

Charity Registration No. 230407

Company Registration No. 00731728 (England and Wales)

MOHS WORKPLACE HEALTH LIMITED
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017

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MOHS WORKPLACE HEALTH LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Directors

Mr David Lynam
Dr Laurence Leeming-Latham
Mr Martyn Round
Mrs H Hooper
Dr Emma McCollum
Mr M Jones

(Appointed 1 September
2016)

Charity number

230407

Company number

00731728

Principal address

83 Birmingham Road
West Bromwich
West Midlands
B70 6PX

Registered office

83 Birmingham Road
West Bromwich
West Midlands
B70 6PX

Auditor

CK Audit
No.4 Castle Court 2
Castlegate Way
Dudley
West Midlands
DY1 4RH

MOHS WORKPLACE HEALTH LIMITED

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MOHS WORKPLACE HEALTH LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2017

The directors present their report and accounts for the year ended 31 March 2017.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016)

Objectives and activities

The charity's principal objects are the promotion and advancement of occupational health care for all persons engaged, and intending to be engaged, in industry and commerce.

The policies adopted to achieve these objectives have been:

1. To advance the physical and moral welfare of the working population by the prevention and cure of occupational disease and injuries.
2. To provide services for medical treatment and for the care of sick or injured workers at their place of employment or elsewhere.
3. To undertake medical and other teaching in occupational diseases and injuries and in the promotion of occupational health.
4. To carry out research and investigation into causes of occupational diseases and injuries and into the means of promoting occupational health.
5. To assist such teaching and investigation as set out in 3 and 4 above, by grant of money, payment of fees and otherwise as the service may think fit.

There have been no changes in these policies during the year covered by this report.

MOHS WORKPLACE HEALTH LIMITED

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2017

Public benefit activities

MOHS's charitable purpose is the advancement of physical and emotional wellbeing of client companies and ad hoc 'pay as you go' companies and their employees through the prevention and cure of occupational disease and injuries, combined with the promotion of the general health and wellbeing of employees in the workplace.

Consequently, all of the activities that MOHS undertakes have identifiable and achievable benefits for the working population and also for those who have since retired.

As a company, we are regularly investing in research, investigation and teaching relating to the causes of occupational diseases and injuries as a means of promoting occupational and environmental health.

Students from the Institute of Occupational and Environmental Medicine (IOEM) and trainees from public sector occupational health providers are accepted, upon request, to accompany MOHS representatives on workplace visits to enable them to gain firsthand experience of a leading provider of workplace health services to organisations across the UK.

As part of our ongoing commitment to public health and safety, we continued to make available, free of charge, a short basic first aid skills training course to members of the local community.

In addition, MOHS mentored Ravi Patel, a medical undergraduate, prior to his acceptance at Hull York Medical School in September 2017 to complete his doctor training. Ravi did work experience with us to help him gain a better understanding of the role of an occupational health physician.

People update

Board of trustees

After nearly 55 years of association with MOHS, firstly as one of its founding members back in 1962 to latterly being its chairman of the board of trustees for the last seven years, Geoff Fisher retired on 21st July.

Over the years, Geoff's business and financial acumen has been instrumental in helping MOHS grow to its present size, develop its current portfolio of services and build its impressive reputation in the marketplace. We have much to thank him for.

All of us at MOHS, particularly those of us who have worked with Geoff over the years, were sorry to see him step down and we wish him well in his retirement.

David Lynam, who has been an MOHS trustee for 30 years, has taken over as chairman and we wish him every success in his new role.

On 1st September 2016, MOHS welcomed a new trustee. Martyn Jones worked for a member client, Timken UK Ltd, based in Wolverhampton, for many years before retiring in 2016 as its manager, organisational advancement. Martyn brings his expertise in the areas of HR and knowledge of MOHS from a client perspective to the board; and we look forward to his valuable input.

Clinical team

MOHS's team of occupational health advisors was further strengthened by the arrival of three RN qualified nurses:

- Christopher Glear joined on 4th April 2016. He was previously a staff nurse at New Cross Hospital's A&E, Wolverhampton.
- Ian Slater joined on 9th May 2016 from Maximus, where he was a disability assessor
- Aimee Healy joined on 23rd January 2017 from the ICU at Birmingham Heartlands Hospital.

All three are welcome additions to our experienced team of nurse led occupational health advisors

MOHS WORKPLACE HEALTH LIMITED

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2017

Departures

A former staff nurse at Good Hope Hospital, Sutton Coldfield, Jessica Batih joined the advisors' team as a RN qualified advisor in September 2016 but left after four months to join another OH provider, but one with a national reach.

Julie Forber, another member of the advisors' team, also left in January 2016, following maternity leave, for a part time position nearer to her home.

Thanks

We would like to take this opportunity to thank all our employees for their continued support and hard work throughout the year under review. MOHS remained strong and stable during this period; and this was largely due to our dedicated workforce, with all members of staff focusing on their roles and supporting each other as part of a seamless team.

Their unfailing commitment to MOHS is one of our unique business strengths.

MOHS WORKPLACE HEALTH LIMITED

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2017

Achievements and performance

Client portfolio

During the financial year, MOHS achieved some significant new client contracts in both the public and private sectors. In addition, several existing clients demonstrated their renewed commitment to employee welfare by increasing their occupational health requirement.

Quality assurance

MOHS successfully retained its BSI ISO 9001 accreditation and also retained its accreditation with CBH (Constructing Better Health), an industry standards body for the construction industry. MOHS also secured an additional accreditation for the construction element of SEQOHS.

Staff qualifications

MOHS continued to work towards improving the skills and expertise of its employees. In the past 12 months, the following members of staff gained, or worked towards, further qualifications in the following areas:

- Level 5 Diploma in Principles of Leadership & Management: Dawn Jennings, chief OHA; Simon Jukes, deputy chief OHA
- Association of Accounting Technicians (AAT) Level 4: completed by Louise Woolman, financial controller, who is now an MAAT
- Diploma in Occupational Health: Caroline Locke, OHA (ongoing)
- Level 3 Diploma in Business Administration: Lisa Stewart, admin services coordinator
- Dr G Suveizdis is currently undertaking a Masters in Occupational Health
- Level 2 Fire Safety Award: Helen Hooper, chief executive; Mark Jinks, FAW/H&S training supervisor; Maria Fallon, FAW trainer; Glen Musgrove, FAW/H&S trainer / safety officer; Linda Stone, receptionist; and Christine Jennings, receptionist. All six also qualified as fire marshals.
- Mark Jinks, FAW/H&S training supervisor, completed a noise measurement workshop, before purchasing a fully integrated sound measuring kit to enable workplace noise assessment plotting, accompanied by a full report
- hand arm vibration qualification – Dr Paul Kanas, OHP; Christopher Glear, OHA; Ian Slater, OHA
- Two day audiometry course: Paul Salmon, screening technician.
- The Health and Safety trainers completed various first aid at work update seminars

Well done to the above for these excellent achievements.

Occupational health physician provision

MOHS's close knit and highly experienced OHP team continued to deliver an exceptionally high standard of service to both member companies and ad hoc clients alike. The team, headed by clinical lead, Dr Malcolm Cathcart, provided considerable experience in managing referral patients within their work and social environment, and ensured significant expertise in clinical decision making and cost effective management of injured workers and sickness absence.

Occupational health advisor / technician provision

The need to increase the team of nurse led advisors (due to the growing demand for their services from our client base), led to the appointment of additional RN qualified staff. The advisor / technician team, led by Dawn Jennings, chief occupational health advisor, and supported by Simon Jukes, deputy chief occupational health advisor, continued to develop and upskill their knowledge base through regular inhouse service training (ISTs), clinical supervision and sharing best practice and benchmarking.

MOHS WORKPLACE HEALTH LIMITED

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2017

Employee wellbeing and health promotion provision

MOHS's employee wellbeing and health promotion provision continued to play an integral and important role in its service offering. During the past 12 months, we provided several health promotion events to managed and ad hoc clients, including three healthy lifestyle awareness sessions. To support the educational process for employees, a two hour powerpoint presentation was created, together with a lifestyle questionnaire to determine current levels of health and fitness. There were also a number of referrals to our inhouse psychologist and to our occupational physiotherapy provider during the period under review.

First aid at work (FAW) training

Demand for, and interest in, our FAW courses experienced a sharp rise in the last 12 months, despite the marketplace remaining highly competitive. All scheduled FAW sessions were fully booked and a higher number of defibrillators (together with accompanying training) were purchased than in previous years.

Health and safety services

This area of our service remained particularly buoyant, with a significantly higher uptake of IOSH courses (compared with previous years); more ergonomic and noise assessments undertaken; and a greater number of manual handling courses delivered.

Mental health services

Accredited third party specialist trainers continued to provide a range of stress management, personal resilience and mental health training services for existing and ad hoc clients.

Since the start of January – and in line with a national and governmental refocus on mental health issues – there was an increased interest in, and demand for, the 'mental health awareness training for managers' course.

In September 2016, MOHS added a new course to its portfolio of mental health services: Mental Health First Aid (MHFA) Lite Training, which is a three hour introduction to mental health awareness.

Travel health and vaccination centre

Bookings for the travel health and vaccination centre, also a registered yellow fever centre, remained consistent during the past 12 months. However, we anticipate that travel health could become a significant growth area in the next few years in the wake of Brexit.

MOHS WORKPLACE HEALTH LIMITED

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2017

Third party referrals

MOHS continued to be the preferred occupational health provider for a number of blue chip health & safety consultancies, insurance brokers and HR and legal providers, who recommended our services to those of their clients with an occupational health / employee wellbeing need.

Brand management

MOHS continued to enforce and promote its corporate image in all areas of its business to ensure brand values were conveyed and core messages delivered.

Online activities

MOHS continued to build on its online presence in search engines via website, social media platforms (ie Twitter, Facebook and LinkedIn) and business directory activities, all of which helped ensure its high ranking in the natural searches of the key internet browsers. More than 70 percent of all new business enquiries came via the internet.

Client portal

MOHS provided an online portal facility for existing clients to access certain information (ie occupational health reports, management referral booking dates, screening results).

Web traffic

- **Recognition** – MOHS continued to monitor online visitor activity to its website via software which enabled us to see which organisations visited the site, the time they spent on the site and the pages they 'landed' on. This information allowed us to target these 'warm leads' with greater efficiency as they will already know who we are, where we are based and what we offer.

Live chats – MOHS continued to provide a 'live chat' facility on its site home page to offer direct and immediate communication with visitors

Premises redevelopment

The major renovation work on the interior of the premises was largely completed. As well as increasing the number of medical consulting rooms, enlarging the patient waiting area and renovating the medical store room and staff kitchen, the work also saw significant decorative improvements to other areas of the premises, which greatly improved the patient experience and boosted employee morale.

Financial review

Trading conditions remained difficult and growth was slightly lower than expected. However, the construction sector continued to remain strong with demand for safety critical worker medicals remaining high. To encourage greater take up of these medicals, MOHS offered incremental discounts on set numbers of bookings, which proved an attractive incentive booking to employers.

Total income increased during the year to £2,064,080 (2015/16 1,832,834). The overall effect of this has led to an increase in surplus for the year to £96,885 (2015/16: surplus £63,536).

MOHS WORKPLACE HEALTH LIMITED

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2017

Reserves Policy

The directors' aim is to maintain free reserves (those funds not tied up in fixed assets) that the charity may require to sustain its operations over a period in the event of a severe curtailment of income. While the current level of income generated may prove sufficient to meet identified requirements, it is the directors' view that there should be sufficient free reserves available to provide financial security and flexibility to support the services and facilities offered by the charity, having regard to known and anticipated future expenditure and to provide contingency funding for any unplanned expenditure that may be required.

Having regard to the foregoing, it is the directors' view that the level of free reserves to be held by the charity should be to cover between four and six months of budgeted forecast expenditure.

MOHS WORKPLACE HEALTH LIMITED

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2017

Plans for the future

Growth areas

Areas earmarked for growth remain similar to those identified in previous annual reports. They include health surveillance; absence management initiatives; drug and alcohol screening; employment wellbeing and health promotion; health and safety training and mental health training.

These areas in particular have been identified for continued growth:

- **Safety critical worker medicals** – as one of the few OH providers based in the Midlands with CBH accreditation, these medicals will continue to be a major growth area for us, particularly as the construction industry continues to expand
- **First aid at work provision** – MOHS believes there will be an increased demand for first aid provision due to concerns over the growing number of terrorist related incidents involving members of the public. People are becoming more aware of the need for a basic knowledge of first aid and other survival skills, and MOHS will look at ways of fulfilling this requirement.
- **Mental health services** – MOHS expects demand for its mental health services will continue to rise as attitudes towards mental health taboos in the workplace begin to change; and employers realise they need to be aware of, and have a clear understanding of, the complexities surrounding the subject, particularly as they are responsible for the health and wellbeing of their employees.

MOHS will continue to develop bespoke training courses and also look at growing the range of one to one and group psychological interventions it currently offers.

- **Travel advice and vaccinations** – as the UK prepares to leave the EU and seek new markets worldwide, MOHS anticipates there will be an increased demand for specialist travel advice and vaccination provision; and will continue to position itself as a leading provider of travel health advice, particularly to developing countries such as China, Russia and the Indian subcontinent.
- **Third party partnerships** – MOHS will continue to develop long term sustainable and mutually beneficial relationships with relevant third parties ie health & safety consultancies; insurance brokers; and HR, legal and EAP providers to ensure referrals on both sides.

Digital activity

- **Client portal** – in the coming months, the portal will be further developed to include a facility for messaging and providing management information data. The portal is the first of a range of new software application developments which MOHS will be working on during the next few years, with the aim of having a fully integrated cloud based software system for all operating areas of the business.
- **PPC campaign** – at the start of the next financial year (2016-17), MOHS plans to launch a 'pay per click' ad campaign and is developing six separate online ad campaigns, each aimed at capturing a different market segment via specific keywords.

New clients

Targeted new business development and improved service offering will continue to be the cornerstone of MOHS's corporate growth strategy moving forward. MOHS is also working towards offering both existing and new clients opportunities for a more flexible 'pay as you go' ad hoc service.

Premises redevelopment

Work is planned on the large area at front of its premises, with the primary aim of making the ground in front of buildings look completely homogeneous, while ensuring the entire frontage looks as attractive as possible.

MOHS WORKPLACE HEALTH LIMITED

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2017

Structure, governance and management

The charity is a company limited by guarantee. Liability of its members is not to exceed 5 pence per member.

The directors who served during the year were:

Mr Geoff Fisher (Resigned 21 July 2016)

Mr David Lynam

Dr Laurence Leeming-Latham

Mr Martyn Round

Mrs H Hooper

Dr Emma McCollum

Mr M Jones (Appointed 1 September 2016)

The directors delegate the day to day running of the charity to a management team which is headed up by the Chief Executive Helen Hooper.

The members elect their representatives to be directors.

All new board members receive an induction to MOHS Workplace Health Limited and the company provides appropriate training in governance and work of the company.

The charity is run from premises in West Bromwich which provide consulting and examination rooms, training facilities and house the centre of administration.

Some of its services are undertaken at its premises by its occupational health doctors, advisors and technicians, although the majority of occupational health care provision is undertaken at clients' premises.

First aid at work training and health and safety provision are provided at its West Bromwich premises; and also at clients' premises, on request.

The directors have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

MOHS WORKPLACE HEALTH LIMITED

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2017

Statement of trustees' responsibilities

The directors, who also act as trustees for the charitable activities of MOHS Workplace Health Limited, are responsible for preparing the Directors' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the directors to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The directors are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity to enable them to ensure that the accounts comply with the Companies Act 2006. 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.

Auditor

A resolution proposing that CK Audit be reappointed as auditors of the company will be put to members.

Disclosure of information to auditor

Each of the directors has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the charitable company's auditor is unaware.

They have further confirmed that they have taken all appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

This concludes the directors' report for this financial year - 2016 - 2017.

On behalf of the directors



Mr David Lynam

Chairman

Dated: 19 October 2017

MOHS WORKPLACE HEALTH LIMITED

INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF MOHS WORKPLACE HEALTH LIMITED

We have audited the accounts of MOHS Workplace Health Limited for the year ended 31 March 2017 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102.

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006 and regulations made under that Act. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of directors and auditor

As explained more fully in the statement of trustees' responsibilities, the directors, who also act as trustees for the charitable activities of MOHS Workplace Health Limited are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the accounts 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 accounts

An audit involves obtaining evidence about the amounts and disclosures in the accounts sufficient to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the directors; and the overall presentation of the accounts. In addition, we read all the financial and non-financial information in the Trustees' Annual Report to identify material inconsistencies with the audited accounts 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 accounts.

In our opinion the accounts:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2017 and of its incoming resources and application of resources, including its income and expenditure, for the year 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 year for which the accounts are prepared is consistent with the accounts.

MOHS WORKPLACE HEALTH LIMITED

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE MEMBERS OF MOHS WORKPLACE HEALTH LIMITED

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 accounts 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.

Wendy Davies (Senior Statutory Auditor)
for and on behalf of CK Audit

19 October 2017

Chartered Accountants
Statutory Auditor

No.4 Castle Court 2
Castlegate Way
Dudley
West Midlands
DY1 4RH

MOHS WORKPLACE HEALTH LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2017

	Notes	Unrestricted funds £	Endowment funds £	Total 2017 £	Total 2016 £
<u>Income from:</u>					
Charitable activities	3	2,063,993	-	2,063,993	1,832,655
Investments	4	87	-	87	179
Total income		<u>2,064,080</u>	<u>-</u>	<u>2,064,080</u>	<u>1,832,834</u>
<u>Expenditure on:</u>					
Charitable activities	5	1,939,048	-	1,939,048	1,769,298
Net incoming resources		<u>125,032</u>	<u>-</u>	<u>125,032</u>	<u>63,536</u>
Other recognised gains and losses					
Revaluation of tangible fixed assets		(28,147)	-	(28,147)	-
Net movement in funds		<u>96,885</u>	<u>-</u>	<u>96,885</u>	<u>63,536</u>
Fund balances at 1 April 2016		<u>1,368,602</u>	<u>40,172</u>	<u>1,408,774</u>	<u>1,345,239</u>
Fund balances at 31 March 2017		<u><u>1,465,487</u></u>	<u><u>40,172</u></u>	<u><u>1,505,659</u></u>	<u><u>1,408,775</u></u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

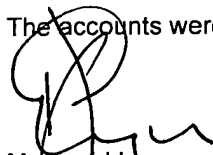
MOHS WORKPLACE HEALTH LIMITED

BALANCE SHEET

AS AT 31 MARCH 2017

	Notes	2017 £	£	2016 £	£
Fixed assets					
Tangible assets	9		953,896		873,700
Current assets					
Debtors	11	332,538		347,479	
Cash at bank and in hand		422,644		332,843	
		<u>755,182</u>		<u>680,322</u>	
Creditors: amounts falling due within one year	12	<u>(203,419)</u>		<u>(145,247)</u>	
Net current assets			551,763		535,075
Total assets less current liabilities			<u>1,505,659</u>		<u>1,408,775</u>
Capital funds					
Endowment funds - general			40,172		40,172
Income funds					
<u>Unrestricted funds</u>					
General unrestricted funds		1,453,156		1,328,125	
Revaluation reserve		<u>12,331</u>		<u>40,478</u>	
			<u>1,465,487</u>		<u>1,368,603</u>
			<u>1,505,659</u>		<u>1,408,775</u>

The accounts were approved by the Directors on 19 October 2017


Mr David Lynam
Trustee

Company Registration No. 00731728

MOHS WORKPLACE HEALTH LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2017

1 Accounting policies

Charity information

MOHS Workplace Health Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is 83 Birmingham Road, West Bromwich, West Midlands, B70 6PX.

1.1 Accounting convention

The accounts have been prepared in accordance with the charity's [governing document], the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The accounts are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

These accounts for the year ended 31 March 2017 are the first accounts of MOHS Workplace Health Limited prepared in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland. The date of transition to FRS 102 was 1 April 2015. The reported financial position and financial performance for the previous period are not affected by the transition to FRS 102.

1.2 Going concern

At the time of approving the accounts, the directors have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the directors continue to adopt the going concern basis of accounting in preparing the accounts.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the directors in furtherance of the general objectives of the charity. Unrestricted funds include a revaluation reserve representing the restatement of freehold property at market value.

Designated funds are unrestricted funds earmarked by the directors for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

MOHS WORKPLACE HEALTH LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

1 Accounting policies

(Continued)

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Turnover is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods and services provided in the normal course of business, net of discounts, VAT and other sales related taxes.

1.5 Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. The company operates a partially exempt vat scheme. Irrecoverable vat is written off in the year as an administrative expense.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Land and buildings	Nil
Plant and machinery	25% reducing balance
Fixtures, fittings & equipment	25% reducing balance
Motor vehicles.	25% reducing balance

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

MOHS WORKPLACE HEALTH LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

1 Accounting policies

(Continued)

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Retirement benefits

The charity operates a defined contributions pension scheme. Contributions are charged in the accounts as they become payable in accordance with the rules of the scheme.

1.12 Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid after taking accounts of any trade discounts due.

1.13 Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

MOHS WORKPLACE HEALTH LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2017

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the directors are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

Key sources of estimation uncertainty

The useful economic lives of non-current assets have been derived from the judgement of the Directors, using their best estimate of write-down period.

A bad debt provision is set up when the likelihood of recovering the debt is diminished. The level of provision will be based on any current repayment plan entered into and which is being adhered to by the debtor, together with an estimate of the likelihood of the amounts due being fully recovered.

3 Charitable activities

	2017 £	2016 £
Income	2,063,993	1,832,655

4 Investments

	2017 £	2016 £
Interest receivable	87	179

MOHS WORKPLACE HEALTH LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2017

5 Charitable activities

	2017 £	2016 £
Staff costs	650,860	573,021
Depreciation and impairment	8,557	5,100
Direct costs	156,878	118,076
Consultants	320,862	303,115
Staff training	12,125	10,211
Cars	29,658	30,891
	<u>1,178,940</u>	<u>1,040,414</u>
Share of support costs (see note 6)	684,336	657,912
Share of governance costs (see note 6)	75,772	70,972
	<u>1,939,048</u>	<u>1,769,298</u>
Analysis by fund		
Unrestricted funds	<u>1,939,048</u>	
	<u>1,939,048</u>	
For the year ended 31 March 2016		
Unrestricted funds		<u>1,769,298</u>
		<u>1,769,298</u>

MOHS WORKPLACE HEALTH LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

6 Support costs

	Support costs	Governance costs	2017	2016	Basis of allocation
	£	£	£	£	
Staff costs	358,577	60,872	419,449	391,849	
Depreciation	27,828	-	27,828	24,494	
Premises	119,220	-	119,220	110,793	
Phone/postage	38,407	-	38,407	35,524	
Motor	-	-	-	810	
Marketing	18,481	-	18,481	24,442	
Laundry	15,327	-	15,327	12,742	
Other staff costs	18,045	-	18,045	14,866	
Unrecovered VAT	62,910	-	62,910	70,532	
Bad debts	14,993	-	14,993	10,378	
Sundries	8,249	-	8,249	18,962	
Bank charges	2,299	-	2,299	1,994	
Audit fees	-	6,000	6,000	6,250	Governance
Legal and professional	-	8,900	8,900	5,248	Governance
	<u>684,336</u>	<u>75,772</u>	<u>760,108</u>	<u>728,884</u>	
Analysed between					
Charitable activities	<u>684,336</u>	<u>75,772</u>	<u>760,108</u>	<u>728,884</u>	

Governance costs includes payments to the auditors of £5,000 (2016- £6,000) for audit fees.

7 Directors

The Articles of Association were amended in the year to 31 March 2011 to enable employees to be appointed to the Board. The remuneration of these directors relate to their roles as employees, they are not remunerated for the role as directors.

MOHS WORKPLACE HEALTH LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2017

8 Employees

Number of employees

The average monthly number employees during the year was:

	2017 Number	2016 Number
Doctors	1	1
Management	1	1
Administration	12	12
Health Screen Technicians	4	4
Health & Safety Trainers	3	3
Occupational Health Advisors	11	8
Marketing	1	1
	<u>33</u>	<u>30</u>

Employment costs

	2017 £	2016 £
Wages and salaries	950,518	851,476
Social security costs	83,117	79,196
Other pension costs	36,674	34,198
	<u>1,070,309</u>	<u>964,870</u>

There were no employees whose annual remuneration was £60,000 or more.

MOHS WORKPLACE HEALTH LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

9 Tangible fixed assets

	Land and buildings	Plant and machinery	Fixtures, Motor vehicles fittings & equipment		Total
	£	£	£	£	£
Cost or valuation					
At 1 April 2016	752,137	124,030	325,896	100,752	1,302,815
Additions	96,010	11,178	19,812	17,728	144,728
Disposals	-	(1,800)	-	-	(1,800)
Revaluation	(28,147)	-	-	-	(28,147)
At 31 March 2017	820,000	133,408	345,708	118,480	1,417,596
Depreciation and impairment					
At 1 April 2016	-	115,328	229,548	84,238	429,114
Depreciation charged in the year	-	2,629	27,828	4,129	34,586
At 31 March 2017	-	117,957	257,376	88,367	463,700
Carrying amount					
At 31 March 2017	820,000	15,451	88,332	30,113	953,896
At 31 March 2016	752,137	8,701	96,348	16,514	873,700

Land and buildings with a carrying amount of £848,147 were revalued at 31 March 2017 by Rapleys, independent valuers (not connected with the charity) on the basis of market value. The valuation conforms to International Valuation Standards and was based on recent market transactions on arm's length terms for similar properties.

At 31 March 2017, had the revalued assets been carried at historic cost less accumulated depreciation and accumulated impairment losses, their carrying amount would have been approximately £807,669 (2016 - £711,659).

10 Financial instruments

	2017 £	2016 £
Carrying amount of financial assets		
Debt instruments measured at amortised cost	327,518	339,178
Carrying amount of financial liabilities		
Measured at amortised cost	149,233	109,265

MOHS WORKPLACE HEALTH LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2017

11 Debtors

	2017 £	2016 £
Amounts falling due within one year:		
Trade debtors	327,518	339,178
Prepayments and accrued income	5,020	8,301
	<u>332,538</u>	<u>347,479</u>

12 Creditors: amounts falling due within one year

	2017 £	2016 £
Other taxation and social security	54,186	35,982
Trade creditors	135,294	102,996
Accruals and deferred income	13,939	6,269
	<u>203,419</u>	<u>145,247</u>

13 Analysis of net assets between funds

	Unrestricted funds £	Endowment funds £	Total £
Fund balances at 31 March 2017 are represented by:			
Tangible assets	913,724	40,172	953,896
Current assets/(liabilities)	551,763	-	551,763
	<u>1,465,487</u>	<u>40,172</u>	<u>1,505,659</u>

14 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2017 £	2016 £
Within one year	6,435	2,972
Between two and five years	14,268	3,963
	<u>20,703</u>	<u>6,935</u>

The operating leases represent leases from third parties. The leases are negotiated over terms of 3 - 5 years and rentals are fixed for that time.

MOHS WORKPLACE HEALTH LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2017

15	Capital commitments	2017	2016
		£	£

At 31 March 2017 the charity had capital commitments as follows:

Contracted for but not provided in the financial statements:

Acquisition of property, plant and equipment

35,457

-

16 Related party transactions

There were no disclosable related party transactions during the year (2016- none).

Remuneration of key management personnel

The remuneration of key management personnel is as follows.

	2017	2016
	£	£
Aggregate compensation	98,744	95,482