
THE ROYAL ENVIRONMENTAL HEALTH INSTITUTE OF SCOTLAND

CHARITY TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2014

THE ROYAL ENVIRONMENTAL HEALTH INSTITUTE OF SCOTLAND

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THE ROYAL ENVIRONMENTAL HEALTH INSTITUTE OF SCOTLAND

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 MARCH 2014

The Institute is governed by an elected Council of its members. The Council members are the Institute's Charity Trustees and their names, including the name of the office bearers, are set out below along with the names of the professional advisers, the Secretary and the address of the Institute's principal office.

Charity Trustees

Colin Wallace, President (Elected 15 November 2013)
Martin Keeley, Senior Vice-President (Elected 15 November 2013)
Kofi Aidoo, Junior Vice-President (Elected 15 November 2013)
Martin Henry, Honorary Treasurer

Patricia Sheldon (Elected 15 November 2013)
Bob Drummond (Elected 15 November 2013)
Drew Hall (Elected 15 November 2013)
David Duffy (Elected 15 November 2013)
John Love (Resigned 15 November 2013)
Christine Morrison
Graham Robertson
Bernard Forteath (Elected 15 November 2013)
Paul Bradley (Elected 15 November 2013)
Brian Lawrie
Lorraine MacGillivray (Elected 15 November 2013)
John Sleith (Elected 15 November 2013)
George McCracken
Alan Morrison
Evonne Bauer (Resigned 15 November 2013)
Heather Dick
George Fairgrieve
Linda Kain (Resigned 1 March 2014)
Christine Fraser (Elected 15 November 2013)
Raymond Hubbocks (Resigned 7 June 2014)
Wendy Barrie
Sandy Fraser
Sarah MacLeod-Bonnar
Alistair Thomson (Resigned 15 November 2013)
Louise Cunningham (Elected 15 November 2013)
Pat Hoey (Elected 15 November 2013)
Gwyneth Kerwin (Co-opted 1 March 2014)

Charity registered number

SC009406

Principal office

19 Torphichen Street
Edinburgh
EH3 8HX

Secretary

Tom Bell

THE ROYAL ENVIRONMENTAL HEALTH INSTITUTE OF SCOTLAND

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2014

Administrative details (continued)

Independent auditors

French Duncan LLP
Statutory Auditors & Chartered Accountants
Macfarlane Gray House
Castlecraig Business Park
Springbank Road
Stirling
FK7 7WT

Bankers

Clydesdale Bank Plc
Festival Square
50 Lothian Road
Edinburgh
EH3 9BY

Solicitors

Tods Murray LLP
Edinburgh Quay
133 Fountainbridge
Edinburgh
EH3 9AG

THE ROYAL ENVIRONMENTAL HEALTH INSTITUTE OF SCOTLAND

CHARITY TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2014

The Charity Trustees present their annual report together with the audited financial statements of The Royal Environmental Health Institute of Scotland (the charity) for the year ended 31 March 2014. The Charity Trustees confirm that the Annual report and financial statements of the charity comply with the current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.

Structure, governance and management

GOVERNING DOCUMENT

The charity is controlled by its governing document, the Royal Charter and Bye-laws, and constitutes an unincorporated charity.

The Royal Environmental Health Institute of Scotland attained Royal Charter status on 8th March 2001 and was recognised as a charity on 11th May 2001, charity number SC009406.

RECRUITMENT AND APPOINTMENT OF NEW TRUSTEES

Charity Trustees are elected to the Council of the Institute at the Annual General Meeting and hold office for periods of up to three years.

The President and the two Vice-Presidents hold office from the Annual General Meeting at which they are elected until the next and are eligible for re-election.

The Honorary Treasurer is appointed annually by the Council and the Auditors are appointed for the forthcoming financial year at the Annual General Meeting.

INDUCTION AND TRAINING OF CHARITY TRUSTEES

Training in Charity Trustees' duties continued using the guidance (Guidance for Charity Trustees - Acting with Care and Diligence) published by OSCR in August 2006 and the Charities and Trustee Investment (Scotland) Act 2005.

ORGANISATIONAL STRUCTURE

The Council is the governing body of the Institute and consists of 27 elected members and office bearers, all of whom have general control and management of the charity. At a meeting of the Council on 11 March 2006 it was agreed that all members of the Council would be Charity Trustees of the Institute. The Institute's Secretary is a full time member of staff and is employed to give effect to Council decisions and to deal with the routine work of the organisation.

RISK MANAGEMENT

The Council has established a register and will conduct a review of the major risks to which the charity is exposed on an annual basis.

THE ROYAL ENVIRONMENTAL HEALTH INSTITUTE OF SCOTLAND

CHARITY TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2014

Objectives and Activities

OBJECTIVES AND AIMS

The objects for which the Institute is established, contained in Article 3 of its Royal Charter, are for the benefit of the community to promote the advancement of environmental health by:

- (a) stimulating general interest in and disseminating knowledge concerning environmental health;
- (b) promoting education and training in matters relating to environmental health; and
- (c) maintaining, by examination or otherwise, high standards of professional practice and conduct on the part of Environmental Health Officers in Scotland.

SIGNIFICANT ACTIVITIES

The significant activities of the Institute include the setting of professional examinations for a range of environmental health professionals and acting as the awarding body for the award of professional qualifications to these professionals; contributing to the public consultation process of the Scottish government and UK government departments and agencies and others; providing independent advice and guidance through membership of committees external to the Institute; providing opportunities and verification for the post-qualification education and training of members through its independently verified schemes of continuing professional development; providing education and training to the general public through its community training activities and publicising and communicating its information, on a range of environmental health matters, through the issuing of press releases to the media and through its Journal 'Environmental Health Scotland' and website.

THE CHARITY'S STRATEGIES

The principal strategy of the Institute, as a registered Scottish charity, is to pursue the objects for which the Institute is established.

In operational terms, the Institute's strategies are to maintain its financial independence and security; to maintain a high level of volunteer involvement in the work of the Institute in keeping with designated activities and roles; to engage with the general public; to engage with its members via its network of centres; to continue to widen the membership to ensure that it maintains its broad interest base; to liaise with, and influence, government on matters affecting environmental and public health policy and legislation; to ensure the maintenance of high standards of professional practice and conduct on the part of Environmental Health Officers in Scotland through training, examination and continuing professional development; to employ staff to give effect to Council decisions and to deal with the routine work that requires to be done; and to maintain its positive contribution to UK, European and international environmental health matters through membership of the International Federation of Environmental Health.

GRANT MAKING

Grants for the Institute's Travelling Scholarship are awarded each year following the requirements of its regulations. Other awards may be made at the discretion of the Council for educational activities related to environmental health.

QUANTIFIED USE OF VOLUNTEERS

The office bearers gratefully acknowledge the voluntary support of members. The work of the Institute is greatly enhanced by the voluntary contribution of members to many of its activities. In addition to the voluntary contributions of the 27 members of the Institute's Council, 42 volunteers also contribute to the work of its committees, centres and working groups. Other members volunteer their assistance with the work of the Institute on an ad hoc basis.

THE ROYAL ENVIRONMENTAL HEALTH INSTITUTE OF SCOTLAND

CHARITY TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2014

Achievements and performance

REVIEW OF ACTIVITIES

Excellent progress was made during the year with regard to the objects for which the Institute was established.

The Institute was once more very involved with education and training within the community, particularly in schools, colleges, universities, community groups and industry. In the calendar year 2013, 35,349 Elementary Food Hygiene Course Certificates, an industry recognised qualification which trains primary food handlers from a wide range of sectors to handle and prepare food safely, were issued.

The REHIS Elementary Food Hygiene and Elementary Food and Health courses, the latter developed to promote healthy eating to the general public, continue to be delivered in Scottish secondary schools as part of the Institute's Secondary Schools Training Initiative. These courses support the teaching of safe healthy eating and healthy lifestyles. Once again the REHIS Introduction to Food Hygiene Course was included in the Initiative. This is a non-examinable awareness raising course which is more suited to some pupils. All the courses help to meet the 'experiences and outcomes' of the Curriculum for Excellence. A total of 191 secondary schools took part in the 2013 Food Standards Agency Scotland funded project which involved around 12,500 pupils.

The Institute is also an awarding body for qualifications in Infection Control, Occupational Health and Safety at Introductory, Elementary, Intermediate and Advanced levels. Including the Elementary Food Hygiene Certificates a total of 49,818 certificates were issued. REHIS now have three courses; Introduction, Elementary and Intermediate Food Hygiene Certificate, available by e-learning to allow the training reach all areas of the community where face to face training is not always available.

During the year work commenced on developing a new REHIS accredited course, Elementary Cooking Skills. Although diet related health in Scotland is slowly improving, many people are still failing to meet dietary recommendations. As a lack of cooking and practical food skills is often cited as a major barrier to healthy eating current food and health policy in Scotland advocates the need for the increased promotion of cooking and practical food skills. To address this REHIS, in partnership with NHS Forth Valley Nutrition and Dietetics Department and with support from Community Food and Health (Scotland) and Edinburgh Cyrenians, has developed the Cooking Skills course. The course aims to provide participants with basic cooking skills to increase their confidence, skills and knowledge.

Work continued on three other new REHIS accredited courses, Controlling the Risk of Cross Contamination, Safe Manual Handling Awareness and an Elementary Cleaning and Disinfection Course.

In 2013, the Institute supported a partnership project between Fife Council and Healthy Working Lives to offer free REHIS Elementary Health and Safety training for staff from each engaged workplace in Fife as part of NHS Fife Health Improvement Training Programme. The main aim of the project was to help workplaces move on from a basic awareness of health and safety issues. It was aimed at workers in SMEs and voluntary organisations. A total of 6 courses were delivered for 63 different workplaces and 76 successful candidates received their REHIS Elementary Health and Safety Course certificates.

Where a standard REHIS course or qualification is not appropriate, the Institute works with partners to develop a sector or organisation specific qualification which can be certified by the Institute. Over 1,000 joint award certificates were presented in 2013.

A new joint award called Safe Working Practices, based on food safety and health and safety aimed at young people with learning disabilities, run by Windmills Café, a training cafe providing a wide range of homemade food, was completed. The purpose of the course is to provide young people with the skills and knowledge to provide safe and healthy food in a safe and healthy workplace.

Another joint award with the D & D Partnership was also completed - the Certificate in Safe Operating Practices for Beauty Therapists, Piercers and Tattooists. This joint award is aimed at Ear and Body Piercing Operators,

THE ROYAL ENVIRONMENTAL HEALTH INSTITUTE OF SCOTLAND

CHARITY TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2014

Tattooists and other alternative therapy practitioners to ensure infection control requirements are met in line with the training requirements laid out in the new Civic Government (Scotland) Act, 1982 (Licensing of Skin Piercing and Tattooing) Order 2006.

A further joint award is under development by the Institute and Coeliac UK. The aim of this joint award is to assist the food industry understand gluten-free provision. The course is designed for anyone in the food industry to gain an understanding of coeliac disease, gluten-free labelling, providing gluten-free foods and the benefits of providing gluten-free foods.

Again, the Institute and the Scottish Qualifications Authority (SQA) continue to work together in updating the SVQ units and modules which are also accredited by REHIS.

Angus Council Environmental Health staff, the Food Standards Agency Scotland (FSAS) and the Institute held a joint seminar aimed at REHIS Registered Course Presenters (trainers) and local authority enforcement staff. The planned outcome was to ensure that all delegates would have an accurate understanding to promote consistent enforcement and training approaches to controlling the risk of cross contamination. The official launch of the new REHIS Controlling the Risk of Cross Contamination Course, took place at this event.

The annual REHIS Trainers' Seminar for Registered Course Presenters took place in October in Glasgow and, as ever, this proved to be a popular event with over 100 delegates attending. The seminar provided an update on developments in the areas of infection control, food safety and health and safety and participation in this event gives the Institute's course presenters opportunity to update their knowledge and understanding and to be able to pass this on to course participants.

The Institute continued to work with partner organisations and stakeholders throughout the year to promote the improvement and protection of health and wellbeing and the important role that the Environmental Health Profession plays across Scotland.

The Institute's long standing relationship with ASH Scotland continues to flourish. The Institute is represented on the SCOT Steering Group, working alongside other key stakeholders with an interest in reducing the harmful health effects of using tobacco based products through policy development, lobbying and responding to consultations. The Institute is highly respected in this area of public health and was invited alongside ASH Scotland to meet with representatives from the Scottish Government to discuss options for future policies relating to the sale, use, advertisement, regulation and enforcement of tobacco products. The Institute has also independently and actively promoted its own stance on the use of tobacco based products. At the Annual Conference, held in Edinburgh earlier this year, the President called for a complete ban on the use of electronic cigarettes in all enclosed public spaces and to prohibit the sale of such products to anyone under the age of 18. This was in response to the increase availability and advertisement of electronic cigarettes coupled with a lack of scientific evidence relating to the safe use of these products. Electronic cigarettes are currently unregulated products which pose a significant risk to public health. This decision taken by the Institute has been widely applauded by the public health fraternity and resulted in extensive media interest both locally and nationally.

The Institute has been a partner and Board member of the Occupational Safety and Health Consultants Register (OSHCR) since inception. The web-based register was established to provide both public and industry assurance that those providing independent occupational health and safety advice and consultancy are qualified to do so. Chartered Environmental Health Officers who comply with the Institutes Scheme of Continuing Professional Development and agree to undertake a minimum five hours health and safety CPD each year are legible to apply. There are currently around 2,000 consultants registered with OSHCR including several members of the Institute.

Significant changes have been proposed and consulted upon regarding the regulation of the wider public health workforce across the UK. Public health is not a devolved power of the Scottish Parliament and therefore it is essential that health agencies are appropriately engaged during the discussions and development process. The Institute is represented nationally on the Public Health Workforce Advisory Group (PHWAG) task group on regulation which is sponsored by the Department of Health in England. The group advises the four UK countries

THE ROYAL ENVIRONMENTAL HEALTH INSTITUTE OF SCOTLAND

CHARITY TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2014

on current issues and future planning for the public health workforce. Locally, the Institute is represented on the Health Protection Education Advisory Group (HPEAG) supported by Health Protection Scotland. Both groups provide a platform to discuss areas of good practice and areas for development. From 2015, it is anticipated that all specialists working in public health will have to be registered with the Health and Care Professions Council (HCPC). Although this will only directly impact those EHOs who are registered voluntarily with the UK Public Health Register as specialists, it is an important first step towards the professional regulation of the public health workforce. The Institute is working hard to ensure that the Environmental Health Profession in Scotland continues to be recognised as an essential component of the wider public health workforce and that the robust education and training standards of the Institute are promoted and maintained.

The Food Standards Agency Scotland (FSAS) and the Institute continue to work collaboratively in areas of education, training and policy development. One of the most significant changes over the last year is the consultation relating to the establishment of Food Standards Scotland (FSS). The Institute has provided detailed responses to the Scottish Government's consultation process and presented evidence to the Health and Sports Committee relating to the organisational structure, governance arrangements and regulation and enforcement activities and responsibilities. The Institute is committed to working with FSS to ensure that high standards of food public health are maintained and promoted.

The Institute's Meritorious Endeavours in Environmental Health Award, presented to individuals who are deemed by the Institute to have made a significant contribution to the improvement and protection of health and wellbeing in Scotland, was presented to Sheila Duffy, Chief Executive of ASH Scotland, at the Annual Awards Ceremony.

The Institute and the Malawi Environmental Health Association (MEHA) continue to develop their long-standing partnership. The Institute provided further support to MEHA by paying for its annual subscription to the International Federation of Environmental Health and by providing a small amount of funding to ensure that the Association was represented at the Federation's World Congress on Environmental Health in Las Vegas earlier this year. The Association will host the next World Congress in Malawi's capital, Lilongwe, in 2016. The Institute also paid the annual subscription to the International Federation of Environmental Health for the Zimbabwe Environmental Health Practitioners' Association.

The Institute's website continues to be developed to improve communication of its charitable activities to members and to the general public. An e-newsletter, accessible from the website, provides a focus for the many professional groups contributing to the improvement and protection of health and wellbeing in Scotland and continues to be produced on a regular basis.

Financial review

RESERVES POLICY

The Institute's General Operations Fund provides the necessary money to finance normal operational activities. It is comprised both of current and fixed assets from the balance sheet. It is the Council's view that the General Operations Fund should be maintained at a value of at least half the Institute's expected expenditure in the next financial year.

The General Reserve Fund comprises only current assets from the balance sheet, not including debtors. The interest received by investing the General Reserve Fund is used to finance special projects, provide a travelling scholarship, and fund various prizes and awards each year.

Bank interest of £3,366 was received during the year and added to the General Reserve Fund. A range of educational prizes and awards totalling £5,025 were funded from the General Reserve Fund during the year.

The Charity Trustees have reviewed the Training Material Reserve and Premises Reserve and consider that they are no longer required. The balances have been transferred to the General Operations Fund.

The e-rehis Reserve is used to finance development work on the Institute's website.

THE ROYAL ENVIRONMENTAL HEALTH INSTITUTE OF SCOTLAND

CHARITY TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2014

PRINCIPAL FUNDING SOURCES

In addition to income from membership subscriptions (8%) the Institute also gains income from a wide range of training and educational activities (91%), from bank interest (0.5%) and other sources (0.5%). This income is derived from activities in pursuit of its Royal Charter objects. The Institute is an independent and self-financing organisation. It neither seeks nor receives grant aid.

INVESTMENT POLICY AND OBJECTIVES

The investment of the Institute's funds continued, during the year, by deposit with an established bank. The Charity Trustees continue to review the investment policy.

FUTURE DEVELOPMENTS

The Institute will continue to pursue the objects for which it is established through the implementation of its Development Plan.

CHARITY TRUSTEES' RESPONSIBILITIES STATEMENT

The Charity Trustees are responsible for preparing the Charity Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in Scotland requires the Charity Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Charity Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Charity Trustees are responsible for keeping proper accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 and the provisions of the charity's constitution. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Charity Trustees on 6 September 2014 and signed on their behalf by:

Colin Wallace
President

THE ROYAL ENVIRONMENTAL HEALTH INSTITUTE OF SCOTLAND

INDEPENDENT AUDITORS' REPORT TO THE CHARITY TRUSTEES OF THE ROYAL ENVIRONMENTAL HEALTH INSTITUTE OF SCOTLAND

We have audited the financial statements of The Royal Environmental Health Institute of Scotland for the year ended 31 March 2014 set out on pages 11 to 21. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the charity's trustees, as a body, in accordance with section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and regulation 10 of the Charities Accounts (Scotland) Regulations 2006. Our audit work has been undertaken so that we might state to the Charity Trustees those matters we are required to state to them in an Auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its trustees, as a body, for our audit work, for this report, or for the opinion we have formed.

RESPECTIVE RESPONSIBILITIES OF CHARITY TRUSTEES AND AUDITORS

As explained more fully in the Charity Trustees' responsibilities statement, the Charity Trustees are responsible for the preparation of financial statements which give a true and fair view.

We have been appointed as auditors under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and report to you in accordance with regulations made under that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

SCOPE OF THE AUDIT OF THE FINANCIAL STATEMENTS

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Charity Trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Charity Trustees' report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

OPINION ON FINANCIAL STATEMENTS

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2014 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006.

THE ROYAL ENVIRONMENTAL HEALTH INSTITUTE OF SCOTLAND

**INDEPENDENT AUDITORS' REPORT TO THE CHARITY TRUSTEES OF THE ROYAL ENVIRONMENTAL
HEALTH INSTITUTE OF SCOTLAND**

MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

We have nothing to report in respect of the following matters where the Charities Accounts (Scotland) Regulations 2006 (as amended) requires us to report to you if, in our opinion:

- the information given in the Charity Trustees' report is inconsistent in any material respect with the financial statements; or
- proper accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

French Duncan LLP

Statutory Auditors & Chartered Accountants

Macfarlane Gray House

Castlecraig Business Park

Springbank Road

Stirling

FK7 7WT

Date:

French Duncan LLP are eligible to act as auditors in terms of section 1212 of the Companies Act 2006.

THE ROYAL ENVIRONMENTAL HEALTH INSTITUTE OF SCOTLAND

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2014**

	Note	Unrestricted funds 2014 £	Total funds 2014 £	Total funds 2013 £
INCOMING RESOURCES				
Incoming resources from generated funds:				
Voluntary income	2	62,874	62,874	64,608
Investment income	3	3,366	3,366	8,370
Incoming resources from charitable activities:				
Stimulating general interest	4	543,098	543,098	529,933
Education and training		112,946	112,946	139,538
Professional practice and conduct		9,570	9,570	5,110
TOTAL INCOMING RESOURCES		731,854	731,854	747,559
RESOURCES EXPENDED				
Costs of generating funds:				
Costs of generating voluntary income	5	2,668	2,668	2,644
Charitable activities	6	653,571	653,571	620,529
Governance costs	9	55,530	55,530	57,593
TOTAL RESOURCES EXPENDED		711,769	711,769	680,766
MOVEMENT IN TOTAL FUNDS FOR THE YEAR - NET INCOME FOR THE YEAR				
		20,085	20,085	66,793
<i>Total funds at 1 April 2013</i>				
		<i>1,185,057</i>	<i>1,185,057</i>	<i>1,118,264</i>
TOTAL FUNDS AT 31 MARCH 2014		1,205,142	1,205,142	1,185,057

The notes on pages 13 to 21 form part of these financial statements.

THE ROYAL ENVIRONMENTAL HEALTH INSTITUTE OF SCOTLAND

**BALANCE SHEET
AS AT 31 MARCH 2014**

	Note	£	2014 £	£	2013 £
FIXED ASSETS					
Tangible assets	13		395,884		400,842
CURRENT ASSETS					
Debtors	14	126,418		110,791	
Cash at bank and in hand		701,045		694,047	
			<u>827,463</u>		<u>804,838</u>
CREDITORS: amounts falling due within one year	15	(18,205)		(20,623)	
NET CURRENT ASSETS			<u>809,258</u>		<u>784,215</u>
NET ASSETS			<u>1,205,142</u>		<u>1,185,057</u>
CHARITY FUNDS					
Unrestricted funds	16		1,205,142		1,185,057
TOTAL FUNDS			<u>1,205,142</u>		<u>1,185,057</u>

The financial statements were approved by the Charity Trustees on 6 September 2014 and signed on their behalf, by:

Colin Wallace
President

Martin Henry
Honorary Treasurer

The notes on pages 13 to 21 form part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2014

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), the Charities and Trustee Investment (Scotland) Act 2005 and the requirements of the Statement of Recommended Practice (SORP), 'Accounting and Reporting by Charities' published in March 2005 and applicable accounting standards.

1.2 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Charity Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Charity Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

1.3 Incoming resources

All incoming resources are included in the Statement of financial activities when the charity has entitlement to the funds, certainty of receipt and the amount can be measured with sufficient reliability.

1.4 Resources expended

Expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

1.5 Allocation and apportionment of costs

All costs are allocated between the expenditure categories of the statement of financial activity on a basis designed to reflect the use of resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

THE ROYAL ENVIRONMENTAL HEALTH INSTITUTE OF SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2014

1. ACCOUNTING POLICIES (continued)

1.6 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	-	15% on reducing balance
Computer equipment	-	33.33% on reducing balance

The heritable property is not depreciated. The Charity Trustees have estimated that the residual value of the property is not materially different from its carrying amount in the accounts and hence any depreciation charge and accumulated depreciation would not be material.

1.7 Foreign currencies

Monetary assets and liabilities denominated in foreign currencies are translated into sterling at rates of exchange ruling at the balance sheet date.

Transactions in foreign currencies are translated into sterling at the rate ruling on the date of the transaction.

Exchange gains and losses are recognised in the Statement of financial activities.

1.8 Pensions

The charity contributes to personal pension schemes. The assets of the fund are held separately from those of the charity. Pension costs charged in the Statement of Financial Activities represent the contributions payable by the charity in the year.

1.9 Taxation

The charity is exempt from tax on its charitable activities.

1.10 Chains of office, stock of books, paperweights etc

Chains of office, stock of paperweights, shields and badges - no value has been placed on these items in the accounts.

Stock of books and publications are written off in the period of usage or at the point in time at which their value becomes negligible.

THE ROYAL ENVIRONMENTAL HEALTH INSTITUTE OF SCOTLAND

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2014**

2. VOLUNTARY INCOME

	Unrestricted funds 2014 £	Total funds 2014 £	<i>Total funds 2013 £</i>
Local authority contributions	4,200	4,200	4,200
Subscriptions	58,674	58,674	60,408
	<hr/>	<hr/>	<hr/>
Voluntary income	62,874	62,874	64,608
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

3. INVESTMENT INCOME

	Unrestricted funds 2014 £	Total funds 2014 £	<i>Total funds 2013 £</i>
Bank interest	3,366	3,366	8,370
	<hr/>	<hr/>	<hr/>
	3,366	3,366	8,370
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Unrestricted funds 2014 £	Total funds 2014 £	<i>Total funds 2013 £</i>
Stimulating general interest	543,098	543,098	529,933
Education and training	112,946	112,946	139,538
Professional development	9,570	9,570	5,110
	<hr/>	<hr/>	<hr/>
	665,614	665,614	674,581
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

THE ROYAL ENVIRONMENTAL HEALTH INSTITUTE OF SCOTLAND

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2014**

INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Stimulating general interest £	Education and training £	Professional development £	2014 £	2013 £
Elementary food hygiene	414,403	-	-	414,403	406,606
Intermediate food hygiene	35,317	-	-	35,317	41,395
Advanced food hygiene	5,995	-	-	5,995	5,220
Elementary health and safety	31,016	-	-	31,016	26,140
Introduction to health and safety	2,213	-	-	2,213	2,334
Intermediate health and safety	608	-	-	608	1,918
Centre enrolments	29,015	-	-	29,015	23,260
Sales of training books and videos	3,006	-	-	3,006	7,214
Joint awards	3,320	-	-	3,320	7,236
Centre South	12,840	-	-	12,840	8,500
Advanced health and safety	160	-	-	160	40
Centre North	5,205	-	-	5,205	70
Courses	-	60,074	-	60,074	77,259
SFSORB	-	600	-	600	900
Intermediate HACCP practices	-	2,381	-	2,381	1,790
Introduction to HACCP practices	-	5,228	-	5,228	6,336
Introduction to food hygiene	-	14,406	-	14,406	12,335
Food and health	-	17,827	-	17,827	28,689
HACCP for caterers	-	761	-	761	1,038
Control of infection	-	11,669	-	11,669	11,191
EHO examinations	-	-	2,640	2,640	1,650
EHO registrations	-	-	4,180	4,180	1,760
e-rehis	-	-	-	-	1,700
Journal income	-	-	2,750	2,750	-
Total	543,098	112,946	9,570	665,614	674,581

5. COSTS OF GENERATING VOLUNTARY INCOME

	Unrestricted funds 2014 £	Total funds 2014 £	Total funds 2013 £
Voluntary income staff costs	2,668	2,668	2,644

THE ROYAL ENVIRONMENTAL HEALTH INSTITUTE OF SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2014

6. EXPENDITURE BY CHARITABLE ACTIVITY

SUMMARY BY EXPENDITURE TYPE

	Staff costs 2014 £	Depreciation 2014 £	Other costs 2014 £	Total 2014 £	<i>Total</i> 2013 £
Charitable activities	254,024	4,958	394,589	653,571	620,529

7. DIRECT COSTS

	Direct costs £	Total 2014 £	<i>Total</i> 2013 £
Training	189,527	189,527	157,744
Conference and courses	34,551	34,551	48,470
Examinations	13,757	13,757	15,340
Journal	22,847	22,847	24,576
e-rehis	6,524	6,524	1,689
Promotion of environmental health	7,399	7,399	10,791
Prizes	2,525	2,525	3,291
Centres	17,956	17,956	8,665
World congress	2,550	2,550	5,783
Student placement	2,500	2,500	5,000
Annual presentation	3,881	3,881	2,893
Recruitment	365	365	-
Wages and salaries	189,619	189,619	178,464
National insurance	17,461	17,461	16,516
Pension cost	4,953	4,953	4,790
	516,415	516,415	484,012

8. SUPPORT COSTS

	Support costs £	Total 2014 £	<i>Total</i> 2013 £
Premises and general costs	76,049	76,049	75,369
Insurance	8,552	8,552	5,877
Bad debts	4,381	4,381	4,984
Bank charges	1,225	1,225	879
Wages and salaries	36,846	36,846	36,264
National insurance	3,810	3,810	3,763
Pension cost	1,335	1,335	1,404
Depreciation	4,958	4,958	7,977
	137,156	137,156	136,517

THE ROYAL ENVIRONMENTAL HEALTH INSTITUTE OF SCOTLAND

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2014**

9. GOVERNANCE COSTS

	Unrestricted funds 2014 £	Total funds 2014 £	<i>Total funds 2013 £</i>
Auditors' remuneration	8,485	8,485	8,520
Legal and professional fees	4,778	4,778	5,858
Charity trustees and committees	13,617	13,617	15,003
Staff costs - wages and salaries	24,656	24,656	24,194
Staff costs - NI	2,659	2,659	2,615
Staff costs - pension costs	1,335	1,335	1,403
	55,530	55,530	57,593
	55,530	55,530	57,593

10. NET INCOMING RESOURCES

This is stated after charging:

	2014 £	<i>2013 £</i>
Depreciation of tangible fixed assets: - owned by the charity	4,958	7,977
Auditors' remuneration	8,485	8,520
Pension costs	7,623	7,598
	21,066	24,165
	21,066	24,165

11. CHARITY TRUSTEES' REMUNERATION AND BENEFITS

The Institute's Royal Charter and Bye-Laws give the Council the authority to remunerate Charity Trustees. Remuneration amounting to £5,911 (2013 - £4,563) was paid to 12 (2013 - 12) Charity Trustees and is made up per the table below.

Expenses for attending meetings amounting to £15,726 (2013 - £16,371) were reimbursed to 26 (2013 - 25) Charity Trustees.

Charity Trustee	£	Details
Brian Lawrie	253	Examiner fees
Christine Morrison	192	Examiner fees
David Duffy	450	Honoraria
Graham Robertson	220	Examiner fees
George McCracken	1,984	Examiner fees
Martin Keeley	275	Examiner fees
Bob Drummond	582	Examiner fees & Honoraria
Raymond Hubbocks	263	Examiner fees
Lorraine MacGillivray	200	Examiner fees
Martin Henry	1,250	Honoraria
John Sleith	110	Examiner fees
Sandy Fraser	132	Examiner fees

THE ROYAL ENVIRONMENTAL HEALTH INSTITUTE OF SCOTLAND

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2014**

12. STAFF COSTS

Staff costs were as follows:

	2014 £	2013 £
Wages and salaries	253,559	241,335
Social security costs	24,160	23,124
Other pension costs	7,623	7,598
	285,342	272,057

The average monthly number of employees during the year was as follows:

	2014 No.	2013 No.
Average number of employees in the year	10	10

The number of higher paid employees was:

	2014 No.	2013 No.
In the band £60,001 - £70,000	1	0

13. TANGIBLE FIXED ASSETS

	Heritable property £	Furniture and equipment £	Computer equipment £	Total £
Cost				
At 1 April 2013 and 31 March 2014	376,747	45,841	112,518	535,106
Depreciation				
At 1 April 2013	-	29,087	105,177	134,264
Charge for the year	-	2,513	2,445	4,958
At 31 March 2014	-	31,600	107,622	139,222
Net book value				
At 31 March 2014	376,747	14,241	4,896	395,884
At 31 March 2013	376,747	16,754	7,341	400,842

THE ROYAL ENVIRONMENTAL HEALTH INSTITUTE OF SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2014

14. DEBTORS

	2014 £	2013 £
Trade debtors	112,367	96,507
Other debtors and prepayments	14,051	14,284
	126,418	110,791

**15. CREDITORS:
Amounts falling due within one year**

	2014 £	2013 £
Trade creditors	2,981	3,370
Accrued expenses	15,224	17,253
	18,205	20,623

16. STATEMENT OF FUNDS

	Brought Forward £	Incoming resources £	Resources Expended £	Transfers in/out £	Carried Forward £
Designated funds					
Training Materials reserve	50,000	-	-	(50,000)	-
e-rehis reserve	7,018	-	(6,524)	19,506	20,000
Premises reserve	60,282	-	-	(60,282)	-
General Reserve Fund	589,091	3,366	(5,025)	-	587,432
	706,391	3,366	(11,549)	(90,776)	607,432
General funds					
General Operations Fund	478,666	728,488	(700,220)	90,776	597,710
Total Unrestricted funds	1,185,057	731,854	(711,769)	-	1,205,142
Total of funds	1,185,057	731,854	(711,769)	-	1,205,142

THE ROYAL ENVIRONMENTAL HEALTH INSTITUTE OF SCOTLAND

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2014**

SUMMARY OF FUNDS

	Brought Forward £	Incoming resources £	Resources Expended £	Transfers in/out £	Carried Forward £
Designated funds	706,391	3,366	(11,549)	(90,776)	607,432
General funds	478,666	728,488	(700,220)	90,776	597,710
	<u>1,185,057</u>	<u>731,854</u>	<u>(711,769)</u>	<u>-</u>	<u>1,205,142</u>

Designated funds are funds which the Council have set aside for particular purposes as outlined in the reserves policy in the Charity Trustees' Report.

17. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds 2014 £	Total funds 2014 £	<i>Total funds 2013 £</i>
Tangible fixed assets	395,884	395,884	400,842
Current assets	827,463	827,463	804,838
Creditors due within one year	(18,205)	(18,205)	(20,623)
	<u>1,205,142</u>	<u>1,205,142</u>	<u>1,185,057</u>

18. FUNDS RECEIVED AS AGENT

The Food Standards Agency Scotland (FSAS) has supported the training of a small number of Scottish local authority employed Student/Graduate Trainee Environmental Health Officers (S/GT EHOs) over a number of years. The funding was paid by the FSAS directly to the Society of Chief Officers of Environmental Health in Scotland (SoCOEHS) for disbursement to individual local authorities which met the agreed criteria. Due to changes to the Food Standards Agency's procurement arrangements two years ago the FSAS was no longer able to pay funds to the SoCOEHS and REHIS agreed to act as an intermediary in the disbursement of the funds to individual local authorities subject to the conditions set out in a Memorandum of Understanding agreed between the FSAS and REHIS. REHIS has no say in which local authority receives the funding.

At 31 March 2014 REHIS held £5,834 (2013 - £14,167) in its bank account on behalf of the FSAS and this amount is not included in the balance sheet.