



The Society of
Food Hygiene
and Technology®



Annual Report

2012/2013

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CHAIR'S REPORT – Catherine Watkinson



The past 12 months has passed us extremely quickly and I can only associate that with the level of Society activity, with our main focus on membership benefits and continuing our vision to become a 'hub' of guidance, information and networking for the food industry. We are talking with our members and understand the importance of the associations between the UK retailers, food manufacturers and service providers. With the expertise on hand we can put people in touch with the best consultants, analysis laboratories, regulators and much more and with the 'Horsegate' incident at the turn of the year having these contacts and a reliable source of information is very much top priority.

The launch of the Student membership grade has generated an overwhelming response and provides some optimism that there is 'new' blood coming through and we will continue to do what we can to support them on their journey from student to their first step of the ladder in food.

We set out some key targets at the annual lecture and luncheon and we are delivering on these and more with the introduction of a new membership grade 'High 5' to assist Technologists to join the Society along with members of their Technical team as a company member, a new look website, quarterly Technical briefings and in the next couple of months the introduction of quarterly legislation forums – free to our membership.

We are starting to see numbers grow and this is promising as we know that companies are still tightening their belts, but this just demonstrates that we are doing things right.

Our members are at the heart of all decisions and I must acknowledge the hard work that the Board of Directors and our office team put in to ensure that the Society continues to thrive. Each of the board has their own day to day role but continue to dedicate their expertise and time to ensuring we drive the Society forward in the right direction. The office team, led by our Operations Director, Su Werran are formidable and quickly adapt and work with all the new concepts.

With 12 months remaining of my term as Chair I am committed to continuing to channel our focus and continue to deliver to your expectations. Thank you to all our members, new and old for their support and feedback that makes this Society a name to be trusted.

Breakfast Clubs

The end of 2012 was disappointing for Breakfast Clubs as attendance numbers dipped. We had to re-assess and re-analyse the direction of these meetings and are confident that we have generated a programme for 2013 that will supply the best speakers in their area of expertise. We have reduced the number of meetings so as to allow people to attend more but not spend too much time away from the office. Although there are fewer meetings, we have focused the subject areas based on feedback of attendees last year and what is happening in the industry.

The sponsorship of these meetings allows companies interested in the subject area to showcase new products and ideas and work with our speakers on delivering a great networking breakfast club and with the introduction of the loyalty card we have seen our member's book throughout the year in advance securing their places for forthcoming events.

We are encouraging our members to try a breakfast club, as one delegate reported back 'there is a real 'buzz' in the room', the opportunity to really question our speakers on their area and to have answered some of your burning issues. The feedback tells us we are delivering a great networking opportunity at a competitive price.

The meetings have in 2013 been very well attended and numbers are improving YOY, we listened and are now looking at a great programme ahead. Please keep talking to us though as the Breakfast Clubs are designed to start the day – your way!

MEMBERSHIP REPORT – Alan Lacey, Vice Chair



Membership levels are encouraging with slight growth in individual memberships. It is particularly good to see the high levels of take up of student membership which coupled with the launch of the Student Award provides an opportunity for broader membership profile.

I am confident that with further promotion of the Award and Student opportunities we will see further growth in this sector.

The Society continues to offer attractive benefits to a wide range of professionals across the food business and service sector.

Supporting Company Membership

I'm very pleased with the continued support of our Supporting Company Members and once again acknowledge the excellent work of the office team in maintaining and developing relationships.

Supporting Company Members recognise the benefits of association with an organisation with such a broad range of expertise and influence while enjoying a variety of benefits. In particular, the high profile annual lecture and lunch each autumn.

We continue to explore opportunities for productive SCM meetings and we are pleased that the Food Standards Agency are keen to attend these meetings, providing an excellent opportunity for frank and open dialogue. I'm also pleased to report that we have continued use of the RSPH premises in Portland Place.

Current Supporting Company members are: ASDA, Greggs the Bakers, Marks & Spencer, Morrisons, Muller, Musgrave Retail Partners, Tesco, Waitrose, Tate & Lyle Sugars, Panesar Foods, Ansell, Diversey UK, Rokill, NSF International, Addmaster, Alcontrol Laboratories and Byotrol.

SOFHT FOCUS EDITORS REPORT – Fiona Kibby



The SOFHT Focus magazine has traditionally been designed and produced using the professional services of an external agency to assist with the design and editing of the publication. In order to sustain the publication within the financial constraints of the Society's budget, Council decided that the publication could be effectively produced, edited and managed in-house. The first publication created by The SOFHT Focus team was the 2013 Spring Edition distributed in April. Additionally there is an increase in advertising opportunities for members and non-members. I hope that these combined measures, along with the support of Council and dedicated team in the SOFHT office

will ensure that the SOFHT Focus continues to be a great benefit to members and help generate interest and financial support for The Society.

EVENTS REPORT – Jonathon Bayne



In the current economic climate, the challenge remains as ever to attract delegates, which sadly has meant the Society has had to cancel 2 recent conferences.

Nevertheless, we did hold in September 2012 our ever popular Mock Trial in London which was well attended and well received. We are looking to run this again at Sheffield Town Hall in June 2014.

In October this year we are running a topical conference and supporting exhibition at the Belfry, Oxford on the recent food scare involving horsemeat. We have an excellent lineup of speakers and I believe that this will prove to be very popular with our membership.

In March 2014, in conjunction with Acheta Consulting Ltd, we are running a Pest Control Conference and supporting exhibition at the Yew Lodge Hotel, Kegworth.

TRAINING REPORT – *Susan Werro*



The Training Academy continues to provide a high standard of courses through the use of training partners. The 2013 calendar of courses has been updated to include several new courses to meet the requirements of our members through providing support in specific new areas such as verification & validation and root cause analysis. The Society can now also provide our Training Academy and bespoke courses to your organisation in house which can be of benefit to site training programmes.

The E-Learning systems are continuing to be a popular choice with many members and cover a variety of needs including HACCP Awareness, Food Safety Interactive (available in English & Polish) & Food Hygiene Principles and Practices. Details and demonstrations are available on the SOFHT website.

Food Safety training packs are also available from the Society that are suitable for induction (Basic Awareness) and to meet requirements for Food Safety Level 2. Please contact the Society for further information.

To ensure that all of our members find the training offerings of use, I would be happy to receive any further suggestions for new topics to cover in the future.

HYGIENE IN FOCUS (HIFs) REPORT – *John Rigarlsford*



In order to keep SOFHT members up to date with unbiased, accurate and essential information on Food Technical issues, Food Hygiene, and Food Safety related topics, a series of Hygiene in Focus (HIF) leaflets has been prepared by members and non-members of SOFHT. These can be found in the Members' Area of the SOFHT website. All HIF contributors are recognized knowledgeable and experienced "experts" in the field about which they have undertaken to write. The HIFs are in a format that is easy to read, download or print. They cover a plethora of subjects and are grouped under Legislation; Pest Control; Micro-organisms; Food Processing; Hygiene; and Cleaning and Disinfection. The number of HIFs is steadily increasing and all existing HIFs are regularly reviewed and updated as knowledge improves. In the last year, five new HIFs have been added to the 26 HIFs available in 2012. The new HIFs include topics such as "Hygiene Controls of Imported Foods"; "Norovirus"; and "Cleaning and Allergens".

In order to ensure that HIFs continue to cover topics relevant to Members, I welcome ideas for new HIFs; submission of papers on relevant topics suitable to be considered as additions to the HIF library; and volunteers willing to write an HIF. Any comments on current HIFs are also welcomed.

EXTERNAL ORGANISATIONS

The Society of Food Hygiene and Technology are members of The Foundation of Science & Technology.

The Society is also a supporting organisation to the Food & Drink Federation's Foodlink. The Society promotes National Food Safety Week.

TREASURER'S REPORT - Neil Griffiths



This financial year 2012/13 has continued to present a financial challenge in the light of the current economic climate. This has resulted in the Society reporting a loss of £10,154 in this financial year. This has primarily resulted from a drop in income from £254,999 in 2012 to £235,888 this year. With careful control of expenses the Society was able to avoid this drop in income totally falling to the bottom line. Although the training academy proved an initial success in 2012/2013 this year has seen a drop in income from £39,954 to £15,439, which explains the primary reason for the Society not meeting its 2012/2013 budget.

The Society has already carefully considered its plans to address this situation. It also intends to continue and build on the slight increase in membership income achieved this year. Also to be noted is the continued success of the Society's Annual Luncheon which this year generated £75,805 income as opposed to £69,023 last year.

The Society has invested, this year, in a new financial package to provide comprehensive management figures to enable Council to carefully control the Society's finances. This has proved and will prove to be an essential tool going forward.

The capital and reserves of the Society now stands at £50,025. In this current financial climate the council remains resolute in ensuring tight controls over its budget for next year which has been produced to address the loss made in the 2012/2013 financial year and ensure profitable trading in 2013/2014.

THE SOCIETY OF FOOD HYGIENE AND TECHNOLOGY (A company limited by guarantee)

THE DIRECTORS' REPORT

The directors present their report and the financial statements for the year ended 31 March 2013.

PRINCIPAL ACTIVITY

The principal activity of the company during the year continued to be to promote the production, distribution and sale of safe and wholesome food, by communications within the food and associate industry.

DIRECTORS

The Directors who served during the year were:

Mrs C Watkinson (Chairman)
Mr A Lacey (Vice Chairman)
Mr N Griffiths (Treasurer)
Mr R J Hatch (resigned 16 January 2013)
Mr J Bayne
Mr I Booth
Mr J Rigarsford
Mr A Skinner (resigned 16 January 2013)
Mr P Shaw
Ms F Kibby
Miss S Werro
Mr T Meehan (appointed 20 June 2012)
Mr G Hoyle (appointed 20 June 2012)
Ms A Ocan (resigned 20 June 2012)
Mr B Phillips (resigned 20 June 2012)

In preparing this report, the directors have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

Registered office:
The Granary
Middleton House Farm
Tamworth Road
Middleton
Staffordshire
B78 2BD

Signed by order of the directors



R Hatch, Secretary

Approved by the directors on 15 May 2013

Income and Expenditure Account

For the year ended 31 March 2013

	Notes	2013 £	2012 £
Income	1	235,888	254,999
Administrative expenses		<u>(246,097)</u>	<u>(247,978)</u>
Operating (deficit)/surplus	2	(10,209)	7,021
Interest received and similar income		69	57
(Deficit)/surplus on ordinary activities before taxation		(10,140)	7,078
Tax on (deficit)/surplus on ordinary activities	3	(14)	(12)
(Deficit)/surplus for the financial year	10	<u>(10,154)</u>	<u>7,066</u>

The notes on pages 8 to 9 form part of these financial statements.

Balance Sheet

For the year ended 31 March 2013

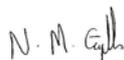
	Notes	2013 £	2012 £
Fixed Assets			
Tangible assets	4	5,508	4,795
Current Assets			
Stocks	5	-	1,058
Debtors	6	56,479	46,010
Cash at bank and in-hand	7	<u>59,068</u>	<u>76,308</u>
		115,547	123,376
Creditors:			
Amounts falling due within one year	8	<u>(71,030)</u>	<u>(67,992)</u>
Net Current Assets		<u>44,517</u>	<u>55,384</u>
Net Assets		<u>50,025</u>	<u>60,179</u>
Capital and reserves			
Income and expenditure account	10	<u>50,025</u>	<u>60,179</u>
		<u>50,025</u>	<u>60,179</u>

The directors consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the company to obtain an audit for the year in question in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for comply with the requirements of the Companies Act 2006 with respect to accounting records and for preparing financial statements which give a true and fair view of the state of affairs of the company as at 31 March 2013 and of its loss for the year in accordance with the requirements of sections 394 and 395 of the Act and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved and authorised for issue by the board and were signed on 15 May 2013 on its behalf by:



N M Griffiths, Director
Company Registration Number: 03217110

The notes on pages 8 to 9 form part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2013

1. Accounting Policies

1.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

1.2 Income

Income comprises revenue recognised by the company in respect of goods and services supplied during the year, exclusive of Value Added Tax and trade discounts.

1.3 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Fixtures and fittings -20% reducing balance basis

2. Operating (deficit)/surplus

The operating (deficit)/surplus is stated after charging:

	2013	2012
	£	£
Depreciation of tangible fixed assets:		
- owned by the company	<u>1,377</u>	<u>1,070</u>

During the year, no director received any emoluments (2012 - £NIL)

3. Taxation

	2013	2012
	£	£
UK Corporation tax charge on (deficit)/surplus for the year	<u>14</u>	<u>12</u>

4. Tangible Fixed Assets

	Furniture & Equipment
	£
Cost	
At 1 April 2012	15,819
Additions	<u>2,090</u>
At 31 March 2013	<u>17,909</u>
Depreciation	
At 1 April 2012	11,024
Charge for the year	<u>1,377</u>
At 31 March 2013	<u>12,401</u>
Net Book Value	
At 31 March 2013	<u>5,508</u>
At 31 March 2012	<u>4,795</u>

5. Stocks

	2013	2012
	£	£
Stationery and postage	-	108
Diaries, pens and pen sets	-	17
Hygiene training stock	-	536
Sundry equipment items	-	<u>397</u>
	<u>-</u>	<u>1,058</u>

6. Debtors

	2013	2012
	£	£
Events	4,993	333
Membership fees	6,198	10,818
Supporting company membership fees	17,664	6,000
Training	1,870	180
Training Academy	5,490	16,522
Annual Luncheon	600	3,000
Office	866	324
Breakfast Club	2,442	2,148
Student Awards	6,600	-
Branch	-	52
Scheme	291	-
SOFHT Focus	1,155	-
Sundry income	-	3,004
Corporation tax payable	-	19
Prepayments	<u>8,310</u>	<u>3,610</u>
	<u>56,479</u>	<u>46,010</u>

7. Cash at Bank and in Hand

	2013	2012
	£	£
Bank deposit account	50,026	60,037
Bank current account	7,201	14,271
Cash in hand	<u>1,841</u>	<u>2,000</u>
	<u>59,068</u>	<u>76,308</u>

8. Creditors : Amounts falling due within one year

	2013	2012
	£	£
Trade creditors	14,623	10,772
Corporation Tax	14	12
Social security and other taxes	6,636	2,784
Deferred income	49,757	50,501
Credit card	-	1,744
Accruals	-	<u>2,179</u>
	<u>71,030</u>	<u>67,992</u>

9. Company status

The company is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the company in the event of liquidation.

10. Reserves

	Income & Expenditure Account
	£
As at 1 April 2012	60,179
Deficit	<u>(10,154)</u>
At 31 March 2013	<u>50,025</u>

DETAILED INCOME AND EXPENDITURE ACCOUNT

For the year 31 March 2013

	Page	2013 £	2012 £
Income	9	235,888	254,99
Less expenses	9	<u>(246,097)</u>	<u>(247,978)</u>
Operating (deficit)/surplus		(10,209)	7,021
Bank interest receivable		69	57
(Deficit)/surplus for the year		<u>(10,140)</u>	<u>7,078</u>

NOTES TO THE INCOME AND EXPENDITURE ACCOUNT

For the year 31 March 2013

	2013 £	2012 £
Income		
Membership fees	51,590	61,952
Supporting company member fees	49,619	37,721
Diaries	2,400	1,200
Wall planner	4,060	4,390
Events	11,899	13,829
Breakfast Club	5,382	8,350
Training	14,028	9,525
Training Academy	15,439	39,954
Branch	17	94
Annual Luncheon	75,805	69,023
Office	2,276	4,145
Scheme	1,000	200
SOFHT Focus	2,025	-
Sundry Income	348	4,616
Total	<u>235,888</u>	<u>254,999</u>
Expenses		
Diaries	2,515	2,569
Wall planner	758	1,422
Events	7,351	14,838
Breakfast Club	1,184	3,080
Training	4,104	7,773
Training Academy	11,291	19,736
Branch	33	273
Annual Luncheon	63,097	56,135
Publications	8,746	-
Staff wages, benefits and pensions	70,884	64,833
Council meetings	2,567	1,544
Annual General Meeting	108	322
Scheme	-	3,667
Exhibition	5,808	5,100
Membership costs	784	-
Supporting company member costs	2,715	-
Technical Helpline	3,000	3,005
Marketing, publicity and advertising	6,341	7,493
Rent, rates and service charges	17,966	17,748
Printing, postage, stationery, certificates and membership wallets	5,672	7,498
Website, computer, telephone and internet	15,092	10,401
Bank charges and credit charges	1,959	1,922
Professional fees	25	2,400
Accountancy and bookkeeping	3,550	3,600
Insurance, subscriptions and rental of equipment	6,555	6,446
Meeting, travel and accommodation	1,172	3,204
Repairs, maintenance and sundry expenses	1,443	1,334
Depreciation	1,377	1,635
	<u>246,097</u>	<u>247,978</u>

CHARTERED ACCOUNTANTS' REPORT TO THE BOARD OF DIRECTORS ON THE PREPARATION OF THE UNAUDITED STATUTORY FINANCIAL STATEMENTS OF THE SOCIETY OF FOOD HYGIENE AND TECHNOLOGY FOR THE YEAR ENDED 31 MARCH 2013

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of The Society of Food Hygiene and Technology for the year ended 31 March 2013 which comprise the Income and Expenditure account, Balance Sheet and the related notes from the company's accounting records and from information and explanations you have given to us.

As a member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at icaew.com/regulations.

This report is made solely to the Board of Directors of The Society of Food Hygiene and Technology, as a body, in accordance with the terms of our engagement letter date 30 April 2013. Our work has been undertaken solely to prepare for your approval the financial statements of The Society of Food Hygiene and Technology and state those matters that we have agreed to state to them in this report in accordance with AAF 2/10 as detailed at icaew.com/compliance. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than The Society of Food Hygiene and Technology and its Board of Directors, as a body, for our work for this report.

It is our duty to ensure The Society of Food Hygiene and Technology has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the company's assets, liabilities, financial position and loss. You consider that The Society of Food Hygiene and Technology is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or review of the financial statements of The Society of Food Hygiene and Technology. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we not, therefore, express any opinion on the statutory financial statements.

Bloomer Heaven Limited

Chartered Accountants
Rutland House
148 Edmund Street
Birmingham
B3 2FD

Date: 15 May 2013

DIRECTORS and ADMINISTRATION

Board of Directors 2012/2013

Chairman	Catherine Watkinson, Lyons Seafoods Ltd
Vice Chairman & SCM Director	Alan Lacey, ASDA
Hon. Treasurer	Neil Griffiths, SVA Ltd
Membership Development Director (to 16 January 2013)	Roger Hatch
Events Director	Jonathon Bayne, Waitrose
Deputy Events Director	Phil Shaw, Servest Pest Control Services
Deputy Events Director	Terry Meehan, Greggs
Minute Secretary	Ian Booth, Reynolds Catering Supplies Ltd
SOFHT Focus Editor	Fiona Kibby, Tesco
Assistant Editor	Gary Hoyle, Panesar Foods
Head of Media (to 16 January 2013)	Andrew Skinner, TQS Food Consulting
Hygiene in Focus Director	John Rigarlsford
Training Director	Susan Werro, NSF International
Company Secretary	Roger Hatch

SOFHT Administration

Operations Director	Su Werran
Accounts Assistant	Kirsty Moore
Marketing Assistant	Jenny Placentino

FELLOWS & CHAIRMEN

<i>Fellows of The Society</i>	<i>Chairmen of The Society</i>	
Guy Barnes	1979/1980	Guy Barnes
Peter Bateman	1980/1981	Charles Rand
Mike Barrett	1981/1982	John Oakley
David Battams	1982/1983	Miss Wendy Spence
Mrs Nina Chesworth	1983/1984	Tony Stephens
Dr Slim Dinsdale	1984/1986	Sean Humphreys
Dr Graham Dodd	1986/1989	Glyn Gaston
Glyn Gaston	1989/1991	Mrs Sarah Thomas
Kathryn Gilbertson	1991/1993	Mrs Nina Chesworth
Mrs Catherine Graham	1993/1995	Ms Nicki McCann
Neil Griffiths	1995/1997	Stephen Phillips
Simon Houghton-Dodd	1997/1999	Tony Stephens
Dr Alan Johnson	1999/2001	Andrew Skinner
Alan Jones	2001/2003	Andrew Sedgwick
Alan Lacey	2003/2005	Neil Griffiths
Stuart McNeil	2005/2007	Simon Houghton-Dodd
Mrs Maureen O'Shea	2007/2010	Jonathon Bayne
Rick Pendrous	2010/2012	Simon Houghton-Dodd
Mrs Deborah Puckering	2012 -	Catherine Watkinson
Mrs Val Rumbelow		
Andrew Skinner		
Mike Sheard		
Miss Wendy Spence		
Richard Sprenger		
Tony Stephens		
Bowen Thomas		
Mrs Sarah Thomas		
Chris Turner		
Peter Vickers		
Mrs Mary Vizoso		
Richard Werran		
Peter Wright		
<i>Honorary Fellows</i>		
Mrs Helen Hyde		
David Travers		
Mark Watson		
Mrs Su Werran		

Appendix I

DIRECTORS ATTENDANCE AT COUNCIL MEETINGS 2012/2013

Director	Jun-12	Sep-12	Oct-12	cancelled due to apologies received				% Attendance
				Dec-12	Jan-13	Mar-13	May-13	
Phil Shaw	Y	Y	Y		X	Y	Y	84%
Andrew Skinner (resigned Jan)	Y	X	X		X			50%
Susan Werro	X	X	Y		X	Y	X	34%
Catherine Watkinson	Y	Y	Y		Y	X	Y	84%
Neil Griffiths	Y	Y	X		Y	Y	Y	84%
Jonathon Bayne	Y	Y	Y		X	X	X	50%
Roger Hatch (resigned Jan)	X	X	Y		Y			67%
John Rigarsford	Y	Y	X		Y	Y	Y	84%
Fiona Kibby	Y	X	X		X	Y	Y	50%
Gary Hoyle	Y	Y	Y		X	X	Y	67%
Ian Booth	Y	Y	Y		Y	Y	Y	100%
Alan Lacey	Y	Y	X		Y	Y	X	67%
Terry Meehan	Y	Y	Y		X	X	Y	67%

Appendix II

DIRECTORS EXPENSES July 2012 – June 2013

Director	Expenses Claimed
Andrew Skinner	£90.45
Alan Lacey	£884.60
Jonathon Bayne	£299.25
Phil Shaw	£722.20
John Rigarlsford	£308.25
Roger Hatch	£151.20
Gary Hoyle	£114.75

The Society of Food Hygiene and Technology is a company limited by guarantee and registered in England and Wales No: 3217110. VAT registration No: 450 2906 69
Registered Office: The Granary, Middleton House Farm, Tamworth Road, Middleton, Staffs B78 2BD