



The Society of [®]
Food Hygiene
and Technology

Annual Report

2009/2010

CONTENTS

CONTENTS 2

CHAIRMAN’S REVIEW 3

MEMBERSHIP 3

SOFHT FOCUS 4

MEDIA 4

EVENTS 4

TRAINING 5

HYGIENE IN FOCUS (HIFs) 5

SOFHTe CERTIFICATION SCHEME 5

EXTERNAL ORGANISATIONS 6

TREASURER’S REPORT 6

FINANCIAL STATEMENTS FOR THE YEAR 7

The Directors Report 7

Principal Activities 7

Directors’ Responsibilities 7

Small Company Provisions 7

Accountants’ Report to the Directors year ended 31 March 2010 7

Income and Expenditure Account 8

Balance Sheet 8

Notes to the financial statements to the year ended 31 March 2010 9

Detailed Income and Expenditure Account 12

DIRECTORS and ADMINISTRATION 13

Board of Directors 2009/10 13

SOFHT Administration 13

FELLOWS & CHAIRMEN 14

CHAIRMAN'S REVIEW – *Jonathon Bayne*



I cannot believe that this will be the last time that I will be writing this annual report for the Society to you in my role as Chairman of the Society.

It has been a huge privilege in being the Society's Chairman for the last 3 years as well as a tremendous honour.

I set myself some objectives when I became Chairman in 2007 and progress has been overall very good in achieving them that I set myself, but accept that there is still more work to be done yet.

The SOFHT Annual Lecture and Luncheon in November 2009 was a huge success, with another sell-out and for 2010 we have moved the luncheon to the Savoy Hotel which has recently reopened following a major refurbishment which can accommodate more people.

In the last 12 months we have run a successful series of breakfast club meetings, covering many various subjects from Nanotechnology to Cleaning to Remove Allergens. These have been very well received by our membership and it is the Society's intention to continue to run these going forward.

The Yorkshire North East Branch continues to successfully thrive through the combined efforts of Cath Gairns and James Gibson, and they have held some varied symposiums during the course of the past 12 months. I would like to thank them both for their ongoing support of both the branch and the Society.

I would like to thank all my directors over the last 3 years for their support as well as the team at Middleton offices.

I wish the new incoming chairman well and he can rest assured that I will not be leaving him any cryptic messages on his first day about the state of the society's finances!

MEMBERSHIP REPORT – *Dr John Simmons*



We are told that we are in an age of austerity, and in such times individuals and businesses look to cut non-essential expenditure. Membership of organisations such as SOFHT might be viewed in such a light. However, it is good to report that membership in both our corporate and individual categories have fallen only slightly, by 9 and 4% respectively.

Our Supporting Company Members, one of the major financial pillars of the Society continue to provide valuable support and, though the year has seen one or two losses of SCM's, these have been balanced by the same number of gains.

One of my stated aims last year was to resurrect the Student Membership category. This is now up and running, and we urge any member with links to academia to help us promote SOFHT to this sector; today's students are tomorrow's active members. The planned re-vamp of the website will allow student members to upload CV's, and we hope that this facility will develop into a major recruitment resource.

The lifeblood of the Society will always be the quality, technical and hygiene related managers of food and allied industries, and it is to this group that I intend to direct membership promotional efforts this year. The SOFHTe Certification Scheme has already resulted in a number of new individual members, and I anticipate that this will snowball as the scheme grows.

As a service supplier into the food industry I never cease to be surprised at how many of my customers have not heard of the Society. As an organisation we have little money available for a big promotional push, so there is a great onus on existing members and Directors to use their contacts to spread the word. There will certainly be a focus on this over the coming months.

In my statement last year I said that the coming year would be a challenge, and so it proved. This year is likely to be equally, if not more, challenging. Consolidation of membership remains the key priority, but there will also be a push to increase membership, particularly amongst individuals.

SOFHT FOCUS REPORT – *Ian Booth*



The electronic version of SOFHT focus has now been distributed successfully for the last year. This has had a financial benefit as has reduced the printing and distribution costs significantly, and potentially reaches a larger audience. Whilst the aim is to generate income from advertising, this needs to be balanced with the membership benefit at a number of grades where free advertising in an agreed number of issues is completed.

The aim is to continue to actively seek advertising, and progress throughout the year with four editions as agreed. Through analysis of members' areas of profession, we target a range of articles to reflect this.

MEDIA REPORT – *Angom Ocan*



Following my appointment as Head of Media (Communications) in 2010, I started the role with some hesitation due to more theory than practical experience.

However encouraged by the years past performance that saw much achievement in terms of SOFHT Focus now published on-line and the enhanced website measured by readership and number of hits, I developed a vision for 2010/2011. My vision is to build on previous successes and to further advance ongoing initiatives with the employment of new technologies where possible.

My aim is to explore other types of media opportunities such as electronic, digital and new media etc, in an effort to enhance communications and ultimately stimulate growth in membership.

The first key objective is to update the SOFHT website in terms of functionality, architecture and artistic merit. The timescale to final launch of this development is before the end of the year.

The second key objective is to increase revenue through additional advertising sales on both the website and SOFHT publication.

Finally, the practical implementation of the above is very much dependant on the undeniable dedication and support of Su and the back office.

EVENTS REPORT - *Roger Hatch*



Events during the year have been less than originally planned, and only two events were held instead of the four anticipated. New concepts were tried during the year, including partnership events and less specific subject matters than previous years, covering "Contamination", "CRS", and "Life after Methyl Bromide".

The resulting lower than budgeted income and expenditure streams have resulted in only 25% of budgeted profit being achieved from events from the years activities.

Although clearly very disappointing, the positive learning that has been collected from the year is that it is essential to ensure that events are directed at clear specific subject matters, and that a future plan of events is clearly set out to enable a full marketing and PR campaign.

A forward plan of events is currently being worked on, and information on some of these is now available on the SOFHT web site.

TRAINING REPORT – *Helen Doe*



2009/2010 what a good year for SOFHT training with Su Werran, Jude Hutchinson and Lynne de Motte revamping the Hygiene Awareness kit which builds on the established learning workbook which was launched in 2008. We therefore now have a totally revamped and modern training package applicable to all areas of the food industry, particularly manufacturing.

We have introduced a new feature in SOFHT Focus which supports a trainer's forum. This is a chance for old and new trainers to share topics and new ideas for training sessions. In each edition we will discuss a new topic or idea, so I encourage all of you to participate as many trainers gain inspiration from these types of forums.

SOFHT is very busy promoting the new training packages as these build on the original aims of SOFHT to promote the production, distribution and sale of safe, wholesome food.

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



In order to keep SOFHT members up to date with unbiased, accurate and essential information on 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. All contributors are recognised as knowledgeable and experienced 'experts' in the field they have undertaken to write about.

Currently there are 24 HIFs available in the Members' area of the SOFHT website. The HIFs cover a plethora of subjects including food law, cleaning and disinfection, pest control, HACCP, food allergens etc. They are in a format that is easy to read, download or print out. We were very fortunate to get Professor Hugh Pennington, an acknowledged expert on infection who often gives expert comment on television and the radio, to write the latest HIF. It is on E.coli, a subject where he has led Government Enquiries when outbreaks have occurred.

More HIFs are in the pipeline and the current HIFs are regularly reviewed and updated as knowledge improves.

SOFHTe CERTIFICATION SCHEME REPORT – *Simon Houghton-Dodd*



Due to an increasing demand for locally sourced products and interest from our members, the Society has established the SOFHTe Certification Scheme, an innovative approach to manage and control small and local suppliers.

The scheme meets the need for buyers to ensure that their 'due diligence' defence is not compromised when buying from local sources who may not participate in more formal certification schemes. The scheme is simple to use and cost effective to ensure buy-in from suppliers yet is robust enough to ensure products are legal and safe.

The scheme is web based with the supplier completing an online application and questionnaire which is supported by the requirement to upload documentation to validate the answers given. Using this approach the subsequent review, which is carried out by a qualified food technologist, can be evaluated on the basis of objective evidence rather than just the answers to the questions. The questions have been crafted to ensure a detailed overview of the applicant's operation. In addition to the information supplied via the questionnaire suppliers will be audited at a frequency determined by risk assessment based on the risk if the type of operation coupled with the level of confidence in the management of the operation as determined through the desktop review of their application and other relevant information.

We are very pleased with the positive feedback we have received since the launch of the scheme last October, in particular the endorsement from Waitrose and Musgrave Retails Partners GB who have formally added the SOFHTe Certification to the list of audits they will accept their small producers to be audited against. We have also met the major retailers and some of the Regional Food Groups (including Taste of Sussex, Taste of Anglia, the Regional Food Group for Yorkshire and Humber).

EXTERNAL ORGANISATIONS

The Society of Food Hygiene and Technology are members of The Foundation of Science & Technology and this year, John Rigarlsford has represented the Society at the United Kingdom Federation for Food Science & Technology meetings and is now a Committee Member.

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

TREASURER'S REPORT - *Simon Houghton-Dodd*



To say that the area that the Society operates in has undergone an extremely difficult 12 months is hardly an understatement. Therefore, I am extremely pleased to be able to report that despite the very challenging economic climate the Society still managed to achieve an operating profit of £6,414 for the financial year ended 31 March 2010.

Our income for the financial year decreased by 8.72%, but this reduction was off-set by a 6.88% reduction in expenses in the same period. However, despite the overall drop in income there are some notable highlights that should be reported. The 2009 Annual Luncheon was a sell-out for the 3rd year in a row and this coupled with sponsorship of the event helped deliver a modest profit on the day despite the additional costs incurred with staging the 30th anniversary celebration. Other significant contributors to net operating profits for the Society were the introduction of breakfast clubs in 2009 which achieved a surplus in excess of £2000. Also, last year was the first full year SOFHT was able to offer its training/conference room to third parties generating over £10,000 income.

Obviously there are going to be some areas that did not perform as well as in previous years. Most notably were Events where income was down by over 50% year on year and Membership fees which fell by 10.22%.

As many of you may know, the Society launched its SOFHTe Certification Scheme in October 2009 and as you can imagine a project as complex as this and one that was 18 months in the delivery incurred significant one-off start up costs totalling £17,442. Most significant in this was the development of the online questionnaire and all the associated ISIT systems that support the smooth operation of the scheme. It is pleasing to be able to report, even at this early stage, that the scheme is already delivering income and additional membership.

Finally, looking forward to the next 12 months, whilst the overall economic outlook remains pessimistic, SOFHT is in a much healthier position than it was 2 years ago. I am confident that for the 3rd year running SOFHT will deliver a net operating profit as the balance of income is spread more widely across our activities rather than be solely reliant upon membership fees and events.

FINANCIAL STATEMENTS FOR THE YEAR

Ended 31 March 2010

THE DIRECTORS' REPORT

The directors have pleasure in presenting their report and the financial statements of the company for the year ended 31 March 2010.

PRINCIPAL ACTIVITIES

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' RESPONSIBILITIES

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company at the end of the year and of the profit or loss for the year then ended.

In preparing those financial statements, the directors are required to select suitable accounting policies, as described on page 9, and then apply them on a consistent basis, making judgements and estimates that are prudent and reasonable. The directors must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping proper records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006. The directors are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the special provisions for small companies under Part 15 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, Company Secretary

Approved by the directors on 9 June 2010

ACCOUNTANTS' REPORT TO THE DIRECTORS YEAR ENDED 31 MARCH 2010

As described on the balance sheet, the directors of the company are responsible for the preparation of the financial statements for the year ended 31 March 2010 set out on pages 8 to 12.

You consider that the company is exempt from an audit under the Companies Act 2006.

In accordance with your instructions we have compiled these unaudited financial statements in order to assist you to fulfil your statutory responsibilities from the accounting records and information and explanations supplied to us.

Sterling House
31/32 High Street
Wellingborough
Northants NN8 4HL

Berry Kearsley Stockwell Ltd.,
Accountants

Date: 9 June 2010

Income and Expenditure Account

For the year ended 31 March 2010

	Notes	2010 £	2009 £
Income	4	220,875	241,987
Expenses		(191,750)	(199,116)
Membership support		(16,063)	(24,773)
Other expenses		<u>(6,648)</u>	<u>(6,427)</u>
Surplus/(deficit) on ordinary activities before taxation		6,414	(11,671)
Tax on interest received	3	<u>(19)</u>	<u>(612)</u>
Surplus on ordinary activities after taxation		6,395	11,059
Retained surplus brought forward		<u>54,997</u>	<u>43,938</u>
Retained surplus carried forward		<u>61,392</u>	<u>54,997</u>

Balance Sheet

For the year ended 31 March 2010

	Notes	2010 £	2009 £
Fixed Assets			
Tangible fixed assets	5	6,682	8,203
Current Assets			
Stock	6	2,788	3,198
Debtors	7	27,254	22,417
Cash at bank and in-hand	8	<u>70,882</u>	<u>67,705</u>
		100,924	93,320
Creditors			
Amounts falling due within one year	9	<u>(46,214)</u>	<u>(46,526)</u>
Net Current Assets		<u>54,710</u>	<u>46,794</u>
Total Assets Less Current Liabilities		<u>61,392</u>	<u>54,997</u>
Reserves			
Income and expenditure account reserve	12	<u>61,392</u>	<u>54,997</u>
MEMBERS' FUNDS		<u>61,392</u>	<u>54,997</u>

The directors are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of Section 477, and that no member or members have required an audit pursuant to Section 476 of the Act.

The directors acknowledge their responsibility for

- (i) Ensuring that the company keeps proper accounting records which comply with Section 386 of the Act and;
- (ii) Preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its surplus or deficit for the financial year in accordance with the requirements of Section 394 and 395, which otherwise comply with the requirements of the Act relating to financial statements as far as applicable to the company.

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

These financial statements were approved by the directors on 9 June 2010 and are signed on their behalf by:



S Houghton-Dodd

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2010

1. Accounting Policies

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

Income - The income shown in the Income and Expenditure Account represents amounts invoiced during the year, exclusive of Value Added Tax.

Depreciation - Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Furniture and equipment -20% reducing balance basis

Stock - Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

2. Operating Surplus

Operating surplus is stated after charging:-	2010	2009
	£	£
Depreciation of owned fixed assets	<u>1,521</u>	<u>1,772</u>

3. Corporation Tax on Interest Received

	2010	2009
Current tax:	£	£
UK Corporation tax	<u>19</u>	<u>612</u>
Total current tax	<u>19</u>	<u>612</u>

4. Income

	2010	2009
	£	£
Membership fees	113,482	126,408
Events	18,034	49,568
Annual luncheon	59,689	50,402
Breakfast Club	3,355	-
Office	10,593	-
Training	11,663	9,150
Publications	300	-
Diaries	1,200	2,000
Scheme	984	-
Bank interest receivable	93	2,914
Net branch activities	342	70
Sundry income	<u>1,140</u>	<u>1,475</u>
TOTAL	<u>220,875</u>	<u>241,987</u>

5. Tangible Fixed Assets

	Furniture & Equipment
Cost	£
At 1 April 2009	19,052
Additions	-
Disposals	-
At 31 March 2010	<u>19,052</u>
Depreciation	
At 1 April 2009	10,849
Charge for the year	1,521
Disposal depreciation	-
At 31 March 2010	<u>12,370</u>
Net Book Value	
At 31 March 2010	<u>6,682</u>
At 31 March 2009	<u>8,203</u>

6. Stocks

	2010	2009
	£	£
Stationery and postage	792	808
Diaries, pens and pen sets	23	37
Hygiene training stock	1,576	1,956
Sundry equipment items	<u>397</u>	<u>397</u>
	<u>2,788</u>	<u>3,198</u>

7. Debtors

	2010	2009
	£	£
Events	1,350	1,657
Membership fees	12,699	11,733
Training	940	92
Branch	50	-
Office	8,906	-
Sundry Income	834	172
VAT	-	2,529
Prepayments	<u>2,475</u>	<u>6,234</u>
	<u>27,254</u>	<u>22,417</u>

8. Cash at Bank and in Hand

	2010	2009
	£	£
Bank deposit account	55,040	53,106
Bank current account	13,842	12,846
Cash in hand	<u>2,000</u>	<u>1,753</u>
	<u>70,882</u>	<u>67,705</u>

9. Creditors : Amounts falling due within one year

	2010	2009
	£	£
Corporation Tax	19	612
Deferred income	38,549	33,726
PAYE/NIC	1,233	1,288
VAT	1,864	-
Trade creditors	3,062	8,565
Accruals	<u>1,487</u>	<u>2,335</u>
	<u>46,214</u>	<u>46,526</u>

10. Related Party Transactions

No transactions with related parties were undertaken such as are required to be disclosed under Financial Reporting Standard 8.

11. Company Limited by Guarantee

The company is limited by guarantee and each member of the Society undertakes to contribute an amount not exceeding £1 in the case of the Society being wound up.

12. Reconciliation of Members' Funds and Movement on Reserves

	Income & Expenditure Account	Total Members' funds
	£	£
Balance brought forward	54,997	54,997
Retained surplus for the year	<u>6,395</u>	<u>6,395</u>
Balance carried forward	<u>61,392</u>	<u>61,392</u>

DETAILED INCOME AND EXPENDITURE ACCOUNT

For the year 31 March 2010

	2010	2009
	£	£
Income		
Membership fees	113,482	126,408
Events	18,034	49,568
Annual Luncheon	59,689	50,402
Breakfast Club	3,355	-
Office	10,593	-
Training	11,663	9,150
Publications	300	-
Diaries	1,200	2,000
Scheme	984	-
Bank interest receivable	93	2,914
Net branch activities	342	70
Sundry income	<u>1,140</u>	<u>1,475</u>
Total	220,875	241,987
Expenses		
Events	10,057	23,948
Annual Luncheon	59,139	43,801
Breakfast Club	872	-
Council meetings	1,379	1,602
Office and administration	40,602	38,256
Staff costs	57,886	75,693
Training costs	4,373	6,693
Publications	-	9,123
Scheme	<u>17,442</u>	<u>-</u>
	(191,750)	(199,116)
Membership support – per schedule	16,063	24,773
Other expenses – per schedule	<u>6,648</u>	<u>6,427</u>
	<u>(22,711)</u>	<u>(31,200)</u>
Surplus/(Deficit) on ordinary activities before taxation	<u>6,414</u>	<u>11,671</u>

Schedules to the detailed Income and Expenditure Account

	2010	2009
	£	£
Membership Support		
Diaries	2,017	1,688
Printing, postage and stationery	111	571
Computer costs	-	45
Certificates and membership wallets	1,010	1,809
Insurance	1,004	900
Internet and website costs	6,900	10,476
Subscriptions	576	675
Meeting, travel and costs	1,440	3,179
Telephone helpline	3,000	5,167
Miscellaneous	<u>5</u>	33
Telephone	-	230
	<u>16,063</u>	<u>24,773</u>
	2010	2009
Other expenses		
Bank charges and credit card charges	1,879	1,730
Accountancy and bookkeeping	3,650	3,643
Marketing, publicity and advertising	<u>1,119</u>	<u>1,054</u>
	<u>6,648</u>	<u>6,427</u>

DIRECTORS and ADMINISTRATION

Board of Directors 2009/2010

Chairman	Jonathon Bayne, Musgrave Retail Partners GB
Vice Chairman & Hon. Treasurer	Simon Houghton-Dodd, Tate & Lyle
Membership Development Director	John Simmons, Acheta
Events Director	Roger Hatch
Deputy Events Director	Phil Shaw, Servest Pest Control Services
Technical Director	Catherine Watkinson, Lyons Seafoods Ltd
SOFHT Focus Editor	Ian Booth, Reynolds Catering Supplies Ltd
Deputy SOFHT Focus Editor	Fiona Scholes, Exova
Training Services Director	Helen Doe, Broad Oak Farm Sausage Co Ltd
Head of Media	Angom Ocan
Hygiene in Focus	John Rigarlsford
SCM Director	Sam Osili, Pestfree Environmental Services Ltd
Director's without Portfolios	Alan Lacey, Sainsbury's Supermarkets Ltd
Company Secretary	Roger Hatch

It was with great sadness during this financial year in January 2010, that the Society learnt of the sudden death of Sam Osili, a recent serving Director of the Society. Sam had been a tremendous supporter of the society both as a member and in the time he served as a Society director.

SOFHT Administration

Operations Director	Su Werran
Accounts Assistant	Kirsty Millington
Administrator	Claire Welch

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
Mrs Catherine Graham	1991/1993	Mrs Nina Chesworth
Neil Griffiths	1993/1995	Ms Nicki McCann
Simon Houghton-Dodd	1995/1997	Stephen Phillips
Dr Alan Johnson	1997/1999	Tony Stephens
Alan Jones	1999/2001	Andrew Skinner
Alan Lacey	2001/2003	Andrew Sedgwick
Stuart McNeil	2003/2005	Neil Griffiths
Mrs Maureen O'Shea	2005/2007	Simon Houghton-Dodd
Mrs Deborah Puckering	2007/2010	Jonathon Bayne
Mrs Val Rumbelow	2010 –	Simon Houghton-Dodd
Andrew Skinner		
Mike Sheard		
Miss Wendy Spence		
Richard Sprenger		
Tony Stephens		
Bowen Thomas		
Mrs Sarah Thomas		
Chris Turner		
Peter Vickers		
Mrs Mary Vizoso		
Peter Wright		
<i>Honorary Fellow</i>		
Mrs Helen Hyde		

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