



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 2018**

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REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ITS ADVISERS FOR THE PERIOD ENDED 30 SEPTEMBER 2018

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 Liaison. Appointed 15 May 2018
Ms Ruth Jimenez Saavedra	Appointed 18 January 2019
Ms Sarah Jane Leeson	Resigned 23 September 2018
Dr Seymour Zachary Mansdorf	Appointed 15 May 2018
Mr David O'Malley	
Ms Lynn O'Donnell	
Mr Hans Thore Smedbold	Resigned 29 April 2018
Mr Noel Tresider	Resigned 23 September 2018
Mr Steven Angele Maurits Verpaele	Appointed 15 May 2018
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

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 Sven Hoffmann	
Mr Peter-John Jacobs	
Dr Sharann Johnson	Appointed 16 January 2019
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 Percy To	
Ms Lisa Williams	

OHTA Scholarship Committee

Mr Mark Katchen	Chair
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**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION
REPORT OF THE TRUSTEES
For the period ended 30 September 2018**

The Trustees have pleasure in presenting their report and accounts for the period ended 30 September 2018.

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 25 member associations during the period (to 30 September 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 three 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 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.
- 3) 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.

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Professional support services are provided through the British Occupational Hygiene Society (BOHS). 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.

A number of editorial working groups are actively involved in developing new training materials and revising existing ones. The position of Chief Editor is currently vacant. In the absence of a Chief Editor, the work of these groups is being co-ordinated by the Board and Roz Phillips.

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.

Under the requirements of the Articles of Association, all the directors except the IOHA director are elected to serve for a period of three years after which they may stand for re-election at the next Annual General Meeting. The IOHA director 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, just outside this period of reporting.

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

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION
REPORT OF THE TRUSTEES
For the period ended 30 September 2018 continued**

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, and may be downloaded and used free of charge by students, employers and training providers. OHlearning has been accessed in 174 countries (2013 – 2018) 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.

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 disciplines and industry sectors;
- make translated course materials publicly available to increase worldwide accessibility;
- assess current awareness and understanding of OHTA amongst stakeholders in order to improve communications and services provided;
- 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;
- pursue charitable status as a 501(c)(3) in the United States.

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. Work has continued during the period.

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION
REPORT OF THE TRUSTEES
For the period ended 30 September 2018 continued**

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

Following the publication of the revised W201 Basic Principles of Occupational Hygiene module, examinations for the revised module went live in December 2017. This module provides a basic introduction to the anticipation, recognition, evaluation and control of risks to health in the workplace.

Progress was made in the reviews for the W501 Measurement of Hazardous Substances, W504 Asbestos and Other Fibres and W506 Ergonomics Essentials modules. Work also continued on new advanced modules on Occupational Hygiene in the Mining Industry and Occupational Hygiene in the Pharmaceutical Industry. While efforts were made to recruit a Chief Editor, unfortunately the post remained vacant.

OHTA consolidated its collaborative relationship with the National Institute for Occupational Safety and Health (NIOSH), part of the Centers for Disease Control and Prevention (CDC) of the United States Department of Health and Human Services (HHS). NIOSH continued to provide OHTA with informal review and input to training modules, specifically the intermediate module W503 Noise – Measurement and its Effects, undergoing revision, as well as new modules on Silica Awareness (one day course) and 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.

Work continued on the review of translated course materials. OHTA was grateful to receive course manuals for W201 Basic Principles of Occupational Hygiene translated into Russian (original version) and French (revised version). As OHTA's range of translated course materials expands, the accessibility of the training scheme increases.

Regular review and development of materials is an essential part of the training scheme's development and helps to ensure the usefulness and applicability of the OHTA courses.

Training Activity

13 new Approved Training Providers (ATPs) from across the globe were approved between 1 October 2017 and 30 September 2018. These ATPs are based in both developed and developing countries including India, Malaysia, South Africa, United Arab Emirates and Australia. 34 ATPs delivered OHTA modules, with 1417 examinations taking place in 27 countries, demonstrating the truly international nature of the OHTA scheme. This represents a 27% increase in number of examinations in comparison with the previous financial year.

Pass rates for BOHS examinations remained high, including 97% for the W504 Asbestos and W507 Health Effects of Hazardous Substances modules, 95% for W502 Thermal Environment and 93% for W201 Basic Principles of Occupational Hygiene. These pass rates indicate teaching of consistently high quality, thus benefitting the students and the wider public through sound dissemination of occupational hygiene principles.

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REPORT OF THE TRUSTEES
For the period ended 30 September 2018 continued**

Three students from South Africa and India were awarded the International Certificate in Occupational Hygiene (ICertOH). 19 other students made progress towards earning the award, from Angola, Chile, France, Ghana, Iraq, Ireland, New Zealand, Omar, 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 accreditation, thus contributing to the international transferability of skills. The certificate represents a significant achievement for each awardee, as it requires each student to complete six OHTA intermediate modules and a Personal Learning Portfolio, as well as pass an interview.

Following its successful pilot of distance-learning teaching in 2016, an OHTA ATP used the same delivery method to teach the W501 module to students in Madagascar in 2018. The students were taught via video-conferencing over a period of 20 weeks, enabling them to train locally in a way that suited the needs of the students and their employer. While inevitably there were some challenges, this flexible approach was effective and all students passed the examination.

Marketing & Communications

One edition of the OHTA e-bulletin and three news releases were circulated to approved training providers and other stakeholders. OHTA continued to post news on the OHlearning website and circulate information to stakeholders via email and social media. Both the LinkedIn group and Twitter accounts attracted new followers. A number of partner organisations, including member associations and IOHA, forwarded this information to their members, and raised awareness of OHTA in other ways through their newsletters and e-bulletins.

Communications included the announcement that Noel Tresider, COH, CIH 1984-2017, OHTA co-founder and director, was awarded Member (AM) in the General Division of the Order of Australia in the 2018 Australia Day Honours List. This highly prestigious national award is conferred twice a year in Australia to distinguished recipients. Noel was honoured for significant service to workplace health in the field of occupational hygiene, and to the promotion and development of standards and training.

The organisation had a presence at various international conferences through the efforts of OHTA and other partner organisations. Stakeholder meetings or introductory presentations took place at OH 2018 in Stratford-upon-Avon, UK, AIHce 2018 in Philadelphia, USA and ICOH 2018 in Dublin, Ireland. The IOHA 2018 conference (Washington, DC, September) was a notable event for OHTA, both as an exhibitor and session participant. OHTA volunteers led or contributed to various sessions with an international, collaborative focus. As recipient of the prestigious IOHA Lifetime Achievement Award, Roger Alesbury, MSc, Dip OH, CFFOH, one of the founding directors of OHTA, delivered a lecture examining what it takes to build capability and grow occupational hygiene.

The OHlearning website continued to support its many users, including students, training providers, employers and universities. Website administration was handled by the BOHS Support Services team, including response to customer enquiries and co-ordination of maintenance.

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION
REPORT OF THE TRUSTEES
For the period ended 30 September 2018 continued**

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. During the period OHTA continued to build on the marketing alliance agreed with the American Industrial Hygiene Association (AIHA), with the aim of promoting better standards of occupational hygiene practice throughout the world. Both organisations have shared news and communications. More significantly, approval was granted for AIHA to develop an e-learning version of the W201 Basic Principles of Occupational Hygiene module. OHTA volunteers contributed to the review of content. AIHA is an OHTA Member Association, Approved Training Provider and sponsor.

OHTA also began to develop relations with the American Society of Safety Professionals (ASSP) which was interested in providing materials and Subject Matter Experts for a safety awareness course and a safety management module. Discussions were ongoing.

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.

Following a change in OHTA policy in the previous financial year, OHTA member associations the Southern African Institute of Occupational Hygiene (SAIOH) and Workplace Health Without Borders (WHWB) began to run examinations for the W201 Basic Principles of Occupational Hygiene module. The aim of this was to make basic occupational hygiene training more accessible in Southern Africa and other parts of the world. Uptake of the W201 exam was encouraged by the SAIOH Professional Certification Committee and SAIOH Council's decision to set W201 as the entry level assessment for their assistant level registration. OHTA continued to work closely with Workplace Health Without Borders (WHWB) to develop quality assurance for exam delivery.

BOHS remained the main Awarding Body for OHTA modules.

FINANCIAL REVIEW

The statement of financial activities shows unrestricted funds for the period of £64,899 (previous period £51,118). The surplus for the period is £13,781 (previous period £5,681 excluding the reserves brought forward from the previous organisation). The principal income source was the course levy per student paid by training providers at the time of the examination. Examining body levy was a new income source during the period. OHTA also received a number of generous donations. 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 OHTA's aim to ensure sustainability, the Trustees continued to pursue charitable status as a 501 (c)(3) in the United States. An application was made to set up a separate entity, known as a chapter. As of 30 September 2018 the process was ongoing, although at the time of writing (February 2019) both the US chapter and the 501 (c)(3) status had been approved. This will substantially increase OHTA's opportunities to seek funding from a broader spectrum of sources.

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION
REPORT OF THE TRUSTEES
For the period ended 30 September 2018 continued**

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 2019, 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.

OHTA will continue to contribute to the development of AIHA's e-learning version of the W201 Basic Principles of Occupational Hygiene module, both in terms of providing input on course content, and adapting the quality assurance framework for e-delivery of the examination.

As OHTA continues to develop and review training materials, recruitment of a Chief Editor remains a key objective. The job and process are being revisited so that the function can be performed by several people in a co-ordinating role. It is hoped that this new approach will encourage more interest from suitable candidates.

OHTA will explore other initiatives including online examination delivery and development of OHTA volunteer protocol. As the current OHlearning website nears the end of its working life, plans are also under way to develop and launch a new website in the coming year.

As previously mentioned, at the time of writing (February 2019) both the US chapter and the 501 (c)(3) charitable status have recently been approved. This will enable OHTA to consider opportunities for additional funding in the US. Approval and support of training providers will remain central to OHTA's activities, however, as the charity continues 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 2018 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 20 March 2019

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

Year ended 30 September 2018

I report on the accounts of the Trust for the year ended 30 September 2018 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:

OCCUPATIONAL HYGIENE TRAINING ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 30 September 2018

	Notes	Total funds (unrestricted) 2018 £	Total funds (unrestricted) 2017 £
<u>Income</u>			
OHTA Course Levy		44,398	41,733
Donations & Sponsorship		16,840	18,607
Donation from Previous Organisation		-	45,437
Interest received		-	9
Examining Body Levy		1,096	-
		<hr/>	<hr/>
Total income		62,334	105,786
		<hr/> <hr/>	<hr/> <hr/>
<u>Expenditure</u>			
Management charges	3	37,791	41,140
Charitable activities	4	6,542	5,248
Governance costs	4	4,220	8,280
		<hr/>	<hr/>
Total expenditure		48,553	54,668
		<hr/> <hr/>	<hr/> <hr/>
Net income/ (expenditure) before other recognised gains/losses		13,781	51,118
Other recognised gains/losses		<hr/>	<hr/>
Net movement in funds		13,781	51,118
Total funds brought forward		51,118	-
		<hr/>	<hr/>
Total funds carried forward		64,899	51,118
		<hr/> <hr/>	<hr/> <hr/>

OCCUPATIONAL HYGIENE TRAINING ASSOCIATION

BALANCE SHEET

At 30 September 2018

	Notes	2018 £	2017 £
Current assets			
Bank and Cash		66,449	48,165
Debtors		11,934	6,552
		<hr/>	<hr/>
		78,383	54,717
Current Liabilities			
Creditors: amounts falling due within one year	5	(13,484)	(3,599)
		<hr/>	<hr/>
Net current assets/ (liabilities)		64,899	51,118
		<hr/>	<hr/>
Total Assets less Current Liabilities		64,899	51,118
Creditors: amounts falling due after more than one year		-	-
		<hr/>	<hr/>
Net Assets		64,899	51,118
		<hr/>	<hr/>
Funds of the charity			
Unrestricted funds		64,899	51,118
		<hr/>	<hr/>
		64,899	51,118
		<hr/>	<hr/>

These accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015).

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



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



.....
Nancy McClellan
Co-Chair

Date 20 March 2019

OCCUPATIONAL HYGIENE TRAINING ASSOCIATION

NOTES RELATING TO THE ACCOUNTS

Year ended 30 September 2018

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 2018

		2018	2017
		£	£
3.	Management Costs		
	Investment management fees net of rebates	37,791	41,140
		<u> </u>	<u> </u>
4.	Support Costs		
		Charitable	Governance
		Activity	£
		£	£
		2018	2017
		Total	Total
		£	£
	Secretarial and accountancy	-	2,087
	Independent examination	-	720
	Bank charges	135	-
	Telephones & Teleconference	-	535
	Travel and subsistence	-	830
	Exchange rate variance	(65)	-
	Website and IT	3,826	-
	Marketing fees	479	-
	Equipment hire	1,059	-
	BOHS Admin fee	1,108	-
	Professional fees	-	48
		<u> </u>	<u> </u>
		6,542	4,220
		<u> </u>	<u> </u>
		10,762	13,528
		<u> </u>	<u> </u>

OCCUPATIONAL HYGIENE TRAINING ASSOCIATION

NOTES RELATING TO THE ACCOUNTS

Year ended 30 September 2018

5. Creditors	2018	2017
	£	
<i>Within one year</i>		
Trade creditors	11,138	413
Other creditors	2,346	3,186
	<hr/>	<hr/>
	13,484	3,599
	<hr/>	<hr/>

6. Independent Examiner	2018	2017
	£	£
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