



The Society of
Food Hygiene
and Technology®



Annual Report

2014/2015

CONTENTS

CONTENTS2

CHAIR’S REPORT3

MEMBERSHIP3

BREAKCAST CLUBS3

SOFHT FOCUS4

EVENTS4

TRAINING4

HYGIENE IN FOCUS (HIFS)5

TECHNICAL5

EXTERNAL ORGANISATIONS5

TREASURER’S REPORT5

FINANCIAL STATEMENTS FOR THE YEAR6

The Directors Report6

Income and Expenditure Account7

Balance Sheet7

Notes to the financial statements to the year ended 31 March 20158

The following pages do not form part of statutory financial statements:

Detailed Income and Expenditure Account10

Chartered Accountants’ Report11

DIRECTORS and ADMINISTRATION12

Board of Directors 2014/1512

SOFHT Administration12

FELLOWS & CHAIRMEN13

DIRECTORS ATTENDANCE Appendix I14

DIRECTORS EXPENSES Appendix II15

CHAIRMAN'S REPORT – Alan Lacey



The past year brought many challenges to the food industry including negative media coverage, the economic environment and a raft of food safety concerns. Throughout the year, the Society continued to provide expert and topical advice to support and reassure our members. We have been making changes to our events programme and included half-day briefing sessions which offer great value. Our session on "Sentencing Guidelines" was an excellent example of this.

Once again, the Awards Lunch at the Savoy was a great success. Although our speaker, Edwina Currie, withdrew at the very last minute. The office team came up with solutions and delivered an excellent event. Jo Fairley was a superb substitute and her presentation was very well received. Our guests at the lunch included Prue Leith and representatives from the Food Standards Agency, the Foreign and Commonwealth Office and the BRDO. This year we look forward to welcoming Tom Heap, the Countryfile presenter, at what I'm sure will be another excellent day.

Two of our Board Directors resigned during the year. Jonathon Bayne of Waitrose and Terry Meehan of Greggs, both stepped down due to other commitments. I am grateful to Jonathon and Terry for their contribution to the Society and recognise the valuable contributions they have made - Jonathon over the period of eleven years - in spite of busy full time careers.

I am committed to ensuring that the Society constantly reviews its operation to ensure that we remain topical, that we offer the best advice and service to our members, that we work with other organisations whenever we can and that we continue to be regarded as an expert voice for the food industry.

Membership

I'm pleased that, in a difficult environment, our membership levels have been maintained. This is an excellent endorsement of our membership offer and we intend to continue offering excellent benefits to all members including students.

We were pleased to welcome Samworth Brothers to the group of Supporting Company Members (SCM) and this group of companies form a unique cross section of manufacturers, retailers and service industries from which we gain a broad overview of the food industry. Our SCM meetings have been focussed on member requests and have been highly successful and productive. Topics have included the future strategy of the Food Standards Agency and Lobbying in Europe and we are grateful to the excellent speakers who have contributed

BREAKFAST CLUB – *Ian Booth, Vice Chair*



An extensive program of Breakfast Clubs has been devised for the coming year. With the issue of the new BRC Standard for Food Version 7, the recommendations from the Elliot review and the Food Information for Consumer Act coming into force, there are some key areas in which there is the opportunity to support the industry.

This year focuses on food integrity with Breakfast Clubs covering TACCP and product claims. Initiatives such as the Campylobacter surveillance from the Food Standards Agency has also provided the opportunity to bring together the perspective from service producers, manufacturers and enforcement.

As well as these new areas of focus, the fundamental areas of hygiene and safety are on the agenda, including pest control, hygienic equipment design and personnel.

SOFHT FOCUS EDITORS REPORT – *Fiona Kibby*



The SOFHT Focus publication has successfully been published in pdf format in each quarter of 2014/15. We have continued to include a Special Edition immediately following the Lecture and Luncheon in November. The advertising space in each edition is proving a great success and continues to provide a small income to The Society's accounts. Articles for each edition are sought from members and non-members and have been of a timely and topical nature across pest control, hygiene and regulatory issues.

We have been working hard to increase our social media activity and are gaining new followers on Twitter on a daily basis. This is proving a useful forum for advertising courses and events and generating a wider network of interested parties. For example, this year we participated with the World Health Day 'safe food' campaign through twitter.

EVENTS REPORT – *Catherine Watkinson*



It has been a quiet year for mainstream events and one that we are addressing for the forthcoming year with a schedule of events and conferences planned through to March 2016. The time and resource to hold events whether it is a briefing, ½ day conference or full mainstream conference and exhibition is considerable and it is acknowledged by the Board that planning is key and identifying our membership needs crucial to planning a successful event and ensuring we get maximum attendance.

We ran conferences on Campylobacter, Food Information Regulation, Sentencing Guidelines and a Mock Trial – all well attended and topical.

Council have listened to our membership and the events we have lined up for 2015/16 were key to their current interests. Supported by Breakfast Clubs and Legislation forums we are confident that the Society is delivering an all-round package.

So we look onwards and upwards to our new programme with TACCP/ Food Defence in June, Pest Control in July, Allergens in October and Horizon Scanning in March.

Without the Office team and the support of our speakers and exhibitors these events could not happen. Our speakers volunteer their time and we are extremely appreciative to them and our Office team work hard behind the scenes to ensure we have the best location, the right facilities on the day and the full administration of the event – not an easy task! – so a big thank you to the team.

I look forward to seeing you at the upcoming events.

TRAINING REPORT – *Heather McLucas*



The Society has continued to offer a range of cost effective training throughout 2014 and 2015. We've maintained our 2014 prices for 2015 to give even better value for our members. New courses have been introduced to our Training Academy. The BRC Global Standard for Food Safety Issue 7 – what's new? 1 day course is designed to help our members prepare for the changes to the new standard which will be auditable from July 2015. Our upcoming Food Safety Culture course deals with behaviours and culture which can have a significant impact on the

business's food hygiene compliance.

Alongside the Training Academy, we continue to offer a range of Food Safety training including web based options and our Food Safety Level 4 Carousel Training to offer maximum flexibility for our members. Our office team are on hand Monday – Friday with details on all our options.

Unfortunately I am unable to continue as Training Director and will be standing down at the next AGM. Thanks to all our training partners, members and course attendees for their support and of course Su and her team for all their hard work behind the scenes.

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 as succinct as possible, and 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. There are now 34 HIFs and more are in the pipeline. The programme of reviewing HIFs over five years old has continued to ensure that information is as topical and up-to-date as possible. In some cases, this has meant a complete rewrite. My thanks go to the experts who have undertaken this task, and to the SOFHT Office for all their meticulous work in formatting the new and revised HIFs and placing them on the web site.

I would very much appreciate your comments and advice on the existing HIFs. I would also like to hear your ideas on subjects for new HIFs. Anyone willing to submit a paper for consideration as an HIF would be particularly welcome.

TECHNICAL REPORT – Dr Karen Middleton-Gell



Following on from the continued success of the previous SOFHT Legislation Forums, the events have continued into 2015 with great interest and success. The November 2014 event had to be postponed until the 21st January 2015 but was fully subscribed with 23 delegates from both supplier and retailer businesses attending to discuss the topic of Food Fraud, led by David Edwards, Retained Consultant for NSF International. The next Forum was held on the 15th April 2015 where Bryan Scatchard, Trading Law Consultant at NSF International led a discussion on Powers, Process and Prosecutions in relation to Trading Standards visits. The event was very well received with positive feedback from all of the attendees. The next Forum is planned for the 11th November and the proposed topic is authenticity of food. The Forums will continue to be held three times a year, with the next events planned for March, July and November 2016.

In addition, the Technical Helpline is a service that is still being utilised by the SOFHT members with the majority of enquiries currently relating to food regulations and BRC version 7.

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 2014/15 has produced a breakeven year for the Society (£959 surplus). Total Income for 2014/15 has shown a drop over the previous year (£240,839 in 2013/14 to £229,693 this year) with expenditure remaining static (£228,129 in 2013/14 to £228,779 this year). The failure of the Society to maintain last year's income and attain its budgeted income target for this year reflects the breakeven result obtained.

Although tight control over costs was maintained, a reduction in Membership and a failure to meet budgeted expectations in its Events programmes was mainly responsible for the lower than expected Income targets and the resultant breakeven position.

The Society capital and reserves together with the cash in hand stood at £63,731 and £83,757 respectively at financial year end (compared with £62,722 and £91,931 at the end of the previous financial year).

Council have considered carefully its budgeted Income targets for this coming year and in particular its proposed Events programme. It is believed that the decisions taken following, this consideration, will result in an improved Income performance whilst continuing to maintain a tight control over expenditure to ensure a necessary strengthening of Society's balance sheet.

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

DIRECTORS' REPORT

The directors present their report and the financial statements for the year ended 31 March 2015.

DIRECTORS

The Directors who served during the year were:

Mr A Lacey (Chairman)
Mr I Booth (Vice Chairman)
Mr N Griffiths (Treasurer)
Mr J Bayne (resigned 4 September 2014)
Mrs C Watkinson
Mr J Rigarlsford
Mr P Shaw
Ms F Kibby
Mr T Meehan (resigned 11 June 2014)
Mr G Hoyle
Dr K Middleton-Gell
Miss H McLucas (appointed 11 June 2014)

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



P Shaw, Secretary

Approved by the directors on 13 May 2015

Income and Expenditure Account

For the year ended 31 March 2015

	Notes	2015 £	2014 £
Income	1	229,693	240,839
Administrative expenses		<u>(228,779)</u>	<u>(228,129)</u>
Operating surplus	2	914	12,710
Interest receivable and similar income		<u>56</u>	<u>46</u>
Surplus on ordinary activities before taxation		970	12,756
Tax on surplus on ordinary activities	3	<u>(11)</u>	<u>(9)</u>
Surplus for the financial year	9	<u>959</u>	<u>(12,747)</u>

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

Balance Sheet

For the year ended 31 March 2015

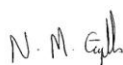
	Notes	2015 £	2014 £
Fixed Assets			
Tangible assets	4	4,809	4,991
Current Assets			
Debtors	5	29,813	21,127
Cash at bank and in-hand	6	<u>83,757</u>	<u>91,931</u>
		113,570	113,058
Creditors:			
Amounts falling due within one year	7	<u>(54,648)</u>	<u>(55,277)</u>
Net Current Assets		<u>58,922</u>	<u>57,781</u>
Net Assets		<u>63,731</u>	<u>62,772</u>
Capital and reserves			
Income and expenditure account	9	<u>63,731</u>	<u>62,772</u>
		<u>63,731</u>	<u>62,772</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 complying 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 2015 and of its profit 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 provisions applicable to small companies 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 7 May 2014 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 2015

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 services supplied during the year, exclusive of Value Added Tax.

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:

Furniture and equipment - 20% reducing balance basis

2. Operating surplus

The operating surplus is stated after charging:

	2015	2014
	£	£
Depreciation of tangible fixed assets:		
- owned by the company	<u>1,041</u>	<u>1,132</u>

During the year, no director received any emoluments (2014 - £NIL)

3. Taxation

	2015	2014
	£	£
UK Corporation tax charge on surplus for the year	<u>11</u>	<u>9</u>

4. Tangible Fixed Assets

	Furniture & Equipment
	£
Cost	
At 1 April 2014	18,525
Additions	859
At 31 March 2015	<u><u>19,384</u></u>
Depreciation	
At 1 April 2014	13,534
Charge for the year	1,041
At 31 March 2015	<u><u>14,575</u></u>
Net Book Value	
At 31 March 2015	<u><u>4,809</u></u>
At 31 March 2014	<u><u>4,991</u></u>

5. Debtors

	2015	2014
	£	£
Events	1,656	2,632
Membership fees	10,976	8,640
Training	2,929	-
Training Academy	8,503	3,990
Annual Luncheon	2,039	-
Office	-	264
Breakfast Club	294	1,826
Sundry income	182	683
Prepayments	<u>3,234</u>	<u>3,092</u>
	<u>29,813</u>	<u>21,127</u>

6. Cash at Bank and in Hand

	2015	2014
	£	£
Bank deposit account	77,000	81,072
Bank current account	4,910	9,071
Cash in hand	<u>1,847</u>	<u>1,788</u>
	<u>83,757</u>	<u>91,931</u>

7. Creditors : Amounts falling due within one year

	2015	2014
	£	£
Trade creditors	2,460	14,021
Corporation tax	11	9
Other taxation and social security	5,884	4,223
Deferred income	43,558	36,629
Accruals	<u>2,735</u>	<u>395</u>
	<u>54,648</u>	<u>55,277</u>

8. 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.

9. Reserves

	Income & Expenditure Account
	£
As at 1 April 2014	62,772
Surplus for the financial year	<u>959</u>
At 31 March 2015	<u>63,731</u>

DETAILED INCOME AND EXPENDITURE ACCOUNT

For the year 31 March 2015

	Page	2015 £	2014 £
Income	8	229,693	240,839
Less overheads: Administration expenses	9	<u>(228,779)</u>	<u>(228,129)</u>
Operating surplus		914	12,710
Interest receivable		<u>56</u>	<u>46</u>
Surplus for the year		<u>970</u>	<u>12,756</u>

NOTES TO THE INCOME AND EXPENDITURE ACCOUNT

For the year 31 March 2015

	2015 £	2014 £
Income		
Membership fees	51,530	60,079
Supporting company member fees	29,110	31,359
Diaries	2,100	2,400
Wall planner	4,402	4,699
Events	9,947	18,910
Breakfast Club	6,080	9,922
Training	6,762	6,491
Training Academy	34,386	27,061
Training Academy Level 4	7,298	-
Annual Luncheon	69,765	68,540
Student Awards	5,500	5,500
Office	788	3,403
SOFHT Focus	2,025	1,775
Scheme	-	700
Total	<u>229,693</u>	<u>240,839</u>
Expenses		
Membership costs	871	373
Supporting company member costs	2,465	2,837
Diaries	2,133	2,357
Wall planner	656	925
Events	9,604	11,496
Breakfast Club	1,031	1,291
Training	1,538	3,673
Training Academy	15,912	14,875
Training Academy Level 4	4,234	-
Annual Luncheon	57,619	55,516
Student awards	3,933	4,674
Publications	600	587
Staff wages, benefits and pensions	69,416	67,855
Council meetings	1,647	1,308
Annual General Meeting	805	263
Scheme	-	1,869
Technical Helpline	3,000	3,000
Marketing, publicity and advertising	3,695	3,600
Rent, rates and service charges	18,402	18,630
Printing, postage, stationery, certificates and membership wallets	4,969	4,892
Website, computer, telephone and internet	11,861	12,882
Bank charges and credit charges	1,824	2,285
Accountancy and bookkeeping	3,500	3,500
Insurance, subscriptions and rental of equipment	5,714	5,624
Meeting, travel and accommodation	909	1,508
Repairs, maintenance and sundry expenses	1,400	1,177
Depreciation	<u>1,041</u>	<u>1,132</u>
	<u>228,779</u>	<u>228,129</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 2015

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 2015 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 29 April 2015. 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 the board of directors of The Society of Food Hygiene and Technology, as a body, in this report in accordance with AAF 2/10 as detailed at icaew.com/compilation. 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 profit. 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 do not, therefore, express any opinion on the statutory financial statements.

Bloomer Heaven Limited
Chartered Accountants
Rutland House
148 Edmund Street
Birmingham
B3 2FD

Date: 13 May 2015

DIRECTORS and ADMINISTRATION

Board of Directors 2014/2015

Chairman	Alan Lacey, ASDA
Vice Chairman, Breakfast Club Director & Minute Secretary	Ian Booth, Reynolds Catering Supplies
Hon. Treasurer	Neil Griffiths, SVA Ltd
Events Director	Catherine Watkinson, Stonegate Ltd
Deputy Events Director	Phil Shaw, PLS Environmental Services Ltd
SOFHT Focus Editor	Fiona Kibby, Tesco
Assistant Editor	Gary Hoyle
Hygiene in Focus Director	John Rigarlsford
Training Director	Heather McLucas, Müller Dairy
Technical Director	Karen Middleton-Gell, Sealed Air
Company Secretary	Phil Shaw, PLS Environmental Services Ltd
Jonathon Bayne (resigned 4.9.14)	Waitrose
Terry Meehan (resigned 11.6.14)	Greggs

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
Roger Hatch	1997/1999	Tony Stephens
Simon Houghton-Dodd	1999/2001	Andrew Skinner
Dr Alan Johnson	2001/2003	Andrew Sedgwick
Alan Jones	2003/2005	Neil Griffiths
Alan Lacey	2005/2007	Simon Houghton-Dodd
Stuart McNeil	2007/2010	Jonathon Bayne
Mrs Maureen O'Shea	2010/2012	Simon Houghton-Dodd
Rick Pendrous	2012/2014	Catherine Watkinson
Mrs Deborah Puckering	2014	Alan Lacey
Mrs Val Rumbelow		
Andrew Skinner		
Mike Sheard		
Miss Wendy Spence		
Richard Sprenger		
Tony Stephens		
Bowen Thomas		
Mrs Sarah Thomas		
Chris Turner		
Peter Vickers		
Mrs Catherine Watkinson		
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 2014/2015

Director	Jun-14	Sep-14	15/10/2014 CANCELLED DUE TO APOLOGIES	Dec-14	Jan-15	Mar-15	May-15	% Attendance
Alan Lacey	Y	Y	X	Y	Y	Y	Y	86%
Ian Booth	Y	X	Y	X	Y	Y	Y	72%
Neil Griffiths	X	Y	Y	Y	Y	Y	Y	86%
Phil Shaw	Y	Y	X	Y	Y	Y	Y	86%
John Rigarlsford	Y	Y	Y	Y	X	Y	Y	86%
Fiona Kibby	Y	X	X	Y	X	Y	X	43%
Gary Hoyle	X	X	X	X	Y	X	X	15%
Catherine Watkinson	Y	Y	X	X	X	Y	X	43%
Karen Middleton-Gell	X	Y	X	Y	Y	X	Y	58%
Heather McLucas	Y	Y	Y	Y	X	Y	Y	86%

Appendix II

DIRECTORS EXPENSES June 2014 – June 2015

Director	Expenses Claimed
Alan Lacey	£482.94
Phil Shaw	£600.55
John Rigarlsford	£299.95

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