



The Society of
Food Hygiene
and Technology®



Annual Report

2016/2017

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CHAIRMAN'S REPORT – *Ian Booth, Chair*



The Society is in a strong financial position as the 2016/2017 financial year ends. This has been achieved through offering a diverse range of membership benefits including events, the Training Academy programme, and industry recognised Annual Luncheon, Legislation Forums and Breakfast Clubs. As the Society commences the 2017/2018 financial year, it is in a strong position to allow the continued focus on driving training and support within the food industry.

The Society is recognised throughout the industry as a professional body covering all aspects of food hygiene including hygiene technologies and management techniques, as well as related technical management requirements such as food legislation and quality management systems. SOFHT is committed to supporting the continued awareness of hygiene and related technologies practices.

As the SOFHT council, we have focussed on building a strategy to drive the council over the next, and coming years. This covers our core areas of expertise, the essence on which the society was built. This was presented to members at the Annual Luncheon last November.

As a Society, we have focussed our areas of expertise on the following;

- Information – Providing members with information to support in their role, through upskilling and providing access to knowledge which is affordable, as well facilitating as the opportunity to meet with others in the industry.
- Training – to continue with the successful range of training models including e-learning, events, breakfast clubs and the training academy.
- Networking – through feedback from members, networking opportunities are seen as an area in which the Society can support, and we have already planned a number of activities with this in mind, both through social events and the opportunity to bring members within a particular sector together. We are scoping a Food Service Technical Working Party further to feedback from the last Brexit Breakfast Club, with the aim of sharing sector specific topical issues such as regulatory reform and influencing decision making relating to the departure from the European Union.
- Influencing – The membership of society covers a broad range of expertise. SOFHT have previously coordinated collaborative working parties including a response to the Food information Regulations Consultation, and there is an opportunity to continue this approach.
- Sector Specific – The society must ensure that we represent the interests of all members and we take this into account when developing events and training.

To delivery on our strategy requires both the support of a voluntary team of Directors who come from across the food industry and the SOFHT Office. Su Werran (Operations Director), collaborates with other Council members with portfolio to develop the effectively delivery of the activities identified within the strategy, as well as coordinating the office team activity. To support Su, we welcome Rachel Znajda as Office Manager, a new role of the Society. This role allows Su, as Operations Director, to focus on supporting the Membership and shaping the strategy. During my first year as Chairman, I have a much better understanding of the daily activity managed by the office. With such a strong pipeline of events and Society activities, ensuring that this area if resourced, and optimising Su's wealth of experience within the society, and her relationship with members and the industry is key to the continued growth of the Society. The support given by the Directors alongside their full time roles is also recognised, and attracting new council members to compliment the expertise within the society is an area of focus.

I am pleased to welcome four new Supporting Company Members (SCM's) – SAI Global, DEB, Pal International and Kiwa, who together with our existing SCMs offer valuable support to the Society. We have continued to host meetings for SCMs this year using the National Liberal Club as our London venue.

As the departure from the European Union is negotiated, the Society is in an expert position to support members through this transition, and is an area which we are working with our members to understand their needs.

An extensive program of Breakfast Clubs has also been devised for the coming year. The management of this key member benefits has been transferred to Sukhbir Kaur who joined council last year. This year continues with a focus on the key areas of food hygiene, technology and safety, as well legislation, enforcement, training and education.

Student Award

It was agreed to withdraw the student category from the 2016 award portfolio and review the structure and award criteria. A student award panel consisting of SOFHT membership completed the review and the 2017 award criteria have been marketed, including two awards; one for the full-time award & one for the part-time award. Marketing of the SOFHT Student Award has continued with Lecturers at multiple Universities also being invited to nominate a "Star pupil(s)" for the award. Although entrants were received, it is recognised that there is still an opportunity for SOFHT to support with supporting and developing the careers of those joining the industry, or upskilling. This will be an area of continued focus within 2017-2018.

SOFHT FOCUS EDITOR & MEDIA/PR Report – Fiona Kibby



The Society continues to use the services of Maple Rock Design to manage the layout, design and publishing of the SOFHT Focus. This has proven to be a very successful partnership and is ensuring the SOFHT Focus maintains a current and professional look, with timely distribution of issues. This year we published a Brexit Special Edition and anticipate that there will be similar features on this topic over the coming year.

The SOFHT website continues to host press releases for members, giving them a platform to network within The Society as well as reaching out to non-members and our Twitter, Facebook and LinkedIn posts continue to drive social media activity for The Society. Council members have been able to contribute to other publications, such as Food Management Today on topics at the core of The Societies activities.

MEMBERSHIP REPORT – Alan Lacey



Once again, I'm pleased to report that our membership levels remain buoyant which, in a challenging environment is a reflection of our core values and the excellent service provided by the office team.

Our members appreciate the easy access to advice that we provide together with the wide range of training and conference opportunities available.

While basic membership numbers remain fairly stable, we have welcomed some new members at higher levels: SAI Global, DEB, Pal International and Kiwa as Supporting Company members.

Oritain, Fera Science, Amazon, RBT, Prominent Fluid Controls have joined as Gold members.

The relatively new membership grade High 5 is proving popular with KP Snacks, Aldi, Euro Food Brands, Florette, Atkins & Potts and Dawn Meats joining.

Key objectives for us in the coming year are:

- Maintain our training and conference programme to provide a varied and relevant choice for our members in the food and service industries.
- Ensure that we fully engage with the consulting stages on Brexit and the FSA “regulating our future” programme so that we are well positioned to offer advice and support to members at all levels.

Supporting Company Members

As mentioned above we have welcomed some new organisations to this category which continues to be a valuable and dynamic group with representation from all sectors of the industry.

Our SCM meetings have proved popular and topical with great opportunities for networking. We continue to have high calibre speakers at those meetings – topics in the past year have included Brexit and Modern Slavery.

EVENTS REPORT – Catherine Watkinson



2016/17 was a disappointing year for the SOFHT Events team for a number of reasons as we were unable to successfully deliver the events we had scheduled and therefore were not able to meet the expectations of our members to enable them to fully utilise their membership benefits.

At the end of each financial year the Directors of SOFHT analyse each portfolio to establish the positives and negatives and how we can perform better in the forthcoming year as well as continuing to listen to our membership.

Events is a combination of getting the subject matter right, choosing a good venue, securing the best in class speakers and ensuring this combination attracts the exhibitors to showcase their products and services and a wide range of delegates from the industry.

The Events Team have had a great session at the beginning of the year working on a whole programme of events and we are delighted that the entire year of Events is in the diary, dates confirmed, venues booked and speakers secured.

This provides our members with many opportunities to utilise their benefits to their maximum potential.

We are delighted to be hosting our first Summer Soiree – an opportunity to gather all our members new and old, potential new members, post Chairs, Fellows and Honorary Fellowships and drink a glass of Pimms in the summer sun with an opportunity to make full use of Drayton Manor Theme Park – the must attend network gathering for the Summer.

From GM, Certification Complexity, Back to Basics and Quality Culture, we feel as an Events Team that we have a great year of Events and maintaining event costs to both attend and exhibit making us the best value for money.

Many Thanks to Phil, Su and the Office for continuing to support this area within the Society – the work that goes on behind the scenes is truly amazing,

We are looking forward to welcoming you all to one of our Events and as always we really do appreciate your support in every way.

TRAINING REPORT – Peter Littleton



The Society's Training Academy continues to develop both our reputation for high quality, cost effective training along with the range of training opportunities available to our members. New courses for 2017 include HACCP Level 3, Sensory Evaluation, Traceability Systems and Control & Verification of Packaging and Coding which join our stable alongside perennial favourites such as the Carousel Level 4 in Food Safety which is proving increasingly popular.

Support for Food Safety Culture remains high and the dovetailing of Training Academy and Breakfast Club events continues to offer opportunities to undertake both bite-size training and full day courses using industry recognised and respected trainers.

The full 2017 prospectus is available on the SOFHT web-site which includes a breakdown of the content for each course.

To cater for those who are unable to attend our dedicated training facility at Middleton House Farm we also offer a suite of e-learning courses to enable effective training to be undertaken on-site.

TECHNICAL REPORT – Dr Karen Middleton-Gell



The Society has had continued success with the Legislation Forums, an event which is free to SOFHT members, covering a wide range of topics in the 2016/17 program including “The changing face of enforcement” and “Sentencing guidelines” which have received excellent feedback with attendees finding the topics informative as well as enjoying the format of open discussion and lively debate. The Forums are well attended and continue to attract representatives from food manufacturers, retailers and suppliers. It is intended that the number of Forums will be reduced to twice a year, with the next events planned for October 2017 and March 2018.

The members have also continued to utilise the benefit of the Technical Helpline to support with trading law and food technology issues with a range of technical enquiries being addressed including food labelling, biocide legislation and nutritional declarations.

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 have been prepared by members and non-members of SOFHT.

It was recently decided to move the HIFs from the Members' Area and they are now available to anyone visiting 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. During the last year, a new HIF on “A Guide to Understanding Kosher Foods” was added. There are now 35 HIFs and more are planned. Many of the HIFs are over five years old and are due to be reviewed. Some of the SoFHT Directors have agreed to check and update them where necessary. In some cases, this may mean a complete rewrite. These reviews will ensure that HIF information is as topical and up-to-date as possible. 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 members' comments on the value of the HIFs and views 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 very welcome. Accreditation, where possible, is included in the HIF.

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



The financial year 2016/17 has produced a loss of £4,640 for the Society following Councils decision to operate a neutral budget for this year whilst increasing expenditure on office support. Total Income for 2016/17 has shown a significant increase over last year (£242,195 in 2015/16 to £255,286 this year) with expenditure being as expected (£232,746 in 2015/16 to £259,989 this year). Unfortunately the budgeted income did not reach the level expected to cover the budgeted extra expenditure leading to the loss reported.

The lower than budgeted total income was explained by the poor results for the Society's Events programme. However the drop off in Events income was almost offset by this year's total Membership Income which showed an 8% increase over the previous year and better than expected Training Academy income. The Annual Luncheon also showed a 22% increase in income over last year.

The Society capital and reserves together with the cash in hand position stood at £68,607 and £133,274 respectively at financial year end (compared with £73,247 and £108,827 at the end of the previous financial year).

Council believes that the Societies balance sheet is still strong enough to maintain the extra membership support expenditure put in place last year whilst achieving a neutral budget for the 2017/18 year.

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 2017.

PRINCIPAL ACTIVITY

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

DIRECTORS

The Directors who served during the year were:

Mr I Booth (Chairman)
Ms F Kibby (Vice Chair)
Mr N Griffiths (Treasurer)
Mrs C Watkinson
Mr P Shaw
Mr A Lacey
Mr G Hoyle
Dr K Middleton-Gell
Mr R Belton
Mr J Rigarlsford
Mrs S Kaur (appointed 22 June 2016)
Mr G Dennis (appointed 22 June 2016)
Mr P Littleton (appointed 22 June 2016)
Mrs D Waite (appointed 22 June 2016)

Small companies note

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

This report was approved by the board on 10 May 2017

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 10 May 2017

Income and Expenditure Account

For the year ended 31 March 2017

	Note	2017 £	2016 £
Income		255,286	242,195
Administrative expenses		<u>(259,989)</u>	<u>(232,746)</u>
Operating (deficit)/surplus		(4,703)	9,449
Interest receivable and similar income		79	71
(Deficit)//surplus before taxation		<u>(4,624)</u>	<u>9,520</u>
Tax on (Deficit)/ surplus		<u>(16)</u>	<u>(3)</u>
(Deficit)/surplus for the financial year		<u><u>(4,640)</u></u>	<u><u>9,517</u></u>

The notes on pages 11 to 13 form part of these financial statements

Balance Sheet

For the year ended 31 March 2017

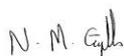
	Note	2017 £	2016 £
Fixed Assets			
Tangible assets	4	<u>4,135</u>	<u>4,409</u>
		4,135	4,409
Current Assets			
Debtors; amounts falling due within one year	5	23,753	41,480
Cash at bank and in-hand		<u>133,274</u>	<u>108,827</u>
		157,027	150,307
Creditors:			
Amounts falling due within one year	6	<u>(92,555)</u>	<u>(81,469)</u>
Net Current Assets		<u>64,472</u>	<u>68,838</u>
Total Assets Less Current Liabilities		<u>68,607</u>	<u>73,247</u>
Net Assets		<u>68,607</u>	<u>73,247</u>
Capital and reserves		<u>68,607</u>	<u>73,247</u>
Profit and loss account		<u>68,607</u>	<u>73,247</u>

The directors consider that the Company is entitled to exemption from audit under 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 Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and for the preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with the provisions of FRS 102 Section 1A – small entities.

The financial statements were approved and authorised for issue by the board and were signed on its behalf on 10 May 2017 by:



N M Griffiths, (Treasurer) Director
Company Registration Number: 03217110

The notes on pages 11 to 13 form part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017

1. General Information

The Society of Food Hygiene and Technology is a private company limited by guarantee incorporated in England. The address of the registered office and principal place of business is The Granary, Middleton House Farm, Tamworth Road, Middleton, near Tamworth, Staffordshire. B78 2BD.

2. Accounting Policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention unless otherwise specified within these accounting policies and in accordance with Section 1A of the Financial Reporting Standard 102, the Financial Reporting Standard applicable in the UK and the Republic of Ireland and the Companies Act 2006.

The following principal accounting policies have been applied:

2.2 Revenue

Revenue is recognised to the extent that it is probable that the economic benefits will flow to the Company and the revenue can be held reliably measured. Revenue is measured as the fair value of the consideration received or receivable, excluding discounts, rebates, value added tax and other sales taxes. The following criteria must also be met before revenue is recognised.

Sale of Goods

Revenue from the sale of good is recognised when all of the following conditions are satisfied:

- The company has transferred the significant risks and rewards of ownership to the buyer;
- The company retains neither continuing managerial involvement to the degree usually associated with ownership nor effective control over the goods sold;
- The amount of revenue can be measure reliably;
- It is probable that the Company will receive the consideration due under the transaction; and
- The costs incurred or to be incurred in respect of the transaction can be measured reliably.

Rendering of Services

Revenue from a contract to provide services is recognised in the period in which the services are provided in accordance with the stage of completion of the contract when all of the following conditions are satisfied.

- The amount of revenue can be measured reliably;
- It is probable that the Company will receive the consideration due under the contract;
- The stage of completion of the contract at the end of the reporting period can be measured reliably; and
- The costs incurred and the costs to complete the contract can be measure reliably.

2.3 Tangible fixed assets

Tangible fixed assets under the cost model are stated at historical cost less accumulated depreciation and any accumulated impairment losses. Historical costs includes expenditure that is directly attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management.

Depreciation is charged so as to allocate the cost of assets less their residual value over their estimated useful lives, on a reducing balance basis.

Depreciation is provided on the following basis:

- Furniture and equipment - 20% reducing balance basis

The assets residual values, useful lives and depreciation methods are reviewed, and adjusted prospectively if appropriate, or if there is an indication of a significant change since the last reporting date.

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount and are recognised in the income and expenditure account.

2.4 Debtors

Short term debtors are measured at transaction price, less any impairment. Loans receivable are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method, less any impairment.

2.5 Financial instruments

The Company only enters into basic financial instruments transactions that result in the recognition of financial assets and liabilities like trade and other debtors and creditors, loans from banks and other third parties, loans to related parties and investments in non-puttable ordinary shares.

2.6 Creditors

Short term creditors are measured at the transaction price. Other financial liabilities, including bank loans, are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.

2.7 Taxation

Tax is recognised in the income and expenditure account, except that a charge attributable to an item of income and expense recognised as other comprehensive income or to an item recognised directly in equity is also recognised in other comprehensive income or directly in equality respectively.

The current income tax charge is calculated on the basis of tax rates and laws that have been enacted or substantively enacted by the balance sheet date in the countries where the Company operates and generates income.

3. Employees

The average monthly number of employees, including directors, during the year was 3 (2016 – 3).

4. Tangible Fixed Assets

	Furniture & Equipment
	£
Cost	
At 1 April 2016	12,030
Additions	640
At 31 March 2017	<u>12,670</u>
Depreciation	
At 1 April 2016	7,621
Charge for the period on owned assets	914
At 31 March 2017	<u>8,535</u>
Net Book Value	
At 31 March 2017	<u>4,135</u>
At 31 March 2016	<u>4,409</u>

5. Debtors	2017	2016
	£	£
Trade debtors	-	1,361
Membership fees	8,059	18,518
Training	5,110	3,034
Training Academy	2,861	9,504
Breakfast Club	564	42
Sundry income	-	240
Prepayments and accrued income	7,159	8,481
Other debtors	-	300
	<u>23,753</u>	<u>41,480</u>

5. Creditors; Amounts falling due within one year

	2017	2016
	£	£
Trade creditors	14,403	12,207
Corporation tax	16	14
Other taxation and social security	6,982	5,234
Other creditors	65	-
Accruals and deferred income	<u>71,089</u>	<u>64,014</u>
	<u>92,555</u>	<u>81,469</u>

6. 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.

7. First time adoption of FRS 102

The policies applied under the entity's previous accounting framework are not materially different to FRS 102 and have not impacted on net assets or income and expenditure.

DETAILED INCOME AND EXPENDITURE ACCOUNT

For the year 31 March 2017

	Page	2017 £	2016 £
Income		255,286	242,195
Less overheads: Administration expenses		<u>(259,989)</u>	<u>(232,746)</u>
Operating (deficit) / surplus		(4,703)	9,449
Interest receivable		<u>79</u>	<u>71</u>
(Deficit) / Surplus for the year		<u><u>(4,624)</u></u>	<u><u>9,520</u></u>

NOTES TO THE DETAILED PROFIT AND LOSS ACCOUNT

For the year 31 March 2017

	2017 £	2016 £
Income		
Membership fees	60,284	50,559
Supporting company member fees	34,335	37,372
Diaries	2,400	3,000
Wall planner	4,302	3,826
Events	8,903	25,263
Breakfast Club	4,430	913
Training	9,099	7,251
Training Academy	33,725	29,902
Training Academy Level 4	7,383	8,088
Annual Luncheon	87,997	72,192
Office	1,303	1,654
SOFHT Focus	<u>1,125</u>	<u>2,175</u>
Total	<u><u>255,286</u></u>	<u><u>242,195</u></u>

Administration Expenses

Membership costs	759	299
Supporting company member costs	3,269	2,099
Diaries	1,963	1,963
Wall planner	547	588
Events	6,461	8,603
Breakfast Club	540	511
Training	3,338	2,155
Training Academy	20,008	15,971
Training Academy Level 4	4,129	4,497
Annual Luncheon	67,624	63,078
Student awards	195	-
Publications	4,923	2,294
Staff wages, benefits and pensions	81,088	69,800
Council meetings	2,082	933
Annual General Meeting	-	647
Technical Helpline	3,000	3,000
Marketing, publicity and advertising	3,960	4,108
Rent, rates and service charges	18,558	18,534
Printing, postage, stationery, certificates and membership wallets	3,921	4,537
Website, computer, telephone and internet	11,954	12,760
Bank charges and credit charges	1,957	1,990
Accountancy and bookkeeping	3,570	3,570
Bad debts	-	876
Insurance, subscriptions and rental of equipment	5,517	5,946
Meeting, travel and accommodation	1,007	1,150
Repairs, maintenance and sundry expenses	1,705	922
Recruitment fees	7,000	-
Depreciation	<u>914</u>	<u>1,915</u>
	<u><u>259,989</u></u>	<u><u>232,746</u></u>

Interest receivable

	2017 £	2016 £
Bank interest receivable	<u>79</u>	<u>71</u>
	<u><u>79</u></u>	<u><u>71</u></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 2017**

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 2017 which comprise the Statement of Comprehensive Income, the Balance Sheet and the related notes from the Company accounting records and from information and explanations you have given to us.

As a practising 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 <http://www.icaew.com/en/members/regulations-standards-and-guidance/>.

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 9 September 2016. Our work has been undertaken solely to prepare for your approval of 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 ICAEW Technical Release TECH07/16AAF. 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 or loss of The Society of Food Hygiene and Technology. 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.

MHA McIntyre Hudson

Chartered Accountants
Rutland House
148 Edmund Street
Birmingham
B3 2FD

Date: 10 May 2017

DIRECTORS and ADMINISTRATION

Board of Directors 2016/2017

Chairman	Ian Booth, Martin-Brower UK Ltd
Vice Chair, SOFHT Focus Editor and Media/PR Director	Fiona Kibby, Tesco Stores
Hon. Treasurer	Neil Griffiths, SGS Ashby Ltd
Membership Development Director and SCM Director	Alan Lacey, ASDA
Events Director and Minute Secretary	Catherine Watkinson, TMC Food Ltd
Company Secretary and Deputy Events Director	Phil Shaw, PLS Environmental Services Ltd
Assistant SOFHT Focus Editor	Gary Hoyle
Hygiene in Focus Director	John Rigarlsford
Technical Director	Karen Middleton-Gell, Bakkavor Group
Training Services Director	Peter Littleton, Klenzan Ltd
Robert Belton	Ashfords LLP
Sukhbir Kaur	Reynolds Catering Supplies Ltd
Dianne Waite	NSF International
Garry Dennis	GDT Consulting

SOFHT Administration

Operations Director	Su Werran
Office Manager	Rachel Znajda
Accounts Assistant	Kirsty Moore

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	2014/2016	Alan Lacey
Mrs Val Rumbelow	2016	Ian Booth
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>		
Mr John Barnes		
Mrs Helen Hyde		
David Travers		
Mark Watson		
Mrs Su Werran		

Appendix I

DIRECTORS ATTENDANCE AT COUNCIL MEETINGS 2016/2017

Director	22/06/2016	07/09/2016	19/10/2016	07/12/2016 cancelled	11/01/2017	29/03/2017	10/05/2017	% Attendance
Alan Lacey	Y	X	Y		Y	X	Y	67%
Ian Booth	Y	Y	Y		Y	Y	Y	100%
Neil Griffiths	Y	Y	Y		X	Y	X	67%
Phil Shaw	Y	Y	Y		Y	Y	X	84%
John Rigarfsford	Y	Y	Y		Y	X	Y	84%
Fiona Kibby	Y	Y	Y		X	X	Y	67%
Gary Hoyle	Y	Y	X		Y	X	X	50%
Catherine Watkinson	Y	Y	X		X	Y	X	50%
Karen Middleton-Gell	Y	Y	Y		Y	Y	X	84%
Rob Belton	Y	X	X		Y	X	Y	50%
Sukhbir Kaur	Y	X	X		Y	X	Y	50%
Dianne Waite	Y	Y	Y		Y	Y	X	84%
Garry Dennis	Y	Y	Y		Y	X	Y	84%
Peter Littleton	Y	Y	Y		X	Y	Y	84%
Mike McCorkell (co-opted Jan 17)					Y	Y	Y	

participated via
facetime

Absent due to
traffic problems

Appendix II

DIRECTORS EXPENSES June 2016 – June 2017

Director	Expenses Claimed
Alan Lacey	£291.70
Phil Shaw	£354.00
John Rigarlsford	£382.50
Catherine Watkinson	£85.00

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