

OCCUPATIONAL HYGIENE TRAINING ASSOCIATION

Charity Registration Number: 1168722

Company Registration Number: 07029077

**REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 30 SEPTEMBER 2021**

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REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ITS ADVISERS FOR THE PERIOD ENDED 30 SEPTEMBER 2021

Trustees

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

Ms Chris Laszcz-Davis	Co-Chair
Mr Steven Angele Maurits Verpaele	Co-Chair (re-elected 17 June 2021)
Mr Alan Leibowitz	Honorary Treasurer
Dr Rosario Di Corleto	Resigned 16/06/21
Dr Thomas P Fuller	IOHA Representative
Ms Ruth Jimenez Saavedra	
Dr Seymour Zachary Mansdorf	re-elected 17 June 2021
Ms Lynn O'Donnell	
Mrs Lucetta Jane Weaver	
Dr David Zalk	Appointed 17 June 2021
Dr Sharann Johnson	Appointed 23 June 2021

Company registration number 07029077

Charity registration number 1168722

Registered office Building 1000
Western Road
Portsmouth
Hampshire
PO6 3EZ

Website www.ohtraining.org/

Advisers to the Trustees Mr Roger Alesbury
Mrs Nancy Manning McClellan
Mr David O'Malley
Mr Noel Tresider

Administration Services provided by: MCI UK Ltd

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

Independent Examiner ADS Accountancy Limited
7 Faraday Court
First Avenue
Centrum 100
Burton on Trent
DE14 2WX

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

OHTA Advisory Committee

Mr Michael Connor Co-Chair
Dr Albert J Tien Co-Chair
Mr Jason Hodgkiss
Mr Mark Katchen
Mr Terry McDonald
Mr Maharshi Mehta
Dr Deborah Nelson
Ms Lydia Renton
Dr Jas Singh
Mr Alex TSE Chun Kuen

OHTA Awards and Qualifications Committee

Ms Lynn O'Donnell Chair
Ms Andrea Hiddinga
Mr Peter-John Jacobs
Dr Sharann Johnson
Mr Rene Leblanc
Ms Frederique Parrot
Mr Alex TSE Chun Kuen
Ms Lisa Williams

OHTA Editorial Committee

Mr Sven Hoffmann Chief Editor

OHTA Online Training Co-ordinator

Mr David O'Malley Chair

Publicity/Marketing Debbie Dietrich and Jason Hodgkiss

US Chapter Chair Mark Katchen

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

For the period ended 30 September 2021

The Trustees have pleasure in presenting their report and accounts for the period ended 30 September 2021.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

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

Member Associations

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

There were 29 member associations during the period with The Central Industrial Hygiene Association (CIHA) in India and the Industrial Hygienists Association of the Philippines (IHAP) joining most recently.

As part of efforts to increase engagement with Member Associations, a Townhall meeting was planned for December 2021 to which all Member Association Representatives would be invited.

Due to the unprecedented circumstances of the COVID-19 pandemic, and in accordance with UK Charity Commission guidance, the 2021 AGM was conducted as an online meeting with votes cast in advance.

We thank each of our Member Associations for their involvement during the period and hope to strengthen our links with them as we continue to move forward and develop the offerings of OHTA.

Organisational Management

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

The Board is assisted by several committees as follows:

- 1) Established according to the Byelaws, the Advisory Committee provides constructive challenge to the Board as well as functioning in an advisory and support role. Michel Connor and Albert Tien were co-chairs of this committee for the period. The co-chairs are invited to attend Board meetings.
- 2) The Awards & Qualifications Committee advises the Board on matters relating to awards and qualifications and acts as the liaison between the NAR Awarding Bodies and OHTA. Each NAR Awarding Body was invited to nominate one person to represent them on the committee. Lynn O'Donnell is both chair of this committee and a director of OHTA.

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

For the period ended 30 September 2021 continued

- 1) The Editorial Committee is led by Sven Hoffmann as Chief Editor. A number of editorial working groups are actively involved in developing new training materials and revising existing ones.
- 2) The Online Training Delivery Task Group, chaired by David O'Malley had been established in the first half of 2020 to develop protocols for the approval of remote (online) teaching of the OHTA modules. That work was completed prior to the reporting period, during which David O'Malley was appointed as the Online Training Co-ordinator. David has continued his work independently, reviewing and approving all applications from existing ATP's to deliver training online.

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

Professional support services were provided for the period by the British Occupational Hygiene Society (BOHS), an OHTA Member Association. During August and September 2021, a transition to a new support services company - MCI UK Ltd - was undertaken to commence on 1 October 2021. The Directors thanked Roz Phillips for her incredible hard work since the formation of OHTA and looked forward to developing a new relationship with MCI, who would also undertake a detailed strategic review of the organisation.

Director Recruitment and Training

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

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

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

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

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

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

For the period ended 30 September 2021 continued

CHARITABLE OBJECTS AND PUBLIC BENEFIT

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

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

OHTA's aims are:

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

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

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

OHTA has developed educational and training materials which are available on OHTA's website, www.ohtraining.org, and may be downloaded and used free of charge by students, employers and training providers. OHTA modules have been taught in over 50 countries. By ensuring there are no financial barriers to accessing the educational materials, OHTA's purpose is beneficial to all the public and particularly to those in poor and developing countries.

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION
REPORT OF THE TRUSTEES
For the period ended 30 September 2021 continued**

OBJECTIVES, STRATEGY AND ACTIVITIES

OHTA's main objectives for the period were:

- continue to approve and support training providers in order to develop good standards of occupational hygiene training and increase access to such training
- proactively support training providers and their students by introducing protocols for online (remote) training delivery in response to the COVID-19 pandemic
- continue the editorial review of the modules to improve quality and relevance
- continue the development of new modules to expand training content across a broader range of occupational hygiene and other risk-related disciplines
- explore new methods of course delivery such as online, asynchronous, interactive self-study
- make translated course materials publicly available to increase worldwide accessibility
- communicate regularly with stakeholders* to advocate take-up of the training and qualifications scheme, as well as to encourage donations/sponsorship
- develop collaborative relationships with like-minded organisations in pursuit of the shared goal of global prevention of worker illness and injury.

**Stakeholders included Member Associations, professional and governmental organisations, training providers, employers and students.*

Strategic Plan

Due to the proposed transition in administration services, the strategic plan was placed on hold during this period and will be reviewed again in 2022.

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

ACHIEVEMENTS AND PERFORMANCE

Training Activity

During the continuing Covid-19 pandemic, the demand for online training and examinations continued to increase. The review of several of the W series courses continued alongside the development of rules to deliver courses online. A detailed review of the W503 noise module was completed and submitted to BOHS for their further review.

For the period 1 January 2021 – 30 September 2021 (due to the changeover in service provider, we are unable to report on September – December 2020 in detail) a total of 26 ATP's delivered 223 courses. The geographical spread of these providers included 7 in the UK, 6 in Australia, 3 in South Africa and then the rest across the USA, Ghana, Singapore, Nigeria, Malaysia, India, New Zealand and Canada. The country is identified by the office location of the ATP. This shows a healthy increase in courses delivered, with the previous year giving a total of 116 courses across 28 ATP'S (bearing in mind this report does not cover the first 3 month period of the reporting year).

During the period, the number of ATP's that received OHTA approval to run online versions of the OHTA courses increased from 14 in October 2020 to 25 by the end of September 2021. These ATP's were based in Kuwait, India, Singapore, Nigeria, South Africa, Australia, New Zealand, the UK, Republic of Ireland and the USA.

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

For the period ended 30 September 2021 continued

BOHS data showed that 247 students took the W201 examination between 1 October 2020 and 30 September 2021 and that 909 took W500 series examinations during the same reporting period. Between 1 January 2021 and 30 September 2021 (when reporting began of online vs in person examinations) 740 exams were taken online (83%), compared to 150 in person (17%). WHWB, who are authorised to deliver W201 examinations, did not report any candidates during this period. SAIOH who are also permitted to conduct W201 examinations reported a total of 74 candidates.

Pass rates remained generally high in 2020, with 100% for W507 and 96% for W504. W501 increased from 85% in 2019 to 95% in 2020, and W505 from 70% to 85%. However, the W503 pass rate dropped from 77% in 2019 to 66% in 2020. W201 remained the same at 94%. Data for the 2021 period has not yet been finalised.

Marketing & Communications

External Publications

To share the OHTA story with a larger audience, the OHTA leadership drafted an article for the AIHA Synergist magazine that was published in November 2020. The article entitled “Changing the World, One Course at a Time” provided details on the urgent global need for occupational hygienists and OHTA’s mission to meet that need. The OHTA leadership also prepared a chapter in a global occupational hygiene book in which the IOHA chairperson served as the editor. The OHTA Chapter was entitled “Promotion of Occupational and Environmental Hygiene through Education-A Case Study of OHTA”.

OHTA e-Bulletins

OHTA released 6 e-bulletins from January to September 2021. Four of the e-bulletins focused on the OH profession and OHTA activities in various countries including South Africa, India, Vietnam, and Peru. The other two e-bulletins focused on OHTA on-line learning options and the faces of workers at risk.

OHTA Internet Presence

In 2020, OHTA began work on a plan to enhance the internet presence of the OHTA brand, mission, and modules. By 2021, a new website was launched to help achieve that goal. The new website was a great advancement allowing users to easily navigate the site and better understand its contents. In addition, the new website enhanced overall communications to OHTA stakeholders and visitors with pages allocated not only to courses but to OHTA news, events and community. The OHTA domain name was also changed to ohtatraining.org to better reflect the core mission and the logo was revamped.

Social Media and Outreach

OHTA posted newsworthy items on their own LinkedIn and Twitter pages regularly. Allied organisations such as ACGIH, AIOH, AIHA were also contacted asking them to “share” OHTA posts that may be relevant to their followers. Similarly, outreach was done with OHTA training providers asking them to post their courses on social media and to share OHTA posts.

During this period, OHTA emails saw an average open rate of 40.2% and an average click through rate of 4.2%. Average tweet impressions on Twitter (the amount of times a user has been shown a piece of content, not necessarily interacted with it) stood at 251 and new Twitter followers totalled 68.

Partnerships and Collaboration

BOHS remained the awarding body for OHTA modules, continuing to offer online assessment during the ongoing pandemic. Relationships continued with SAIOH and WHWB who were authorised to offer W201 examinations. WHWB obtained approval to deliver the examination online during this period and piloted this method of delivery with OHTA’s online Health and Safety Awareness Course, hoping to offer this in the future as a combination of self-study and online tutorials in four languages.

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION
REPORT OF THE TRUSTEES
For the period ended 30 September 2021 continued**

The OHTA board of Directors also provided presentations at a number of conferences, such as AIHce and IOHA during the period to further market the OHTA name and purpose, along with helping to develop a number of PDC's.

During the reporting period the OHTA volunteer guidelines were also finalised, along with an agreement to offer CM points for anyone able to volunteer their time.

FINANCIAL REVIEW

The statement of financial activities shows unrestricted funds for the period of £109,334 (previous period £102,949). The surplus for the period is £6,385 (previous period £3,717). OHTA received five donations, as well as additional income from the examining body levy. The main expenditure for the period was the professional support services contract and the transition to a new provider for 1 October onwards.

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

RESERVES POLICY

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

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

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

PLANS FOR THE FUTURE

During the financial year ending 30 September 2022, the OHTA trustees will be working closely with MCI UK Ltd to develop its strategic plan in order to secure the financial future of the organisation and the efficiency of its Board and Committees.

The trustees will also be committed to improving relationships and information sharing between OHTA and its Member Associations and ATP's through Town Hall meetings, 1-2-1 sessions and better marketing communications.

In collaboration with MCI UK Ltd, the news team will focus on improved marketing communications, including more social media activity. The Global Link newsletter will continue to be developed and campaigns, such as the OHTA Spotlight' campaign, introduced to generate exposure.

Having initially been introduced as a temporary option in response to the restrictions imposed in many countries in response to the COVID-19 pandemic, OHTA decided that the online method of delivering OHTA courses would be a permanent option that suitably approved ATP's could choose to continue using if they wished. This would remain a key part of the future strategy of the organisation.

**OCCUPATIONAL HYGIENE TRAINING ASSOCIATION
REPORT OF THE TRUSTEES
For the period ended 30 September 2021 continued**

TRUSTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS

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

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees and signed on their behalf by:



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



.....
Steven Verpaele
Co-Chair

Approved by the Trustees on: 10 June 2022

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

Year ended 30 September 2021

I report on the accounts of the Trust for the year ended 30 September 2021 which are set out on pages 13 to 17.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

ADS Accountancy Limited

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

Date: 10 June 2022

OCCUPATIONAL HYGIENE TRAINING ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 30 September 2021

	Notes	Total funds (unrestricted) 2021 £	Total funds (unrestricted) 2020 £
<u>Income</u>			
OHTA Course Levy		39,520	42,200
Donations & Sponsorship		21,391	7,742
Management Recharges		4,597	-
Interest received		139	-
Examining Body Levy		1,564	3,684
		<hr/>	<hr/>
Total income		67,211	53,626
		<hr/> <hr/>	<hr/> <hr/>
<u>Expenditure</u>			
Management charges	3	49,078	44,418
Charitable activities	4	4,435	4,431
Governance costs	4	7,313	1,060
		<hr/>	<hr/>
Total expenditure		60,826	49,909
		<hr/> <hr/>	<hr/> <hr/>
Net income/ (expenditure) before other recognised gains/losses		6,385	3,717
Other recognised gains/losses			
		<hr/>	<hr/>
Net movement in funds		6,385	3,717
Total funds brought forward		102,949	99,232
		<hr/>	<hr/>
Total funds carried forward		109,334	102,949
		<hr/> <hr/>	<hr/> <hr/>

OCCUPATIONAL HYGIENE TRAINING ASSOCIATION

BALANCE SHEET

At 30 September 2021

	Notes	2021 £	2020 £
Current assets			
Bank and Cash		11,358	91,605
Debtors		98,696	16,351
		110,054	107,956
Current Liabilities			
Creditors: amounts falling due within one year	5	(720)	(5,007)
		109,334	102,949
Net current assets/ (liabilities)			
		109,334	102,949
Total Assets less Current Liabilities			
Creditors: amounts falling due after more than one year		-	-
		109,334	102,949
Funds of the charity			
Unrestricted funds		109,334	102,949
		109,334	102,949
		109,334	102,949

For the year ending 30 September 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.
- These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

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



Chris Laszcz-Davis
Co-Chair



Steven Verpaele
Co-Chair

Date: 10 June 2022

OCCUPATIONAL HYGIENE TRAINING ASSOCIATION

NOTES RELATING TO THE ACCOUNTS

Year ended 30 September 2021

1. Basis of preparation

Basis of accounting

The accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16 July 2014, the Financial Reporting Standard for Smaller Entities (FRSSE), and the Charities Act 2011 and applicable regulations.

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

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

2. Accounting policies

Income

All income is accounted for gross and when receivable.

Expenditure and Liabilities

Liability Recognition

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

Governance Costs

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

Grants payable without performance conditions

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

Support Costs

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

OCCUPATIONAL HYGIENE TRAINING ASSOCIATION

NOTES RELATING TO THE ACCOUNTS

Year ended 30 September 2021

		2021	2020
		£	£
3.	Management Costs		
	Investment management fees net of rebates	49,078	44,418
		<u> </u>	<u> </u>
4.	Support Costs		
		Charitable Activity	Governance
		£	£
			2021
			Total
			£
			2020
			Total
			£
	Secretarial and accountancy	-	-
	Independent examination & stat costs	-	6,673
	Bank charges	(6)	-
	Telephones & Teleconference	-	-
	Scholarship awards	-	-
	Website and IT	3,316	-
	BOHS Admin fee	1,125	-
	Professional fees	-	640
		<u> </u>	<u> </u>
		4,435	7,313
		<u> </u>	<u> </u>
		11,748	5,491
		<u> </u>	<u> </u>

OCCUPATIONAL HYGIENE TRAINING ASSOCIATION

NOTES RELATING TO THE ACCOUNTS

Year ended 30 September 2021

5. Creditors	2021	2020
	£	
<i>Within one year</i>		
Trade creditors	-	4,222
Other creditors	720	785
	-----	-----
	720	5,007
	=====	=====

6. Independent Examiner	2021	2020
	£	£
Independent Examiner's fee	720	720
	=====	=====

7. Trustees Remuneration and Expenses

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

8. Other Information

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

Building 1000
Western Road
Portsmouth
Hampshire
PO6 3EZ
UK