

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 2020

Daryl Denson ACMA  
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**

<b>Trustees</b>	Stephen Mullock, President Judith Richardson, Chairperson Kevin Locke, Vice Chair Samantha Durber, Treasurer Heather Broadhurst Darren Bedson Michael Johnson
<b>Principal Office</b>	24 Brampton Road Newcastle under Lyme Staffordshire ST5 0SJ  The charity is incorporated in England.
<b>Company Registration Number</b>	04802737
<b>Charity Registration Number</b>	1107325
<b>Independent Examiner</b>	Daryl Denson ACMA 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 2020.

#### **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.

##### **Charitable activities and public benefit**

The charity's activities are:

- 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.

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.

##### **Achievements and performance**

Given the current global pandemic, we have given existing members free membership for the year 2020/2021 whilst we hold monthly meetings via zoom.

Several local charities have received a donation of £500.00 to help them out during the pandemic.

##### **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 £37,113 (2019: £40,833) 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.

## **North Staffordshire Health & Safety Group**

### **Trustees' Report (incorporating Directors' Report)**

#### **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.

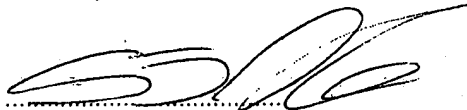
##### **Major risks and management of those risks**

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 19.4.21 and signed on its behalf by:



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 2020 which are set out on pages 5 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').

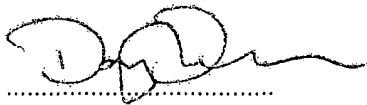
Having satisfied myself that the accounts of North Staffordshire Health & Safety Group are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities 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.



Daryl Denson ACMA

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

Date: 19/04/2021

# North Staffordshire Health & Safety Group

## Statement of Financial Activities for the Year Ended 31 December 2020 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Total 2020 £
<b>Income and Endowments from:</b>			
Investment income	4	<u>18</u>	<u>18</u>
Total income		<u>18</u>	<u>18</u>
<b>Expenditure on:</b>			
Charitable activities	5	<u>(3,738)</u>	<u>(3,738)</u>
Total expenditure		<u>(3,738)</u>	<u>(3,738)</u>
Net expenditure		<u>(3,720)</u>	<u>(3,720)</u>
Net movement in funds		(3,720)	(3,720)
<b>Reconciliation of funds</b>			
Total funds brought forward		<u>40,833</u>	<u>40,833</u>
Total funds carried forward	12	<u>37,113</u>	<u>37,113</u>
	Note	Unrestricted funds £	Total 2019 £
<b>Income and Endowments from:</b>			
Charitable activities	3	8,937	8,937
Investment income	4	<u>47</u>	<u>47</u>
Total income		<u>8,984</u>	<u>8,984</u>
<b>Expenditure on:</b>			
Charitable activities	5	<u>(4,992)</u>	<u>(4,992)</u>
Total expenditure		<u>(4,992)</u>	<u>(4,992)</u>
Net income		<u>3,992</u>	<u>3,992</u>
Net movement in funds		3,992	3,992
<b>Reconciliation of funds</b>			
Total funds brought forward		<u>36,841</u>	<u>36,841</u>
Total funds carried forward	12	<u>40,833</u>	<u>40,833</u>

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

The notes on pages 7 to 14 form an integral part of these financial statements.

# North Staffordshire Health & Safety Group

(Registration number: 04802737)

## Balance Sheet as at 31 December 2020

	Note	2020 £	2019 £
<b>Current assets</b>			
Debtors	9	220	155
Cash at bank and in hand	10	37,318	41,590
		37,538	41,745
<b>Creditors: Amounts falling due within one year</b>	11	(425)	(912)
<b>Net assets</b>		37,113	40,833
<b>Funds of the charity:</b>			
<b>Unrestricted income funds</b>			
Unrestricted funds		37,113	40,833
<b>Total funds</b>	12	37,113	40,833


For the financial year ending 31 December 2020 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 5 to 14 were approved by the trustees, and authorised for issue on 19.4.21 and signed on their behalf by:

  
Samantha Durber  
Trustee

The notes on pages 7 to 14 form an integral part of these financial statements.



## **North Staffordshire Health & Safety Group**

### **Notes to the Financial Statements for the Year Ended 31 December 2020**

#### **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:

24 Brampton Road  
Newcastle under Lyme  
Staffordshire  
ST5 0SJ

#### **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 Charities Statement of Recommended Practice (SORP): Accounting and Reporting by Charities (2019) applicable to charities preparing their accounts in accordance with FRS 102 effective from 1 January 2019, 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.

##### **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.

##### **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.

## **North Staffordshire Health & Safety Group**

### **Notes to the Financial Statements for the Year Ended 31 December 2020**

#### **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.

#### **Trade debtors**

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

#### **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 trustees'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 2020**

#### **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.

##### **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 2020

### 3 Income from charitable activities

	Unrestricted funds Designated £	General £	Total 2019 £
Subscriptions (NSHSG)	-	5,130	5,130
Subscriptions (WWT)	432	-	432
Events (WWT)	3,375	-	3,375
	<u>3,807</u>	<u>5,130</u>	<u>8,937</u>

### 4 Investment income

	Unrestricted funds General £	Total 2020 £
Interest receivable and similar income;		
Interest receivable on bank deposits	18	18
	<u>18</u>	<u>18</u>
	Unrestricted funds General £	Total 2019 £
Interest receivable and similar income;		
Interest receivable on bank deposits	47	47
	<u>47</u>	<u>47</u>

### 5 Expenditure on charitable activities

	Unrestricted funds Designated £	General £	Total 2020 £
Insurance	86	257	343
Refreshments	-	360	360
Gifts and donations	-	2,000	2,000
Sundry expenditure	-	244	244
Professional fees	-	53	53
IT, software and internet	-	310	310
	<u>86</u>	<u>3,224</u>	<u>3,310</u>

## North Staffordshire Health & Safety Group

### Notes to the Financial Statements for the Year Ended 31 December 2020

	Unrestricted funds Designated £	General £	Total 2019 £
Events and training	-	351	351
WWT contribution	420	-	420
Insurance	118	452	570
Advertising and printing	-	605	605
Refreshments	1,022	838	1,860
Office expenses	4	5	9
Gifts and donations	430	194	624
Memberships and subscriptions	-	125	125
Sundry expenditure	-	14	14
	1,994	2,584	4,578

In addition to the expenditure analysed above, there are also governance costs of £428 (2019 - £414) which relate directly to charitable activities. See note 6 for further details.  
WWT refers to the Working Well Together project.

#### 6 Analysis of governance and support costs

##### Governance costs

	Unrestricted funds General £	Total 2020 £
Independent examiner fees		
Examination of the financial statements	428	428
	428	428
	Unrestricted funds General £	Total 2019 £
Independent examiner fees		
Examination of the financial statements	414	414
	414	414

## North Staffordshire Health & Safety Group

### Notes to the Financial Statements for the Year Ended 31 December 2020

#### 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

	2020 £	2019 £
Trade debtors	-	80
Prepayments	220	75
	<u>220</u>	<u>155</u>

#### 10 Cash and cash equivalents

	2020 £	2019 £
Cash at bank	<u>37,318</u>	<u>41,590</u>

#### 11 Creditors: amounts falling due within one year

	2020 £	2019 £
Trade creditors	-	498
Accruals	425	414
	<u>425</u>	<u>912</u>

## North Staffordshire Health & Safety Group

### Notes to the Financial Statements for the Year Ended 31 December 2020

#### 12 Funds

	Balance at 1 January 2020 £	Incoming resources £	Resources expended £	Balance at 31 December 2020 £
<b>Unrestricted</b>				
<b>General</b>				
Unrestricted Funds	39,020	18	(3,652)	35,386
<b>Designated</b>				
WWT	<u>1,813</u>	<u>-</u>	<u>(86)</u>	<u>1,727</u>
<b>Total funds</b>	<u>40,833</u>	<u>18</u>	<u>(3,738)</u>	<u>37,113</u>
	Balance at 1 January 2019 £	Incoming resources £	Resources expended £	Balance at 31 December 2019 £
<b>Unrestricted funds</b>				
<b>General</b>				
Unrestricted Funds	36,841	5,177	(2,998)	39,020
<b>Designated</b>				
WWT	<u>-</u>	<u>3,807</u>	<u>(1,994)</u>	<u>1,813</u>
<b>Total funds</b>	<u>36,841</u>	<u>8,984</u>	<u>(4,992)</u>	<u>40,833</u>

The specific purposes for which the funds are to be applied are as follows:

#### WWT Funds

These funds represent the income and expenditure from the Working Well Together project, which has been designated by the trustees to fund this particular project.

## North Staffordshire Health & Safety Group

### Notes to the Financial Statements for the Year Ended 31 December 2020

#### 13 Analysis of net assets between funds

	Unrestricted funds		Total funds at 31 December 2020
	General £	Designated £	£
Current assets	35,811	1,727	37,538
Current liabilities	(425)	-	(425)
Total net assets	<u>35,386</u>	<u>1,727</u>	<u>37,113</u>

	Unrestricted funds		Total funds at 31 December 2019
	General £	Designated £	£
Current assets	39,932	1,813	41,745
Current liabilities	(912)	-	(912)
Total net assets	<u>39,020</u>	<u>1,813</u>	<u>40,833</u>

#### 14 Related party transactions

There were no related party transactions in the year.