



**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION**

**Charity Registration Number: 1168722**

**Company Registration Number: 07029077**

**REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS  
FOR THE PERIOD ENDED 30 SEPTEMBER 2019**

## CONTENTS

	<b>PAGE</b>
<b>Reference and Administrative Details of the Charity, its Trustees and its Advisers</b>	<b>3</b>
<b>Report of the Trustees</b>	<b>5</b>
<b>Independent Examiner's Report</b>	<b>13</b>
<b>Statement of Financial Activities</b>	<b>14</b>
<b>Balance Sheet</b>	<b>15</b>
<b>Notes Relating to the Accounts</b>	<b>16</b>

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ITS ADVISERS FOR THE PERIOD ENDED 30 SEPTEMBER 2019**

**Trustees**

The following persons served as Trustees during the period to the acceptance of this report:

Ms Chris Laszcz-Davis	Co-Chair
Mrs Nancy Manning McClellan	Co-Chair
Mr Alan Leibowitz	Honorary Treasurer
Dr Rosario Di Corleto	
Dr Thomas P Fuller	IOHA Representative
Ms Ruth Jimenez Saavedra	Appointed 18 January 2019
Dr Seymour Zachary Mansdorf	
Mr David O'Malley	
Ms Lynn O'Donnell	
Mr Steven Angele Maurits Verpaele	
Mrs Lucetta Jane Weaver	Appointed 19 November 2018

**Company registration number** 07029077

**Charity registration number** 1168722

**Registered office** Unit 5-6  
Melbourne Business Court  
Millennium Way  
Pride Park  
Derby  
DE24 8LZ

**Website** [www.ohlearning.com](http://www.ohlearning.com)

**Adviser to the Trustees** Roger Alesbury

**Secretary to the Trustees and OHTA Development Manager** Roz Phillips

**Bankers** HSBC Bank Plc  
1 St Peters Street  
Derby, Derbyshire  
DE1 2AE

**Independent Examiner** Mr S Rogers: FCCA  
ADS Accountancy Limited  
7 Faraday Court  
First Avenue  
Centrum 100  
Burton on Trent  
DE14 2WX

**Solicitors** Nelsons Solicitors  
LLP Pennine House  
6 Stanford Street  
Nottingham NG1 7BQ

### **OHTA Advisory Committee**

Mr Michel Crépeau	Co-Chair
Ms Shamini Samuel	Co-Chair
Mr Michael Connor	
Mr Jason Hodgkiss	
Mr Sven Hoffmann	
Mr Peter-John Jacobs	
Dr Sharann Johnson	
Mr Mark Katchen	
Mr Terry McDonald	
Dr Deborah Nelson	
Mr Bert Schiller	
Dr Jas Singh	
Mr Alex TSE Chun Kuen	
Dr David M Zalk	

### **OHTA Awards and Qualifications Committee**

Ms Lynn O'Donnell	Chair
Mr Peter-John Jacobs	
Mr Rene Leblanc	
Ms Frederique Parrot	
Ms Margreet Sturm	
Mr Alex TSE Chun Kuen	
Ms Lisa Williams	

### **OHTA Scholarship Committee**

Mr Mark Katchen	Chair
-----------------	-------

### **OHTA Editorial Committee**

Mr Sven Hoffmann	Chief Editor
------------------	--------------

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION  
REPORT OF THE TRUSTEES  
For the period ended 30 September 2019**

The Trustees have pleasure in presenting their report and accounts for the period ended 30 September 2019.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing Document**

Incorporated on 24 September 2009 as a limited company by guarantee, the Occupational Hygiene Training Association (OHTA) was registered as a charity on 11 August 2016. The Trustees are governed by the Articles of Association incorporated 12 January 2015 as amended by special resolution dated 23 May 2016, and the Byelaws adopted on 2 March 2015.

**Member Associations**

According to the Articles of Association, membership is open to any organisation which is a member of the International Occupational Hygiene Association (IOHA), or is an awarding body under the National Accreditation Recognition (NAR) scheme, or is otherwise granted membership by the Board. IOHA member associations are encouraged to join OHTA. Membership entitles the associations to vote at general meetings (including in the election of Directors of OHTA), and to contribute to the future direction of OHTA. In return the associations commit to support and promote the development and implementation of the OHTA international training and qualifications framework and encourage, promote and support the use of OHTA modules and qualifications within their area(s) of operation.

There were 26 member associations during the period. The Peruvian occupational hygiene association, Asociación Peruana de Higiene Ocupacional (APEHO) was the latest to join (December 2018).

We thank each of our member associations for their involvement and hope to strengthen our links with them.

**Organisational Management**

OHTA has a Board of up to 12 directors who are also the Charity Trustees. They manage the Charity through regular Board meetings and are responsible for strategic direction and policy. During the financial year the Board had up to 11 directors at any one time.

The Board is assisted by several committees as follows:

- 1) Established according to the Byelaws, the Advisory Committee provides constructive challenge to the Board as well as functioning in an advisory and support role. Michel Crépeau and Shamini Samuel are Co-Chairs of this committee. They are invited to attend Board meetings.
- 2) The Exam Delivery Committee is a subcommittee of the Advisory Committee, and includes representation from the awarding body BOHS. It explores methods of delivery, security and accessibility of the examination with a view to boosting OHTA module participant and examinee numbers.
- 3) The Website Committee is also a subcommittee of the Advisory Committee. It was established in 2019 to facilitate the development of a new OHTA website.
- 4) The Awards & Qualifications Committee advises the Board on matters relating to awards and qualifications and acts as the liaison between the NAR Awarding Bodies and OHTA. Each NAR Awarding Body was invited to nominate one person to represent them on the committee. Lynn O'Donnell is both chair of this committee and a director of OHTA.

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION  
REPORT OF THE TRUSTEES**

**For the period ended 30 September 2019 continued**

- 5) The Scholarship Committee. Chaired by Mark Katchen, the committee explores ways to raise money for OHTA's scholarship fund and reviews applications. This modest fund, established through donations, gives grants to students (predominantly in developing countries) who wish to undertake occupational hygiene training and are in need of financial assistance to do so. Applicants need to be enrolling in OHTA courses for the first time and have identified a professional mentor (or be willing to work with one assigned to them by OHTA). Preference is given to applicants who have made a concerted effort to be involved in the occupational hygiene community and can demonstrate active involvement in occupational hygiene.
- 6) The Editorial Committee. In August 2019 Sven Hoffmann was appointed as Chief Editor. A number of editorial working groups are actively involved in developing new training materials and revising existing ones.

Within these committees, OHTA benefits from the commitment and support of many hardworking people who give their time and expertise voluntarily.

Professional support services are provided through the British Occupational Hygiene Society (BOHS), an OHTA member association. Roz Phillips, OHTA Development Manager, acts as the main point of contact for services that include implementation of strategy and policy, day-to-day running of operations and secretariat support.

#### **Director Recruitment and Training**

Directors are either nominated by the member associations or co-opted for their specific skills or knowledge. Appointments are approved by the member associations at OHTA's Annual General Meeting. In addition, IOHA appoints a representative to be a director on the Board.

Under the requirements of the Articles of Association, at each AGM the three directors who have been longest in office since their last appointment must retire but can stand for re-election at the same meeting if they wish. If more than three directors were appointed (or re-appointed) on the same day, they must decide amongst themselves, or draw lots as to who should retire and/or stand for re-election. The IOHA representative on the Board is exempt from the retirement requirements.

The Board requires breadth and depth of experience to carry out its duties effectively and efficiently. When recruiting new directors the important attributes are interest in the objectives and work of OHTA, knowledge and experience in IH/OH work globally, demonstrable leadership in a country specific organisation or association, and geographical and cultural diversity.

All new directors receive information about their responsibilities as company director and trustee, including the Charity Commission Guidance 'The Essential Trustee' and 'Charities and Public Benefit'. They have access to all previous Board paperwork and documents outlining the practices and procedures used by the Board for its operation and governance.

All directors give their time voluntarily and received no benefits from OHTA.

#### **Risk Review**

As a new charity the Trustees have been reviewing risks and a Risk Review meeting took place in November 2018. One of the main priorities that arose from this meeting was the need to secure funding and lead a project to develop a new website.

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION  
REPORT OF THE TRUSTEES  
For the period ended 30 September 2019 continued**

**CHARITABLE OBJECTS AND PUBLIC BENEFIT**

OHTA's purpose as set out in the Object contained in the company's Articles of Association is *to protect and promote the health of the public by advancing the study and science of Occupational/Industrial Hygiene for the public benefit through the provision of training and education.*

For the purposes of the Object, Occupational/Industrial Hygiene means *the discipline of anticipating, recognising, evaluating and controlling health hazards in the working environment with the objective of protecting worker health and well-being and safeguarding the community at large.*

OHTA's aims are:

- developing educational and training materials;
- promoting good standards of training to ensure effective health protection;
- creating a sustainable model for worldwide training delivery;
- developing a qualifications framework that permits international transferability of skills.

The promotion of occupational/industrial health and hygiene is for the direct benefit of the working population worldwide and the indirect benefit of the whole population. All OHTA's charitable activities focus on the provision of training and education in occupational/industrial hygiene with the aim of protecting worker health and well-being and safeguarding the community at large. OHTA raises awareness of the issues and helps to train people in occupational hygiene, equipping individuals with the skills necessary to control or prevent the exposures that lead to illness and death, thereby delivering an improved public benefit in reducing the incidence of ill-health caused or made worse by work.

OHTA has developed an international qualifications framework aimed at promoting good, consistent quality of training, encouraging international transferability of skills and qualifications, building capability close to the point of need, and creating a sustainable business model. The training and qualification scheme has no formal entry requirements and provides a modular way of building skills to match local needs. By promoting good standards of training and building capability close to the local point of need, OHTA provides access to occupational hygiene training for nations without a framework for training already in place. Some of the people trained will go on to obtain higher professional qualifications in occupational hygiene.

OHTA has developed educational and training materials which are available on OHTA's website, [www.ohlearning.com](http://www.ohlearning.com), and may be downloaded and used free of charge by students, employers and training providers. OHlearning has been accessed in 211 countries (2013 – 2019) and OHTA modules have been taught in 50 countries. By ensuring there are no financial barriers to accessing the educational materials, OHTA's purpose is beneficial to all the public and particularly to those in poor and developing countries.

## OCCUPATIONAL HYGIENE TRAINING ASSOCIATION REPORT OF THE TRUSTEES

For the period ended 30 September 2019 continued

### OBJECTIVES, STRATEGY AND ACTIVITIES

OHTA's main objectives for the period were:

- continue to approve and support training providers in order to develop good standards of occupational hygiene training and increase access to such training;
- continue the editorial review of the modules to improve quality and relevance;
- continue the development of new modules to expand training content across a broader range of occupational hygiene and other risk related disciplines;
- explore new methods of course delivery such as elearning;
- make translated course materials publicly available to increase worldwide accessibility;
- prepare for the development of a new website, including negotiating an agreement with the supplier, researching requirements and writing the specification;
- communicate regularly with stakeholders to advocate take-up of the training and qualifications scheme, as well as to encourage donations/sponsorship;
- develop collaborative relationships with like-minded organisations in pursuit of the shared goal of global prevention of worker illness and injury;
- recruit board members and consider operating framework for the newly founded United States chapter, following the approval of the application for charitable status as a 501(c)(3).

Activities focused on progressing the above objectives. Stakeholders included member associations, professional and governmental organisations, training providers, employers and students.

#### Strategic Plan

The three strategic areas of focus are Marketing and Communications, Funding and Alliances. The plans for each area are in various stages of development and execution.

The Trustees confirm that they have referred to the information contained in the Charity Commission's general guidance on public benefit when reviewing OHTA's aims and objectives and in planning its future activities, and have complied with their duties under the Charities Act 2011. The Trustees regularly consider how planned activities will contribute to the aims and objectives they have set.

### ACHIEVEMENTS AND PERFORMANCE

#### Educational and training materials

The training scheme and qualifications framework benefits from the regular review and development of materials, helping to ensure the usefulness and applicability of OHTA courses. Notable activity during the time period included the development (or partial development) of two new modules.

A new one-day taught Silica Awareness course was published in July 2019. The materials were developed by OHTA with the informal technical and educational input of The National Institute for Occupational Safety and Health (NIOSH), part of the U.S. Centers for Disease Control and Prevention.

This project formed part of an ongoing collaborative relationship between NIOSH and OHTA. NIOSH continued to provide OHTA with informal review and input on other training modules, specifically the intermediate module W503 Noise – Measurement and its Effects, undergoing revision, as well as a new module on Occupational Hygiene in the Oil and Gas Industry (advanced). These modules were chosen because they were a suitable fit for NIOSH expertise and in particular need of volunteer resource.



**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION  
REPORT OF THE TRUSTEES  
For the period ended 30 September 2019 continued**

In late summer 2019, collaboration began between OHTA, Phylmar Academy, SKC Inc., Workplace Health Without Borders and others to develop an elearning Health and Safety Awareness course. This exciting project, now well on the way to fruition, demonstrates OHTA's intention to incorporate safety features in certain modules.

As well as the above, during the period OHTA began the review of the W505 Control of Hazardous Substances module. Work continued on the reviews of the W501 Measurement of Hazardous Substances, W504 Asbestos and Other Fibres, and W506 Ergonomics Essentials modules. Progress was also made on two new specialist Occupational Hygiene modules relating to the Mining and Pharmaceutical industries.

Work progressed on translations of the W201 Basic Principles in Occupational Hygiene course manual, with the publication of a Spanish version in November 2018, and the ongoing review and verification of a French version (translation of the 2017 revision). As OHTA's range of translated course materials expands, the accessibility of the training scheme increases.

### **Training Activity**

The international reach of OHTA training was demonstrated in activity throughout the period. 11 new Approved Training Providers (ATPs) from across the globe were approved between 1 October 2018 and 30 September 2019. These ATPs are based in both developed and developing countries including Indonesia, Malaysia, Hong Kong, Ghana, Australia and Mongolia. 32 ATPs delivered 155 OHTA courses, with 1343 examinations taking place in 19 countries (based on BOHS data). This represents a modest (5%) decrease in number of examinations in comparison with the previous financial year.

Pass rates for BOHS examinations remained generally high, including 99% for W504 Asbestos and Other Fibres, 97% for W507 Health Effects of Hazardous Substances, 94% for W201 Basic Principles in Occupational Hygiene and 91% for W502 Thermal Environment. These pass rates indicate teaching of consistently high quality, thus benefitting the students and the wider public through sound dissemination of occupational hygiene principles.

Seven students from South Africa, Iraq, Azerbaijan and France were awarded the International Certificate in Occupational Hygiene (ICertOH). There were seven new applications from Botswana, Nigeria, China, Russia, Kingdom of Bahrain and Australia. 14 other students made progress towards earning the award, from Angola, Chile, Iraq, Ireland, New Zealand, Oman, Saudi Arabia, South Africa, Tanzania, and Trinidad and Tobago. The certificate demonstrates technical knowledge and practical skills in identifying health hazards, assessing occupational exposure and testing control measures. It is suitable for technicians and technologists who carry out measurements and testing in workplaces. The qualification has been designed so that it can be recognised by national associations as contributing to their own requirements for professional accreditation, thus contributing to the international transferability of skills. For each awardee, the certificate represents a significant achievement over a considerable period of time, as the student must complete six OHTA intermediate modules and a Personal Learning Portfolio based on three years' experience, as well as pass an interview.

### **Marketing & Communications**

Two editions of the OHTA e-bulletin were circulated to approved training providers and other stakeholders. Six news items were posted on the website with accompanying social media. Both the LinkedIn group and Twitter accounts attracted new followers. A number of partner organisations, including member associations and IOHA, forwarded information to their members, and raised awareness of OHTA in other ways through their newsletters and e-bulletins. OHTA also responded individually to numerous general information enquiries.

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION  
REPORT OF THE TRUSTEES  
For the period ended 30 September 2019 continued**

The organisation had a presence at various international conferences through the efforts of OHTA and other partner organisations. A stakeholder meeting took place at AIOH 2019 in Perth, Australia. OHTA also participated in a collaborative session at AIHce 2019 in Minneapolis, USA, which profiled organisations with global impact in Environmental, Health and Safety (EHS).

The OHlearning website, though nearing the end of its working life, continued to support its many users, including students, training providers and employers. Website administration was handled by the BOHS Support Services team, including response to customer enquiries and co-ordination of maintenance. A new section was introduced, highlighting the valuable work of the many volunteers supporting editorial review and development projects

Meanwhile OHTA began to develop plans for a new website. Once funding was secured, OHTA entered into an agreement with the American Industrial Hygiene Association (AIHA) to provide the wireframe, maintenance and future hosting services. Following a survey to stakeholders in spring 2019, and in consultation with the new Website Committee, a specification was drafted and submitted. OHTA has purchased a new domain name, [www.ohtraining.org](http://www.ohtraining.org), which will come into use when the new website is launched.

#### **Partnerships and Collaboration**

OHTA is committed to developing global collaborations which will extend the reach and ensure the financial sustainability of the training scheme and qualifications framework. This includes the aforementioned activity with NIOSH.

Within the framework of its marketing alliance with OHTA, in May 2019 AIHA launched an elearning course based on OHTA training materials, providing an introduction to the broad principles in occupational hygiene. It is aimed at health and safety professionals, occupational health specialists, and other industry specialists who want a broader understanding of how their role interfaces with health issues in the workplace. OHTA volunteers had worked closely with AIHA to support the development of this course, both in terms of providing input on content, and adapting the quality assurance framework for e-delivery of the examination. AIHA is an OHTA member association, Approved Training Provider and sponsor.

During the period the American Board of Industrial Hygiene (ABIH) continued to accept the OHTA W201 and the W500 series modules for applicants documenting IH Coursework and the W500 series modules for Certified Industrial Hygienists (CIHs) claiming Certification Maintenance (CM) credit in the Education category.

OHTA member associations the Southern African Institute of Occupational Hygiene (SAIOH) and Workplace Health Without Borders (WHWB) successfully ran examinations for the W201 Basic Principles of Occupational Hygiene module, thereby expanding the reach of basic occupational hygiene training in Southern Africa and other parts of the world. During the period OHTA worked with Workplace Health Without Borders (WHWB) to develop quality assurance for exam delivery, as well as holding regular calls with WHWB to exchange information and provide mutual support. At the time of writing (February 2020), the WHWB quality assurance framework had been approved.

BOHS remained the main Awarding Body for OHTA modules. As part of an exercise initiated by the Exam Delivery Committee, in June 2019 BOHS successfully piloted online multiple choice delivery of the W201 Basic Principles in Occupational Hygiene examination, for a course that took place in Namibia.

OHTA frequently explores ways to collaborate with other not-for-profit organisations with similar goals. During the period discussions took place with several organisations including the American Conference of Governmental Industrial Hygienists (ACGIH), an OHTA member association, and Minerva Canada Safety Management Education

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION  
REPORT OF THE TRUSTEES**

**For the period ended 30 September 2019 continued**

## **FINANCIAL REVIEW**

The statement of financial activities shows unrestricted funds for the period of £99,232 (previous period £64,899). The surplus for the period is £34,333 (previous period £13,781). The principal income source was the course levy per student paid by training providers at the time of the examination. OHTA received a number of generous donations, as well as additional income from the examining body levy. The main expenditure for the period was the professional support services contract.

The Trustees consider the overall financial situation of the charity to be satisfactory.

As part of its efforts to ensure financial sustainability, in late 2018 OHTA was successful in its application for charitable status as a 501 (c)(3) in the United States (Employer Identification Number 83-2036073). A separate entity, known as a chapter, was established as part of this process. As of February 2020, the constitution and operational guidelines for the US chapter are still in development, but in time this is expected to substantially increase OHTA's opportunities to seek funding from a broader spectrum of sources.

## **RESERVES POLICY**

OHTA maintains reserves, which are unrestricted, as part of its risk strategy. The level of reserves will be determined by the Board as part of the budget setting process. The minimum level of reserves will be determined by an assessment of risk, a review of contractual obligations, and a review of future income and expenditure.

The level of reserves will be maintained at a level which can cover the following commitments in the event of financial crisis or insolvency. This is considered to be:

- a) Funds to cover the remainder of payments (or notice period) of the professional support services contract.
- b) Funds to cover the remainder (or notice period) of any other contractual agreements.

## **PLANS FOR THE FUTURE**

During the financial year ending 30 September 2020 strategic development will continue with a focus on Marketing & Communications, Funding and Alliances. OHTA will continue to work closely with its many external partners and stakeholders.

The development and launch of the new website, with accompanying marketing and communications, will be a key priority.

After several years without an editor at the helm, OHTA now has a Chief Editor to lead the development and review of training materials. This presents an opportunity to assess progress achieved in recent years and reinvigorate the editorial process. One notable area of editorial activity will be NIOSH's anticipated informal review of the W501 Measurement of Hazardous Substances course materials, as part of the organisation's collaborative relationship with OHTA.

OHTA will continue to explore initiatives such as online course delivery and development of OHTA volunteer protocol, as it works to promote better standards of occupational hygiene practice throughout the world

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION  
REPORT OF THE TRUSTEES  
For the period ended 30 September 2019 continued**

**TRUSTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS**

Law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the Charity's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and;
- 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 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 Charities Act 2011. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees and signed on their behalf by:



.....  
**Chris Laszcz-Davis**  
Co-Chair



.....  
**Nancy McClellan**  
Co-Chair

Approved by the Trustees on:

Date 29 June 2020

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
OCCUPATIONAL HYGIENE TRAINING ASSOCIATION**

**Year ended 30 September 2019**

I report on the accounts of the Trust for the year ended 30 September 2019 which are set out on pages 14 to 18.

**Respective responsibilities of trustees and examiner**

The Charity's Trustees are responsible for the preparation of the accounts. The charity's 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.

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 Commission 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.



*Mr S Rogers FCCA of ADS Accountancy Limited*

*Chartered Certified Accountants  
7 Faraday Court  
First Avenue, Centrum 100  
Burton Upon Trent  
DE14 2WX*

*Date: 29 June 2020*

OCCUPATIONAL HYGIENE TRAINING ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 30 September 2019

	Notes	Total funds (unrestricted) 2019 £	Total funds (unrestricted) 2018 £
<b><u>Income</u></b>			
OHTA Course Levy		55,600	44,398
Donations & Sponsorship		22,108	16,840
Donation from Previous Organisation		-	-
Interest received		-	-
Examining Body Levy		1,300	1,096
		<hr/>	<hr/>
<b>Total income</b>		79,008	62,334
		<hr/> <hr/>	<hr/> <hr/>
<b><u>Expenditure</u></b>			
Management charges	3	36,969	37,791
Charitable activities	4	5,408	6,542
Governance costs	4	2,298	4,220
		<hr/>	<hr/>
<b>Total expenditure</b>		44,375	48,553
		<hr/> <hr/>	<hr/> <hr/>
<b>Net income/ (expenditure) before other recognised gains/losses</b>		34,333	13,781
<b>Other recognised gains/losses</b>			
		<hr/>	<hr/>
Net movement in funds		13,781	13,781
Total funds brought forward		64,899	51,118
		<hr/>	<hr/>
Total funds carried forward		99,232	64,899
		<hr/> <hr/>	<hr/> <hr/>

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION**

**BALANCE SHEET**

**At 30 September 2019**

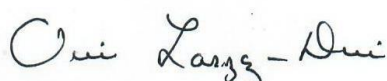

	Notes	2019 £	2018 £
<b>Current assets</b>			
Bank and Cash		98,005	66,449
Debtors		3,704	11,934
		<u>101,709</u>	<u>78,383</u>
<b>Current Liabilities</b>			
Creditors: amounts falling due within one year	5	(2,477)	(13,484)
<b>Net current assets/ (liabilities)</b>		<u>99,232</u>	<u>64,899</u>
<b>Total Assets less Current Liabilities</b>			
Creditors: amounts falling due after more than one year		-	-
Net Assets		<u><u>99,232</u></u>	<u><u>64,899</u></u>
<b>Funds of the charity</b>			
Unrestricted funds		<u>99,232</u>	<u>64,899</u>
		<u><u>99,232</u></u>	<u><u>64,899</u></u>

For the year ending 30 September 2019 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 in accordance with section 476 of the Companies Act 2006.
- 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.

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

.....  
**Chris Laszcz-Davis**  
 Co-Chair  
 Date 29 June 2020

.....  
**Nancy McClellan**  
 Co-Chair

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION**

**NOTES RELATING TO THE ACCOUNTS**

**Year ended 30 September 2019**

**1. Basis of preparation**

**Basis of accounting**

The accounts 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 for Smaller Entities published on 16 July 2014, the Financial Reporting Standard for Smaller Entities (FRSSE), and the Charities Act 2011 and applicable regulations.

The accounts have been prepared under the historical cost convention, with the exception that investments are valued at market value.

Consolidated accounts have not been prepared as the Charity qualifies for small accounts and the subsidiary is dormant.

**2. Accounting policies**

**Income**

All income is accounted for gross and when receivable.

**Expenditure and Liabilities**

**Liability Recognition**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the Charity to pay out resources.

**Governance Costs**

Include costs of the preparation and examination of statutory accounts, the costs of Trustee meetings and cost of any legal advice to Trustees on governance or constitutional matters.

**Grants payable without performance conditions**

These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the Charity.

**Support Costs**

Support costs have been allocated to the activity based on staff time.



**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION**

**NOTES RELATING TO THE ACCOUNTS**

**Year ended 30 September 2019**

		<b>2019</b>	<b>2018</b>
		<b>£</b>	<b>£</b>
<b>3.</b>	<b>Management Costs</b>		
	Investment management fees net of rebates	36,969	37,791
		<u>          </u>	<u>          </u>
<b>4.</b>	<b>Support Costs</b>		
		<b>Charitable</b>	<b>Governance</b>
		<b>Activity</b>	<b>Total</b>
		<b>£</b>	<b>£</b>
	Secretarial and accountancy	-	-
	Independent examination	-	720
	Bank charges	182	-
	Telephones & Teleconference	-	549
	Travel and subsistence	-	800
	Exchange rate variance	-	-
	Website and IT	2,743	-
	Marketing fees	38	-
	Equipment hire	1,055	-
	BOHS Admin fee	1,390	-
	Professional fees	-	229
		<u>          </u>	<u>          </u>
		<b>5,408</b>	<b>2,298</b>
		<u>          </u>	<u>          </u>
		<b>7,706</b>	<b>10,762</b>
		<u>          </u>	<u>          </u>

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION**

**NOTES RELATING TO THE ACCOUNTS**

**Year ended 30 September 2019**

<b>5. Creditors</b>	<b>2019</b>	<b>2018</b>
	<b>£</b>	
<i>Within one year</i>		
Trade creditors	131	11,138
Other creditors	2,346	2,346
	<hr/>	<hr/>
	2,477	13,484
	<hr/> <hr/>	<hr/> <hr/>

<b>6. Independent Examiner</b>	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Independent Examiner's fee	720	720
	<hr/>	<hr/>

**7. Trustees Remuneration and Expenses**

No member of the Board of Trustees, nor any person connected with any such member, has received or is due to receive, any remuneration or expense payment for the year, whether directly or indirectly, from the Charity's fund.

**8. Other Information**

Occupational Hygiene Training Association is a private limited company by guarantee without share capital and incorporated in England. Its registered office is:

5/6 Melbourne Business Court,  
Millennium Way  
Pride Park  
Derby  
Derbyshire  
DE24 8LZ