

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 2018



MOHS WORKPLACE HEALTH LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Directors	Mr David Lynam Dr Laurence Leeming-Latham Mrs H Hooper Dr Emma McCollum Mr M Jones Mr M Round
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 2018

The directors present their report and accounts for the year ended 31 March 2018.

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 diseases 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 (INCLUDING DIRECTORS' REPORT) (CONTINUED) **FOR THE YEAR ENDED 31 MARCH 2018**

Public benefit activities

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

Consequently, all of the occupational health activities that MOHS offers are beneficial for the working population and 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 first hand experience of a leading provider of workplace health services to organisations across the UK.

In addition, OH physician Dr Della Fartingase spent several weeks shadowing Dr Jacquie Halliday-Bell, one of our sessional OH physicians, to enable her to return to OH medicine.

Dr Halliday-Bell also mentored two students from Sandwell Academy for several days to allow them to gain brief work experience for entry into their choice of medical school.

MOHS also supported a member company by supplying a raffle prize for their fund raising event to raise money for the Redditch Association for the Blind. The event eventually raised in excess of £1,000.

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.

MOHS WORKPLACE HEALTH LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2018

People update

Arrivals

Clinical team

The occupational health advisors' team was further strengthened by the arrival of three new RN qualified nurses: Tracy Richards, who joined from another OH provider, having previously been a surgical nurse; Natalie Dufield, who was with BUPA for three years and before that, the Royal Wolverhampton NHS trust; and Victoria Shipley, who spent several years as a NHS theatre nurse before moving into occupational health.

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

Psychology

Glyn Morris, a highly experienced psychologist joined MOHS to provide one to one interventions using techniques such as Cognitive Behavioural Therapy (CBT), Eye Movement Desensitisation and Reprogramming (EMDR) and motivational interviewing.

Admin

Julie Waterhouse joined us from a local water provider in June 2017, as our morning receptionist.

Departures

This year saw the departures of Dr Rick Norris, a chartered psychotherapist, Christine Jennings, receptionist/typist, and four OH advisors: Angeline Johnson, Christopher Glear, Ian Slater and Jade Stringer.

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. This was due largely to the commitment of 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 (INCLUDING DIRECTORS' REPORT) (CONTINUED) **FOR THE YEAR ENDED 31 MARCH 2018**

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 was successful in achieving a further five year accreditation with SEQOHS, which is the most important professional accreditation in our industry.

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 professional qualifications in the following areas:

- Hand arm vibration – Natalie Dutfield
- Spirometry – Fiona Eagles
- Report writing – Kim Orme and Alex Nash

Well done to the above for these achievements.

We would like to offer many congratulations to OH advisor Caroline Locke who successfully achieved the Occupational Health Diploma and graduated in December 2017. The diploma required a lot of hard work and commitment to complete, and it's highly commendable to Caroline that she also worked full time throughout the course. It was a great achievement and very well deserved.

Occupational health physician provision

MOHS's close knit OHP team continued to deliver an exceptionally high standard of service to both member companies and ad hoc clients alike. The team, headed up by our clinical lead, Dr Malcolm Cathcart, now has considerable experience in managing referral patients within their work and social environment, and 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 three additional RN qualified staff. The advisor / technician team, led by Dawn Jennings, our chief occupational health advisor, and supported by Simon Jukes, our deputy chief occupational health advisor, continued to develop their knowledge base through regular in-house service training (ISTs), sharing best practice and benchmarking.

MOHS WORKPLACE HEALTH LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) **FOR THE YEAR ENDED 31 MARCH 2018**

Mobile health screening unit

In May, a mobile health unit was purchased and refitted to provide a range of screening services. The 3500kg white Fiat Ducato is our fourth unit and was acquired to maintain the size of the fleet and to improve the fleet following the retirement of the first unit.

Employee wellbeing and health promotion provision

MOHS's employee wellbeing and health promotion provision continued to grow as more clients requested this service in addition to their regular OH provision or as a stand alone service. A recent development has seen some clients requesting only health promotion (in the form of proactive 'lifestyle' health checks on employees) rather than the more traditional occupational health provision.

Travel health and vaccination centre

Bookings for the travel health and vaccination centre, which is also a registered yellow fever centre, held steady during the last 12 months but was hindered by a worldwide shortage of Hepatitis B vaccines.

First aid at work (FAW) training

The marketplace remains highly competitive. However, demand for, and interest in our services, remained high, thanks to the quality of the courses offered and the high calibre of the trainers. One FAW client, a large building society, was so impressed with our training that they asked us to also undertake their OH and employee wellbeing provision.

Health and safety services

The health and safety training department provided a diverse service, supporting both the organisation and clients at all levels. The provision of training continued to support the core activity; although courses delivered continued to diversify to meet client needs. Specialist advice, assessment and support promoted a closer relationship with clients; and aided compliance with the various legislative, regulatory and best practice requirements. The department also supported all other aspects of the business in many 'invisible' ways such as calibration and repair of equipment, help with presentations and delivering ISTs (In Service Training).

Mental health services

Accredited third party suppliers continued to provide services in this area of service offering for both existing and ad hoc clients.

From the start of the year, MOHS saw a significant increase in demand for its mental health training services, and in particular, personal resilience and stress management training, and for its one to one CBT therapy.

A new course was added into the portfolio of training services, Equality, Diversity and Inclusivity Training, which aimed to create a culture in which equality, diversity and inclusivity are valued. The content of the course facilitates relevant legal compliance in organisations and gives employees the knowledge and skills to embrace and respect differences and can be the building blocks of a collaborative unified workforce.

MOHS WORKPLACE HEALTH LIMITED

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

FOR THE YEAR ENDED 31 MARCH 2018

Third party referrals

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

Brand management

MOHS continued to enforce and promote its corporate image in all areas of its business, both online and offline, to ensure brand values are conveyed and core messages delivered.

Online activities

MOHS's online activities continued to grow, with the introduction of PPC (pay per click) advertising on Google, to complement its other online tools – its website, social media platforms, blogs – to ensure its high ranking in the natural searches of internet browsers. As a result, more than 60 percent of its new business enquiries came via the internet.

Premises redevelopment

The refurbishment of our medical centre located in 83 – 85 Birmingham Road continued with the reconstruction of the area outside the front of the building. The centre's three main structures now have a more homogenised look, with better signage, attractive flower beds and access for both abled and disabled visitors.

Financial review

Trading remained difficult and growth slowed, mainly due to the difficulties of recruiting relevant qualified nursing staff and the difficult trading conditions facing many of our clients, some of whom were not able to remain operational or who moved their operations overseas.

However, due to tight fiscal control and coupled with a continued commitment to our clients to hold our prices for the financial period, MOHS's total income for the year was £2,027,813 (compared with £2,063,993 for the 2016/2017 financial period).

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 (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2018

Plans for the future

Growth areas

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

MOHS also believes there will be an increase in demand for its mental health services as more employers recognise that stress is one of the main reasons for sickness absence and anxiety and depression no longer hold the stigma in society that they once did.

New services around issues of mental health training, including a course to help equip HR/line managers with the coping mechanisms to deal safely and effectively with employees who are suffering from anxiety, stress or depression, are being developed in conjunction with MOHS's psychotherapist.

New clients

MOHS will continue to target local employers within the West Midlands, particularly those in and around the Black Country and also those within the construction industry.

Digital activity

The go ahead was given for the purchase and installation of Microsoft Dynamics CRM and Xero. The development will revolutionise our operating systems and succeed in digitalising most of our procedures and making all the processes integrated. The new software includes an internal online bookings system for OHP medicals and a sophisticated marketing software tool, ClickDimensions. The cloud based system also provides a client portal for secure document uploads and secure communication.

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 and up to the date of signature of the financial statements were:

Mr David Lynam

Dr Laurence Leeming-Latham

Mrs H Hooper

Dr Emma McCollum

Mr M Jones

Mr M Round

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.

MOHS WORKPLACE HEALTH LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) **FOR THE YEAR ENDED 31 MARCH 2018**

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.

Auditor

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

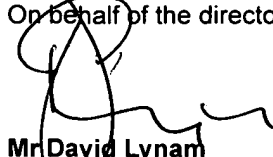
Disclosure of information to auditor

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: 10 October 2018

MOHS WORKPLACE HEALTH LIMITED

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2018

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.

MOHS WORKPLACE HEALTH LIMITED

INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF MOHS WORKPLACE HEALTH LIMITED

Opinion

We have audited the financial statements of MOHS Workplace Health Limited (the 'charity') for the year ended 31 March 2018 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2018 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the accounts section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the accounts in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the directors have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The directors are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

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

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' report.

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

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

Responsibilities of directors

As explained more fully in the statement of trustees' responsibilities, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the directors determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the directors are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Use of our report

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. 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 the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.


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

10 October 2018

**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 2018

	Notes	Unrestricted funds £	Endowment funds £	Total 2018 £	Total 2017 £
<u>Income from:</u>					
Charitable activities	3	2,027,813	-	2,027,813	2,063,993
Investments	4	48	-	48	87
Total income		2,027,861	-	2,027,861	2,064,080
<u>Expenditure on:</u>					
Charitable activities	5	1,939,264	-	1,939,264	1,939,048
Net incoming resources		88,597	-	88,597	125,032
Other recognised gains and losses					
Revaluation of tangible fixed assets		-	-	-	(28,147)
Net movement in funds		88,597	-	88,597	96,885
Fund balances at 1 April 2017		1,465,486	40,172	1,505,658	1,408,774
Fund balances at 31 March 2018		1,554,083	40,172	1,594,255	1,505,659

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 2018

	Notes	2018 £	£	2017 £	£
Fixed assets					
Tangible assets	9		1,108,946		953,896
Current assets					
Debtors	11	329,787		332,538	
Cash at bank and in hand		333,056		422,644	
		662,843		755,182	
Creditors: amounts falling due within one year	12	(177,534)		(203,419)	
Net current assets			485,309		551,763
Total assets less current liabilities			1,594,255		1,505,659
Capital funds					
Endowment funds - general			40,172		40,172
Income funds					
<u>Unrestricted funds</u>					
General unrestricted funds		1,541,752		1,453,156	
Revaluation reserve		12,331		12,331	
			1,554,083		1,465,487
			1,594,255		1,505,659

The financial statements were approved by the Directors on 10 October 2018


Mr David Lynam
Trustee

Company Registration No. 00731728

MOHS WORKPLACE HEALTH LIMITED

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2018

	Notes	2018 £	£	2017 £	£
Cash flows from operating activities					
Cash generated from operations	17		120,333		234,443
Investing activities					
Purchase of tangible fixed assets		(210,219)		(144,729)	
Proceeds on disposal of tangible fixed assets		250		-	
Interest received		48		87	
Net cash used in investing activities			(209,921)		(144,642)
Net cash used in financing activities			-		-
Net (decrease)/increase in cash and cash equivalents			(89,588)		89,801
Cash and cash equivalents at beginning of year			422,644		332,843
Cash and cash equivalents at end of year			333,056		422,644
Short term deposits included in current asset investments			-		-
Bank overdrafts included in creditors payable within one year			-		-

MOHS WORKPLACE HEALTH LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2018

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

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

1.2 Going concern

At the time of approving the financial statements, 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 financial statements.

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.

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.

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.

MOHS WORKPLACE HEALTH LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2018

1 Accounting policies

(Continued)

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	2% straight line
Plant and machinery	25% straight line
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.

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.

MOHS WORKPLACE HEALTH LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2018

1 Accounting policies

(Continued)

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.

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.

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.

MOHS WORKPLACE HEALTH LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2018

2 Critical accounting estimates and judgements

(Continued)

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

	2018 £	2017 £
Income from occupational health services	2,027,813	2,063,993

4 Investments

	2018 £	2017 £
Interest receivable	48	87

MOHS WORKPLACE HEALTH LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2018

5 Charitable activities

	2018 £	2017 £
Staff costs	703,723	650,860
Depreciation and impairment	19,877	8,557
Direct costs	147,550	154,755
Consultants	318,738	320,862
Staff training	3,722	14,248
Cars	38,854	29,658
	<u>1,232,464</u>	<u>1,178,940</u>
Share of support costs (see note 6)	620,815	684,336
Share of governance costs (see note 6)	85,985	75,772
	<u>1,939,264</u>	<u>1,939,048</u>
Analysis by fund		
Unrestricted funds	<u>1,939,264</u>	
	<u>1,939,264</u>	
For the year ended 31 March 2017		
Unrestricted funds		<u>1,939,048</u>
		<u>1,939,048</u>

MOHS WORKPLACE HEALTH LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2018

6 Support costs

	Support costs £	Governance costs £	2018 £	2017 £	Basis of allocation
Staff costs	340,670	63,144	403,814	419,449	
Depreciation	35,041	-	35,041	27,828	
Premises	83,222	-	83,222	119,220	
Phone/postage	41,012	-	41,012	38,407	
Marketing	17,359	-	17,359	18,481	
Laundry	16,063	-	16,063	15,327	
Other staff costs	7,496	-	7,496	18,045	
Unrecovered VAT	69,371	-	69,371	62,910	
Bad debts	996	-	996	14,993	
Sundries	7,616	-	7,616	8,249	
Bank charges	1,969	-	1,969	2,299	
Audit fees	-	6,925	6,925	6,000	Governance
Legal and professional	-	15,916	15,916	8,900	Governance
	<u>620,815</u>	<u>85,985</u>	<u>706,800</u>	<u>760,108</u>	
Analysed between					
Charitable activities	<u>620,815</u>	<u>85,985</u>	<u>706,800</u>	<u>760,108</u>	

Governance costs includes payments to the auditors of £5,925 (2017- £5,000) 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 2018

8 Employees

Number of employees

The average monthly number employees during the year was:

	2018 Number	2017 Number
Doctors	1	1
Management	1	1
Administration	12	12
Health Screen Technicians	6	4
Health & Safety Trainers	4	3
Occupational Health Advisors	10	11
Marketing	1	1
	<u>35</u>	<u>33</u>

Employment costs

	2018 £	2017 £
Wages and salaries	978,821	950,518
Social security costs	90,587	83,117
Other pension costs	38,129	36,674
	<u>1,107,537</u>	<u>1,070,309</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 2018

9 Tangible fixed assets

	Land and buildings	Plant and machinery	Fixtures, Motor vehicles fittings & equipment		Total
	£	£	£	£	£
Cost or valuation					
At 1 April 2017	820,000	133,408	345,708	118,480	1,417,596
Additions	124,650	3,928	46,012	35,627	210,217
Disposals	-	-	(3,487)	(17,365)	(20,852)
At 31 March 2018	944,650	137,336	388,233	136,742	1,606,961
Depreciation and impairment					
At 1 April 2017	-	117,957	257,376	88,367	463,700
Depreciation charged in the year	11,800	4,618	23,174	15,259	54,851
Eliminated in respect of disposals	-	-	(3,286)	(17,250)	(20,536)
At 31 March 2018	11,800	122,575	277,264	86,376	498,015
Carrying amount					
At 31 March 2018	932,850	14,761	110,969	50,366	1,108,946
At 31 March 2017	820,000	15,451	88,332	30,113	953,896

Land and buildings were revalued at 31 March 2017 by 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 2018, had the revalued assets been carried at historic cost less accumulated depreciation and accumulated impairment losses, their carrying amount would have been approximately £920,519 (2017 - £807,669).

10 Financial instruments

	2018 £	2017 £
Carrying amount of financial assets		
Debt instruments measured at amortised cost	322,192	327,518
Carrying amount of financial liabilities		
Measured at amortised cost	128,629	149,233

MOHS WORKPLACE HEALTH LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2018

11 Debtors

	2018 £	2017 £
Amounts falling due within one year:		
Trade debtors	322,192	327,518
Prepayments and accrued income	7,595	5,020
	<u>329,787</u>	<u>332,538</u>

12 Creditors: amounts falling due within one year

	2018 £	2017 £
Other taxation and social security	48,905	54,186
Trade creditors	114,690	135,294
Accruals and deferred income	13,939	13,939
	<u>177,534</u>	<u>203,419</u>

13 Analysis of net assets between funds

	Unrestricted funds £	Endowment funds £	Total £
Fund balances at 31 March 2018 are represented by:			
Tangible assets	1,068,774	40,172	1,108,946
Current assets/(liabilities)	485,309	-	485,309
	<u>1,554,083</u>	<u>40,172</u>	<u>1,594,255</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:

	2018 £	2017 £
Within one year	4,454	6,435
Between two and five years	9,814	14,268
	<u>14,268</u>	<u>20,703</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 2018

15 Capital commitments	2018	2017
	£	£
At 31 March 2018 the charity had capital commitments as follows:		
Contracted for but not provided in the financial statements:		
Acquisition of property, plant and equipment	-	35,457
	<u></u>	<u></u>
16 Related party transactions		
Remuneration of key management personnel		
During the year the charity entered into the following transactions with related parties:		
	2018	2017
	£	£
Aggregate compensation	51,194	49,260
	<u></u>	<u></u>
17 Cash generated from operations	2018	2017
	£	£
Surplus for the year	88,597	125,032
Adjustments for:		
Investment income recognised in statement of financial activities	(48)	(87)
Loss on disposal of tangible fixed assets	66	-
Depreciation and impairment of tangible fixed assets	54,852	36,385
Movements in working capital:		
Decrease in debtors	2,751	14,941
(Decrease)/increase in creditors	(25,885)	58,172
	<u></u>	<u></u>
Cash generated from operations	120,333	234,443
	<u></u>	<u></u>