

Company registration number: 04802737

Charity registration number: 1107325

North Staffordshire Health & Safety Group

known as

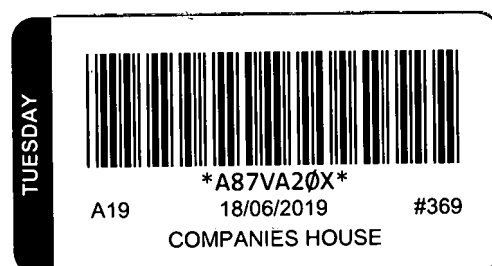
NSHSG

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 December 2018

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

Reference and Administrative Details

Trustees	Stephen Mullock, President Judith Richardson, Chairperson Kevin Locke, Vice Chair Samantha Durber, Treasurer (appointed 10 July 2018) Heather Broadhurst (appointed 10 July 2018) Shirley Osowiecki, Secretary Elizabeth Farmer (resigned 31 January 2019) Carl Norman (resigned 10 July 2018) Vince Bashford (resigned 10 July 2018) Darren Bedson (appointed 31 January 2019) Michael Johnson (appointed 10 July 2018)
Principal Office	23 Copplestone Grove Stoke on Trent Staffordshire ST3 5UD The charity is incorporated in England.
Company Registration Number	04802737
Charity Registration Number	1107325
Bankers	Natwest
Independent Examiner	Lisa Healings FCCA VAST The Dudson Centre Hope Street Stoke on Trent ST1 5DD

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 2018.

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.

Objectives, strategies and activities

- To organise and arrange for the promotion of health and safety within the workplace by the dissemination of information, providing a meeting place for members and interested individuals and companies
- To act as a focal point for members and others to interface with the regulatory authorities
- To provide access to information and provide best practice advice within all work-related activities regarding health, safety and welfare
- To raise awareness of health, safety and welfare issues as they arise
- To liaise with the regulatory authorities on behalf of all members and other as needed.

Public benefit

There were 10 events held during the year, providing low cost, locally available, focussed networking opportunities for members and non-members, to assist in promoting safe and healthy working environments. Attendance is usually high twenties and made up of members and non members. The events are promoted through the executives networks, who actively encourage strong attendance. The group has strong links with the regulatory authorities, HSE, Fire Brigade and local Councils, which we promote at the events to make attendees aware. The majority of our events are held at one of the local Community Fire Stations, where as a charity we have free use of facilities. Where larger premises are needed, any costs are born by the group, we do not charge for these events. We provide free help and assistance to ALL enquiries from any person through our website, emails or letter. During the year we had an enquiry from a member of the public via our website in relation to road condition, we were able to contact the local council on their behalf and provide information to the enquirer of what the local council's plans were.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

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

As all of our trustees and executive members are unpaid volunteers who have full time employment, running any additional initiatives other than maintaining the groups existing commitments can be difficult. However, the group has links to another local organisation - Working Well Together.

<http://wwt.uk.com/content/YourRegion/WestMidlands.aspx> (Staffordshire & Shropshire).

We became aware of the closure of this group via the HSE, due to their inability to encourage enough people to be part of the executive. There was sufficient interest and support from our executive that this organisation should continue that we decided to set up a sub committee who now act as the WWT Staffordshire & Shropshire Branch executive, strongly supported by HSE. We have not had any expenditure in relation to this activity during the financial year, but have committed to monetary support for the first event to be held in March 2019. Going forward WWT will have it's own cost centre withing the group's accounts to identify revenue and expenditure from this organisation's events.

WWT background information:

Working Well Together (WWT) was set up in 1998 by the Construction Industry Advisory Committee (CONIAC) which recognised the construction industry itself needed to do more to improve its health and safety performance - particularly among smaller construction businesses. WWT was set up as a joint industry/HSE initiative to help do this and this is reflected in our motto - 'help from the industry for the industry'. Since WWT was set up, more than 50,000 people have attended events. WWT typically hold more than 60 events, attended by more than 4,000 people each year across England, Scotland and Wales. WWT has developed into the most successful health and safety initiative within the construction industry. We have helped make construction workers more aware of health and safety and working practices. As a result, welfare on site and relations between industry and HSE has definitely improved.

Financial review

The results for the year are shown in the Statement of Financial Activities.

Policy on reserves

The charity has no specific policy with regard to the level of reserves; however, we are fortunate in having £37,001 (2017:£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 companies provision statement

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on 21 March 2019 and signed on its behalf by:

A handwritten signature in black ink, appearing to read 'S. Durber', with a horizontal dotted line underneath it.

Samantha Durber
Trustee

North Staffordshire Health & Safety Group

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

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2018 which are set out on pages 6 to 14.

Respective responsibilities of trustees and examiner

As the charity's trustees of North Staffordshire Health & Safety Group (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

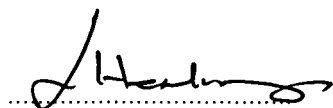
Having satisfied myself that the accounts of North Staffordshire Health & Safety Group are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of North Staffordshire Health & Safety Group as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Lisa Healings FCCA
ACCA

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

Date: 9/4/19

North Staffordshire Health & Safety Group

Statement of Financial Activities for the Year Ended 31 December 2018 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Total 2018 £
Income and Endowments from:			
Charitable activities	4	5,553	5,553
Investment income	5	30	30
Total income		<u>5,583</u>	<u>5,583</u>
Expenditure on:			
Charitable activities	6	<u>(3,274)</u>	<u>(3,274)</u>
Total expenditure		<u>(3,274)</u>	<u>(3,274)</u>
Net income		<u>2,309</u>	<u>2,309</u>
Net movement in funds		2,309	2,309
Reconciliation of funds			
Total funds brought forward		<u>34,532</u>	<u>34,532</u>
Total funds carried forward	12	<u>36,841</u>	<u>36,841</u>
	Note	Unrestricted funds £	Total 2017 £
Income and Endowments from:			
Donations and legacies	3	10	10
Charitable activities	4	6,400	6,400
Investment income	5	7	7
Other income		<u>302</u>	<u>302</u>
Total income		<u>6,719</u>	<u>6,719</u>
Expenditure on:			
Charitable activities	6	<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	12	<u>34,532</u>	<u>34,532</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 2018

	Note	2018 £	2017 £
Current assets			
Debtors	10	858	691
Cash at bank and in hand		<u>36,385</u>	<u>34,389</u>
		37,243	35,080
Creditors: Amounts falling due within one year	11	<u>(402)</u>	<u>(548)</u>
Net assets		<u>36,841</u>	<u>34,532</u>
Funds of the charity:			
Unrestricted income funds			
Unrestricted funds		<u>36,841</u>	<u>34,532</u>
Total funds	12	<u>36,841</u>	<u>34,532</u>

For the financial year ending 31 December 2018 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 21 March 2019 and signed on their behalf by:



Samantha Durber
Trustee

North Staffordshire Health & Safety Group

Notes to the Financial Statements for the Year Ended 31 December 2018

1 Charity status

The charity is limited by guarantee, incorporated in England, 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.

The address of its registered office is:

23 Coppleshall Grove
Stoke on Trent
Staffordshire
ST3 5UD

These financial statements were authorised for issue by the trustees on 21 March 2019.

2 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). They also comply with the Companies Act 2006 and Charities Act 2011.

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.

Exemption from preparing a cash flow statement

The charity opted to adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

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.

North Staffordshire Health & Safety Group

Notes to the Financial Statements for the Year Ended 31 December 2018

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.

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 trustees'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.

North Staffordshire Health & Safety Group

Notes to the Financial Statements for the Year Ended 31 December 2018

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 trustees's discretion in furtherance of the objectives of the charity.

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 2018

3 Income from donations and legacies

	Total 2018 £	Total 2017 £
Donations and legacies;		
Donations from individuals	-	10
	<u>-</u>	<u>10</u>

4 Income from charitable activities

	Unrestricted funds	Total 2018 £	Total 2017 £
	General £		
Subscriptions	5,553	5,553	6,400
	<u>5,553</u>	<u>5,553</u>	<u>6,400</u>

5 Investment income

	Unrestricted funds	Total 2018 £	Total 2017 £
	General £		
Interest receivable and similar income;			
Interest receivable on bank deposits	30	30	7
	<u>30</u>	<u>30</u>	<u>7</u>

North Staffordshire Health & Safety Group

Notes to the Financial Statements for the Year Ended 31 December 2018

6 Expenditure on charitable activities

	Unrestricted funds		
	General £	Total 2018 £	Total 2017 £
Training	110	110	100
Office expenses	84	84	22
Travel	-	-	69
Advertising and printing	990	990	2,058
Insurance	411	411	350
Refreshments	876	876	1,076
Gifts	401	401	209
Sundry expenditure	-	-	91
	<u>2,872</u>	<u>2,872</u>	<u>3,975</u>

In addition to the expenditure analysed above, there are also governance costs of £402 (2017 - £390) which relate directly to charitable activities. See note 7 for further details.

7 Analysis of governance and support costs

Governance costs

	Unrestricted funds		
	General £	Total 2018 £	Total 2017 £
Independent Examiner's remuneration	<u>402</u>	<u>402</u>	<u>390</u>

North Staffordshire Health & Safety Group

Notes to the Financial Statements for the Year Ended 31 December 2018

8 Trustees remuneration and expenses

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

Shirley Osowiecki

£Nil (2017: £22) 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.

9 Taxation

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

10 Debtors

	2018 £	2017 £
Trade debtors	540	440
Prepayments	318	251
	<u>858</u>	<u>691</u>

11 Creditors: amounts falling due within one year

	2018 £	2017 £
Trade creditors	-	158
Accruals	402	390
	<u>402</u>	<u>548</u>

North Staffordshire Health & Safety Group

Notes to the Financial Statements for the Year Ended 31 December 2018

12 Funds

	Balance at 1 January 2018 £	Incoming resources £	Resources expended £	Balance at 31 December 2018 £
Unrestricted funds				
<i>General</i>				
Unrestricted Funds	<u>34,532</u>	<u>5,583</u>	<u>(3,274)</u>	<u>36,841</u>
	Balance at 1 January 2017 £	Incoming resources £	Resources expended £	Balance at 31 December 2017 £
Unrestricted funds				
<i>General</i>				
Unrestricted Funds	<u>32,178</u>	<u>6,719</u>	<u>(4,365)</u>	<u>34,532</u>

13 Analysis of net assets between funds

	Unrestricted funds General £	Total funds £
Current assets	37,243	37,243
Current liabilities	<u>(402)</u>	<u>(402)</u>
Total net assets	<u>36,841</u>	<u>36,841</u>

14 Related party transactions

There were no related party transactions in the year.