THE BRITISH OCCUPATIONAL HYGIENE SOCIETY

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

for the period ended 31 December 2013
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REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS
for the period ended 31 December 2013

Trustees
Mr D A O'Malley, President
Mr M Slater, President-Elect
Dr R Sithamparandarajah, Immediate Past-President
Mrs T Boyle, Hon.Secretary
Mr A Hirst, Hon. Treasurer
Mr M Stear, Registrar
Mr J Dobbie
Dr P Griffin (resigned 24 April 2013)
Dr A Bianchi (resigned 24 April 2013)
Mr N Grace
Mr A Wilson
Ms K Jones (appointed 24 April 2013)
Mrs K Bufton (appointed 24 April 2013)
Mr R Smith (appointed 24 April 2013)

1 The Trustee has held office during the whole period from 20 December 2012 to 31 December 2013.

Company registered number
RC000858

Charity registered number
1150455

Registered office
5/6 Melbourne Business Court
Millennium Way
Pride Park
Derby
DE24 8LZ

Company secretary
Mrs T Boyle

Management team
Mr S Perkins, Chief Executive
Mr P Johnson, Qualifications Manager
Mrs S Brunt, Communications and Marketing Manager
Mrs C Whiting, Finance and Operations Manager
Ms S Atkinson, Membership and Conferences Manager

Auditors
Bates Weston Audit Limited
Statutory Auditors
Chartered Accountants
The Mills
Canal Street
Derby
DE1 2RJ
Advisers (continued)

Bankers

HSBC Bank plc
1 St Peters Street
Derby
DE1 2AE

Solicitors

Nelsons Solicitors LLP
Pennine House
6 Stanford Street
Nottingham
NG1 7BQ
THIRD PARTY INDEMNITY
The Society maintains qualifying liability insurance for its trustees.

STRUCTURE, GOVERNANCE AND MANAGEMENT
The Society is a charitable company limited by guarantee, incorporated by Royal Charter on 20 December 2012 and registered as a new charity on 11 January 2013. The liability of the members is limited to a maximum of £1.

The approval of the grant of the Royal Charter was given by her Majesty the Queen on 18 October 2012. The Society was established under the Royal Charter which sets out the objects and powers of the charitable Royal Charter Company and is governed under the associated Byelaws. During 2013 all the assets and liabilities of the old charitable company were transferred to the new charitable Royal Charter Company.

Under the Byelaws, ordinary members of Council are elected at the AGM to serve for a period of three years. The Honorary Officers of Secretary, Treasurer and Registrar are elected annually and a new President is elected annually to serve on a three year cycle (year one as President-Elect, year two as President and year three as Immediate Past President).

All new Council members are provided with an induction pack and operational briefing from the Management Team. They have access to all previous Council paperwork and documents outlining the practices and procedures used by Council for its operation. During the President-Elect's one year term, mentoring and support are provided by the President and Chief Executive.

The Council members (the directors and trustees) manage the Society through regular Council meetings which focus on strategic decision making and policy setting. The implementation of strategy and policy and the day to day running of the Society's operations are delegated to the members of the Management Team who, through the Chief Executive, are accountable to Council.

None of the trustees has any beneficial interest in the Society. All of the trustees are members of the Society.

During the year Council's Risk Committee conducted a review of the major risks to which the charity is exposed and updated its Risk Register and mitigation plans. External risks to funding are minimised by the implementation of procedures for the authorisation of all transactions etc.

CHARITABLE OBJECTS AND PUBLIC BENEFIT
The Society is a charity and its objects are to promote the science of occupational hygiene and health, good practices and standards, and research and advance education in the subject of occupational and environmental hygiene. The Society aims to be the pre-eminent body in the UK for the science of occupational hygiene knowledge and its application.

The main purpose of the Society is to reduce the incidence of ill-health caused or made worse by work. This falls within the recognised charitable purpose of the advancement of health or the saving of lives under the Charities Act 2006. The public benefit of this aim applies both directly to the working population and to those affected by the wider health impact of workplaces.
### OBJECTIVES, STRATEGY AND ACTIVITIES

The Society's new strategy was launched in 2011 after a significant stakeholder consultation. There are five strategic themes and twelve specific objectives. *A thirteenth objective was added by Council during 2013.

<table>
<thead>
<tr>
<th>Strategic Theme</th>
<th>Objectives</th>
</tr>
</thead>
</table>
| 1. Raise Awareness of occupational hygiene | • Develop and deploy clear and simple communication messages about the purpose and value of occupational hygiene  
• Engage with employer associations, large companies and regulators to promote the value of hygiene and qualified hygienists |
| 2. Increase visibility and influence of BOHS | • Ensure BOHS fully supports a representative on major, relevant UK and EU committees  
• Obtain Chartered status for BOHS  
• Develop a strategy and clear objectives for influencing national policy to achieve improvement in worker health protection in the UK* |
| 3. Improve access to and recognition of competence | • Obtain Chartered status for individual qualified members  
• Increase BOHS Faculty membership by at least 5% per annum  
• Develop the UK and international market for training and competency assessment |
| 4. Expand occupational hygiene education | • Promote the development of new BOHS training courses  
• Identify and recognise existing courses which contribute to occupational hygiene education |
| 5. Ensure a sustainable future for BOHS | • Grow the income streams from examinations, publications and other sources  
• Increase BOHS society membership by at least 5% per annum  
• Maintain an appropriate level of financial reserves |

The main activities undertaken by the Society under these strategic themes encompass the provision of qualifications and competency schemes; running of scientific conferences and events; publishing of an academic journal and other scientific information; provision of services and support to members; scientific representation to government, regulators and other bodies; wider educational initiatives and the support of research. Further details are provided in the Society's Annual Report.

All our charitable activities are undertaken to further our charitable purpose for the public benefit. Many of these activities would not be possible without the significant voluntary contributions of our members. The trustees wish to express their continued gratitude to members in this regard. Membership of the Society is open to anyone with an interest in occupational hygiene and reduced membership rates are available to student and retired members.

The Society has examined the information contained in the Charity Commissions general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. The trustees regularly consider how planned activities will contribute to the aims and objectives they have set. The intent of the strategy is to better focus the Society's resources to deliver an improved public benefit in reducing the incidence of ill-health caused or made worse by work.

### ACHIEVEMENTS AND PERFORMANCE

A full review of the Society's achievements and performance is provided in the annual report which accompanies the Trustees report. A brief summary is given here under the five strategic themes. Overall 2013 was a successful year for the Society.

#### 1. Raise Awareness of Occupational Hygiene

Our external communications activities made good progress with significantly more BOHS articles appearing in the Health and Safety press. Our invited response to the Triennial review of the Health and Safety Executive appears to have had influence in raising health issues up the priority list. With the support of our expert members we responded with evidenced based submissions to numerous consultations throughout 2013.

During 2013 Council approved the outline plans of the Communications Working Group for a Society led awareness initiative on occupational disease directly targeting the UK work place.
2. Increase Visibility and Influence of BOHS
During 2013 our Chief Executive and Presidential trio had meetings with a range of senior leaders in industry, academia, parliament, the civil service and the regulator. This activity builds on-going relationships and provides the ground work to support both our planned national awareness initiative on occupational disease and the development of our new strategy for influence national policy.

Internationally BOHS’ visibility and influence continued to grow with our seniors attending conferences in the USA, Australia, the Middle East and South Africa. Particular focus was given to how, working with our international partners, we could better support the sustainable growth of the international training scheme and qualifications framework run by the Occupational Hygiene Training Association (OHTA).

3. Improve Access to and Recognition of Competence
Faculty membership continued to show strong growth with a 14% increase over 2012 taking the total to 602 at the year-end. This growth was underpinned by the Associate grade of Faculty membership which has been very successful in drawing in new members to their journey of professional progression.

Good progress was made developing both the UK and international markets for competency assessment with an increase in overall exam sittings of 6% over 2012 taking the total to 4600 sittings. Within this total international hygiene modules saw healthy growth over 1250 sittings. Efficiency of our operations continued to improve with further development of our online Qualifications Management System (QMS).

4. Expand Occupational Hygiene Education
The Society continued to provide educational opportunities through the Bursaries for Modules scheme, the Approved Courses programme and our Introductory Lecture programme in universities.

Our regional groups delivered 25 free technical meetings and in addition to another successful Annual Conference we also delivered the first Inhaled Particles conference for a number of years, with 153 international delegates attending.

5. Ensure a Sustainable Future for BOHS
Revenue income grew by a modest 2% over 2012 with the Society delivering to its planned revenue budget. See the Financial review section for further details. Overall Society membership grew by 9% on 2012 taking the total number of members to 1630 from 50 different countries. Attendance at the Annual Conference remained similar to 2012, but an improved financial performance was delivered.

At Head Office advances were made in both systems and staffing. Particular focus was given to supplier selection and due diligence for the new Customer Relationship Management (CRM) system to improve the service offered to members by the Membership team. This resulted in implementation being delayed until 2014. See main report for further details.

2013 saw the first year for the new Chief Editor of the Annals of Occupational Hygiene, the Society’s flagship scientific publication. A smooth handover with from the previous Chief Editor, along with good support from the Editorial Board ensured the Annals retained its strong standing and reputation.
FINANCIAL REVIEW
The statement of financial activities shows a net surplus for the year of £42,483 compared to a surplus of £117,153 in 2012 and our reserves, which are unrestricted, amounted to £984,511 compared to £942,028 in 2012.

Following on from the implementation of a revised Investment strategy in 2012 to facilitate security of capital as well as an element of growth, around 50% of reserves are invested for potential growth whilst the remainder are held on deposit or used for working capital. The Society's funds which were held in 2 Charities Deposit Funds during 2013 yielded an average of 3.25% return on investment. Interest rates remained at very low levels in 2013 but the average rate over the year exceeded the rate of inflation. The value of the Charities Investment Fund has increased in 2013 by a further 16.5% (as at 31.12.2013) and a total return since inception in January 2012 of 27.5%. The Society's reserves policy follows the guidelines in the Charity Commissions Reserves Policy Guidelines. Within this strategy, prudent financial management advice indicates that the Society should maintain a financial reserve of at least one year's running costs. The reserve for each year is set in accordance with the Financial Guidelines and Operating Principles agreed by Council.

PLANS FOR THE FUTURE
The Society is three years into its current five year strategy and making good progress on its strategic objectives. We will be commencing our national awareness initiative on occupational disease and begin developing the strategy to meet our new thirteenth objective on influencing.

Investment will be made in implementing a new CRM system to improve our membership services offering and further improvements will be made to our online Qualifications Management System (QMS). Internationally we will continue to expand our publications, membership and qualifications activity.
STATEMENT OF TRUSTEES RESPONSIBILITIES
The trustees (who are also the directors of British Occupational Hygiene Society for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company 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 charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS
So far as the trustees are aware, there is no relevant information (as defined by Section 418 of the Companies Act 2006) of which the charitable company’s auditors are unaware, and each trustee has taken all the steps that they ought to have taken as a trustee in order to make them aware of any audit information and to establish that the charitable company’s auditors are aware of that information.

ON BEHALF OF THE COUNCIL:

Mr D A O'Malley

6 March 2014
We have audited the financial statements of The British Occupational Hygiene Society for the period ended 31 December 2013 set out on pages 10 to 18. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND AUDITORS

As explained more fully in the trustees’ responsibilities statement, the Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

SCOPE OF THE AUDIT OF THE FINANCIAL STATEMENTS

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees’ report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

OPINION ON FINANCIAL STATEMENTS

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company’s affairs as at 31 December 2013 and of its incoming resources and application of resources, including its income and expenditure, for the period then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

OPINION ON OTHER MATTER PRESCRIBED BY THE COMPANIES ACT 2006

In our opinion the information given in the Trustees’ report for the financial period for which the financial statements are prepared is consistent with the financial statements.
MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees’ remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies regime.

Wayne Thomas ACA (Senior Statutory Auditor)
for and on behalf of
Bates Weston Audit Limited
Statutory Auditors
Chartered Accountants
The Mills
Canal Street
Derby
DE1 2RJ
7 March 2014
### Statement of Financial Activities

(Incoporating Income and expenditure account)

for the period ended 31 December 2013

<table>
<thead>
<tr>
<th>Unrestricted funds</th>
<th>2013</th>
<th>£</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Incoming Resources

Incoming resources from generated funds:
- Investment income
- Incoming resources from charitable activities

#### Total Incoming Resources

1,230,701

#### Resources Expended

- Charitable activities
- Governance costs

#### Total Resources Expended

1,188,218

#### Net Incoming Resources before Transfers - Net Income for the Period

42,483

Transfer of net assets on incorporation

942,028

#### Net Movement in Funds for the Period

984,511

*Total funds at 20 December 2012*

- 

*Total Funds at 31 December 2013*

984,511

The notes on pages 12 to 18 form part of these financial statements.
BALANCE SHEET  
as at 31 December 2013

<table>
<thead>
<tr>
<th>Note</th>
<th>2013</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£</td>
<td>£</td>
</tr>
</tbody>
</table>

**FIXED ASSETS**

- Tangible assets: 9 78,479
- Investments: 10 400,000

**CURRENT ASSETS**

- Stocks: 8,613
- Debtors: 11 268,179
- Cash at bank and in hand: 481,906

**CREDITORS:** amounts falling due within one year: 12 (201,666)

**NET CURRENT ASSETS**: 557,032

**TOTAL ASSETS LESS CURRENT LIABILITIES**: 1,035,511

**CREDITORS:** amounts falling due after more than one year: 13 (51,000)

**NET ASSETS**: 984,511

**CHARITY FUNDS**

- Unrestricted funds: 15 984,511

**TOTAL FUNDS**: 984,511

The financial statements have been prepared in accordance with the provisions applicable to small companies within Part 15 of the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Trustees on 6 March 2014 and signed on their behalf, by:

**Mr D A O’Malley**

The notes on pages 12 to 18 form part of these financial statements.
1. ACCOUNTING POLICIES

1.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), 'Accounting and Reporting by Charities' published in March 2005, applicable accounting standards and the Companies Act 2006.

1.2 INCOMING RESOURCES

All incoming resources are included in the Statement of Financial Activities when the company has entitlement to the funds, certainty of receipt and the amount can be measured with sufficient reliability.

1.3 RESOURCES EXPENDED

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Governance costs are those incurred in connection with administration of the company and compliance with constitutional and statutory requirements.

All resources expended are inclusive of irrecoverable VAT.

1.4 TANGIBLE FIXED ASSETS AND DEPRECIATION

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

- Office equipment: 33% on cost
- Office furniture: 20% on cost
- Computer software: 20% on cost

1.5 INVESTMENTS

Investments are stated at cost, except where the market value is less than cost, when a provision for the reduction is made where it is considered permanent. The market value of listed investments is disclosed in the notes to the financial statements.

1.6 TAXATION

The charity is exempt from corporation tax on its charitable activities.

1.7 FUND ACCOUNTING

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.
1. ACCOUNTING POLICIES (continued)

1.8 PENSION COSTS AND OTHER POST-RETIREMENT BENEFITS

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

1.9 LEASING

Rentals paid under operating leases are charged to the statement of financial activities as incurred.

2. INVESTMENT INCOME

<table>
<thead>
<tr>
<th></th>
<th>2013</th>
<th>£</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest receivable</td>
<td></td>
<td>4,885</td>
</tr>
</tbody>
</table>

3. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

<table>
<thead>
<tr>
<th></th>
<th>2013</th>
<th>£</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examinations</td>
<td>659,668</td>
<td></td>
</tr>
<tr>
<td>Membership services</td>
<td>100,610</td>
<td></td>
</tr>
<tr>
<td>Conferences and events</td>
<td>252,715</td>
<td></td>
</tr>
<tr>
<td>Publications</td>
<td>188,255</td>
<td></td>
</tr>
<tr>
<td>Schemes and services</td>
<td>24,568</td>
<td></td>
</tr>
</tbody>
</table>

1,225,816

4. RESOURCES EXPENDED ON CHARITABLE ACTIVITIES

<table>
<thead>
<tr>
<th></th>
<th>2013</th>
<th>£</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examinations</td>
<td>351,629</td>
<td></td>
</tr>
<tr>
<td>Membership services</td>
<td>82,532</td>
<td></td>
</tr>
<tr>
<td>Conferences and events</td>
<td>183,846</td>
<td></td>
</tr>
<tr>
<td>Publications</td>
<td>63,495</td>
<td></td>
</tr>
<tr>
<td>Schemes and services</td>
<td>8,624</td>
<td></td>
</tr>
<tr>
<td>Head Office</td>
<td>196,585</td>
<td></td>
</tr>
<tr>
<td>Marketing and communications</td>
<td>92,008</td>
<td></td>
</tr>
<tr>
<td>External Beneficiaries</td>
<td>21,241</td>
<td></td>
</tr>
<tr>
<td>Governance</td>
<td>85,337</td>
<td></td>
</tr>
</tbody>
</table>

1,085,297
5. GOVERNANCE COSTS

<table>
<thead>
<tr>
<th>Description</th>
<th>2013 £</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditors' remuneration</td>
<td>4,550</td>
</tr>
<tr>
<td>Council Meeting expenses</td>
<td>9,156</td>
</tr>
<tr>
<td>Legal and professional</td>
<td>2,989</td>
</tr>
<tr>
<td>Staff costs</td>
<td>86,226</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>102,921</strong></td>
</tr>
</tbody>
</table>

6. NET INCOME/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

<table>
<thead>
<tr>
<th>Description</th>
<th>2013 £</th>
</tr>
</thead>
<tbody>
<tr>
<td>Depreciation of tangible fixed assets:</td>
<td></td>
</tr>
<tr>
<td>- owned by the charity</td>
<td>35,152</td>
</tr>
<tr>
<td>Auditors' remuneration</td>
<td>4,550</td>
</tr>
<tr>
<td>Pension costs</td>
<td>23,364</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>23,364</strong></td>
</tr>
</tbody>
</table>

7. TRUSTEE'S REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2013.

Trustees' Expenses

During the year, 7 trustees were reimbursed a total of £8,614 for travelling expenses.
8. STAFF COSTS

Staff costs were as follows:

<table>
<thead>
<tr>
<th></th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages and salaries</td>
<td>£356,142</td>
</tr>
<tr>
<td>Social security costs</td>
<td>£29,883</td>
</tr>
<tr>
<td>Other pension costs</td>
<td>£23,364</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>£409,389</strong></td>
</tr>
</tbody>
</table>

The average monthly number of employees during the period was as follows:

<table>
<thead>
<tr>
<th></th>
<th>2013 No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative</td>
<td>16</td>
</tr>
</tbody>
</table>

The number of higher paid employees was:

<table>
<thead>
<tr>
<th></th>
<th>2013 No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>In the band £70,001 - £80,000</td>
<td>1</td>
</tr>
</tbody>
</table>

The higher paid employee was in a pension scheme contributed to by the charity.

<table>
<thead>
<tr>
<th></th>
<th>2013 £</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pension contribution paid</td>
<td>11,449</td>
</tr>
</tbody>
</table>

9. TANGIBLE FIXED ASSETS

<table>
<thead>
<tr>
<th></th>
<th>Plant &amp; machinery</th>
<th>Computer equipment</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COST</strong></td>
<td>£</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>Additions</td>
<td>11,794</td>
<td>5,545</td>
<td>17,339</td>
</tr>
<tr>
<td>Transferred in on incorporation</td>
<td>11,138</td>
<td>85,154</td>
<td>96,292</td>
</tr>
<tr>
<td><strong>At 31 December 2013</strong></td>
<td><strong>22,932</strong></td>
<td><strong>90,699</strong></td>
<td><strong>113,631</strong></td>
</tr>
<tr>
<td><strong>DEPRECIATION</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Charge for the period</td>
<td>7,234</td>
<td>27,918</td>
<td>35,152</td>
</tr>
<tr>
<td><strong>At 31 December 2013</strong></td>
<td><strong>7,234</strong></td>
<td><strong>27,918</strong></td>
<td><strong>35,152</strong></td>
</tr>
<tr>
<td><strong>NET BOOK VALUE</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>At 31 December 2013</td>
<td>15,698</td>
<td>62,781</td>
<td>78,479</td>
</tr>
</tbody>
</table>
10. FIXED ASSET INVESTMENTS

Listed securities £

HISTORICAL COST

Transferred in on incorporation 400,000

At 31 December 2013 400,000

Market value of listed investments at 31 December 2013 is £510,159.

11. DEBTORS

2013 £

Trade debtors 145,894
Prepayments and accrued income 122,285

268,179

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

2013 £

Trade creditors 61,079
Other taxation and social security 24,409
Accruals and deferred income 116,178

201,666

13. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

2013 £

Deferred income 51,000

Creditors include amounts not wholly repayable within 5 years as follows:

2013 £

Deferred income over five years 17,000
14. OPERATING LEASE COMMITMENTS

At 31 December 2013 the company had annual commitments under non-cancellable operating leases as follows:

<table>
<thead>
<tr>
<th>Land and buildings 2013 £</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXPIRING:</td>
</tr>
<tr>
<td>Between one and five years</td>
</tr>
</tbody>
</table>

15. STATEMENT OF FUNDS

<table>
<thead>
<tr>
<th>Brought Forward £</th>
<th>Incoming resources £</th>
<th>Resources Expended £</th>
<th>Gains/(Losses) £</th>
<th>Carried Forward £</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNRESTRICTED FUNDS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reserves</td>
<td>-</td>
<td>1,230,701 (1,188,218)</td>
<td>942,028</td>
<td>984,511</td>
</tr>
</tbody>
</table>

| SUMMARY OF FUNDS |
|------------------|------------------|------------------|-----------------|------------------|
| Brought Forward £ | Incoming resources £ | Resources Expended £ | Gains/(Losses) £ | Carried Forward £ |
| General funds    | -                    | 1,230,701 (1,188,218)| 942,028         | 984,511          |

16. RELATED PARTY TRANSACTIONS

During the year Diamond Environmental Limited, a company in which one of BOHS trustees is a director and shareholder, provided courses on behalf of BOHS and was charged £21,568 in registration and examination fees. Diamond was also charged £144 for the BOHS directory listing. At the year end Diamond owed £2,480.

BOHS received course provision for Bursary and Modules Scheme of £10,364 from Diamond.

One of the trustees is a director and shareholder of Hirst Consulting Limited, who were charged £144 for the BOHS directory listing. There were no outstanding balances at the year end.

Two of the trustees are directors and shareholders in Workplace Environmental Solutions Limited, who were charged £144 for the BOHS directory listing. There were no outstanding balances at the year end.

Another trustee is a director and shareholder of Genesis Environmental Limited. The company provided courses on behalf of BOHS and was charged £3,014 in course provider and examination fees. They were charged £144 for the BOHS directory listing. At the year end Genesis owed £324.

All transactions are at arms length on normal commercial terms.
17. TRANSFER ON INCORPORATION

On 1 January 2013 the entire operations, assets and undertaking were transferred from The British Occupational Hygiene Society a Limited by Guarantee company.

Assets and liabilities were transferred in at their book values using Merger accounting principles as set out in Financial Reporting Standard No 6 as a below the line transaction on the Statement of Financial Activity. The trustees believe this treatment gives a true and fair view of the transaction, as opposed to the requirements under the Statement of Recommended Practice (SORP), 'Accounting and Reporting by Charities' published in March 2005, where it would have been recognised as an Incoming resource.