing those financial statements, the trustees are required to: select suitable accounting policies, as described on page 8, and then apply them on a consistent basis, making judgements and estimates that are prudent and reasonable. The members of the Committee must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

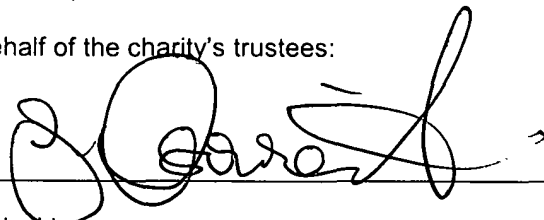
The trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the charity, and enable them to ensure that the financial statements comply with the Companies Act 2006. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

**Small company provisions:**

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

Signed on behalf of the charity's trustees:

Signed \_\_\_\_\_



Date 10.08.15

Shirley Osowiecki

**Independent examiner's report to the trustees of  
North Staffordshire Health & Safety Group  
for the year ended 31 December 2014**

I report on the accounts of the charity, which are set out on pages 6 to 9.

**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;
- follow the procedures laid down in the general directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act; and
- 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.

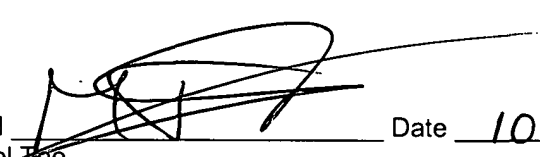
**Independent examiner's statement**

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 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

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.

Signed   
Michael Tee  
VAST

Date 10-8-15

**North Staffordshire Health & Safety Group**  
**Statement of financial activities**  
**(incorporating the income and expenditure account)**  
**for the year ended 31 December 2014**

	Note	Unrestricted Funds £	2014 Total Funds £	2013 Total Funds £
<b>Incoming resources</b>				
Incoming resources from generated funds				
Investment income	2	678	678	11
Incoming resources from charitable activities	3	3,630	3,630	6,525
<b>Total incoming resources</b>		<b>4,308</b>	<b>4,308</b>	<b>6,536</b>
<b>Resources expended</b>				
Charitable activities	4	3,211	3,211	8,154
Governance costs	5	250	250	225
<b>Total resources expended</b>		<b>3,461</b>	<b>3,461</b>	<b>8,379</b>
<b>Net incoming/(outgoing) resources</b>		<b>847</b>	<b>847</b>	<b>(1,843)</b>
Transfers between funds		-	-	-
Total funds brought forward		28,922	28,922	30,765
<b>Total funds carried forward</b>		<b>29,769</b>	<b>29,769</b>	<b>28,922</b>

All the activities of the charitable company are classed as continuing.

**North Staffordshire Health & Safety Group**  
(Company number 04802737)  
**Balance sheet**  
**at 31 December 2014**

	Note	£	2014 £	2013 £
<b>Current assets</b>				
Prepayments	6	883		100
Cash at bank and in hand		<u>29,136</u>		<u>32,247</u>
Total current assets		30,019		32,347
<b>Liabilities</b>				
Accruals	7	<u>(250)</u>		<u>(3425)</u>
<b>Net current assets</b>			29,769	28,922
<b>Net assets</b>			<u>29,769</u>	<u>28,922</u>
<b>The funds of the charity</b>				
Unrestricted income funds			<u>29,769</u>	<u>28,922</u>

**Exemption from audit**

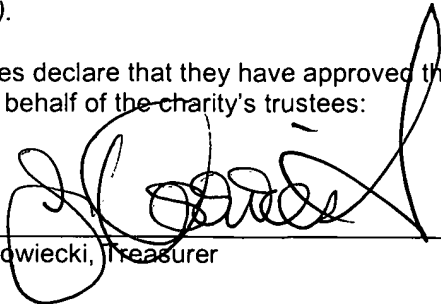
*For the year ending 31 December 2014 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.*

*Directors' responsibilities:*

- *The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;*
- *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 and with the Financial Reporting Standard for Smaller Entities (effective April 2008).*

The trustees declare that they have approved the accounts above.  
Signed on behalf of the charity's trustees:

Signed   
Shirley Osowiecki, Treasurer

Dated 10-8-15

**North Staffordshire Health & Safety Group**  
**Notes to the accounts**  
**for the year ended 31 December 2014**

**1. Accounting policies**

**Basis of the preparation of the accounts**

These financial statements have been prepared under the historical cost convention and in accordance with Accounting and Reporting by Charities - Statement of Recommended Practice (SORP revised 2005), the Financial Reporting Standard for Smaller Entities (effective April 2008) and the provisions applicable to companies subject to the small companies regime under the Companies Act 2006.

**Incoming resources**

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.

**Resources expended**

Resources expended are recognised in the year in which they are incurred.

**2. Investment income**

	Unrestricted funds	Total funds	2013
	£	£	£
Bank interest	678	678	11
	<u>678</u>	<u>678</u>	<u>11</u>

**3. Incoming resources from charitable activities**

	Unrestricted funds	Total funds	2013
	£	£	£
Subscriptions	3,435	3,435	6,525
Training	195	195	-
	<u>3,630</u>	<u>3,630</u>	<u>6,525</u>



**North Staffordshire Health & Safety Group**  
**Notes to the accounts**  
**for the year ended 31 December 2014**

**4. Charitable activities**

	Unrestricted funds £	Total funds £	2013 £
Administration	2,000	2,000	4,800
Gifts	445	445	-
Insurance	102	102	166
Premises	-	-	416
Membership & subscriptions	190	190	460
Office expenses	126	126	1,054
Accountant's fees	50	50	555
Refreshments	218	218	348
Advertising/printing	30	30	152
Sundry expenditure	50	50	203
	<u>3,211</u>	<u>3,211</u>	<u>8,154</u>

**5. Governance costs**

	Unrestricted funds £	Total funds £	2013 £
Independent examiner's fees	250	250	225
	<u>250</u>	<u>250</u>	<u>225</u>

**6. Prepayments**

	2014 £	2013 £
Office expenses	-	100
Bank interest	675	-
Insurance	208	-
	<u>883</u>	<u>-</u>

**7. Accruals**

	2014 £	2013 £
Independent Examination	250	225
Administration Expenses	-	3,200
	<u>250</u>	<u>225</u>

**North Staffordshire Health & Safety Group**  
**Notes to the accounts**  
**for the year ended 31 December 2014**

**8. Trustees' remuneration, benefits and expenses**

Trustees received no expenses or benefits in this period.

During the year remuneration of £2,000 was paid to a trustee in relation to administration expenses, Nothing was outstanding at year end. (2013: £3,200)

**9. Independent examination and accountancy services**

During the period, the cost of the examination and accountancy services was £250

**10. Control Relationship**

The charity is controlled by the trustees.