

REGISTERED COMPANY NUMBER: 02849833 (England and Wales)
REGISTERED CHARITY NUMBER: 1025557

REPORT OF THE TRUSTEES AND
AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2017
FOR
PUBLIC CONCERN AT WORK

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PUBLIC CONCERN AT WORK
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FOR THE YEAR ENDED 31 DECEMBER 2017

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PUBLIC CONCERN AT WORK
REFERENCE AND ADMINISTRATIVE DETAILS
FOR THE YEAR ENDED 31 DECEMBER 2017

TRUSTEES	P Boyle (Chair) G Dart A Gardiner S Gaysford K Jordan J Laddie F Morris-Jones R Vize
COMPANY SECRETARY	F West
REGISTERED OFFICE	7-14 Great Dover Street London SE1 4YR
REGISTERED COMPANY NUMBER	02849833 (England and Wales)
REGISTERED CHARITY NUMBER	1025557
AUDITORS	Wilkins Kennedy LLP Statutory Auditor Chartered Accountants Bridge House London Bridge London SE1 9QR
BANKERS	CAF Bank Kings Hill West Malling Kent ME19 4TA

PUBLIC CONCERN AT WORK
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2017

The Trustees, who are also directors of the charity for the purposes of the Companies Act 2016, present their report with the financial statements of the charity for the year ended 31 December 2017. The Trustees have adopted the provisions of the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)

COMPANY AND CHARITY DETAILS

Statutory information

Public Concern at Work is a registered charity (No. 1025557) and a company limited by guarantee (No. 02849833). Our registered address is at 7-14 Great Dover Street London SE1 4YR.

Charitable Objects and Principal Activity

Public Concern at Work was established in 1993. The charity's aim is to protect society by encouraging workplace whistleblowing. We do this by:

- Advising individuals with whistleblowing dilemmas at work
- Supporting organisations with their whistleblowing arrangements
- Informing public policy, undertaking research and seeking legislative change.

Our Memorandum & Articles of Association identify four specific activities: research, education, the provision of advice and assistance, and conciliation.

Public Benefit

When setting our objectives and planning all of our activities the Trustees have given careful consideration to the Charity Commission's guidance on public benefit.

Through the activities above we promote the role of whistleblowing in furthering organisational accountability, individual responsibility and public confidence. All our activities help to promote the public interest and are for the public good in that they protect the interests of citizens, consumers, patients, regulators, shareholders, tax payers and the vulnerable, both individually and collectively.

We were closely involved in setting the scope and detail of the Public Interest Disclosure Act 1998 (PIDA), which provides a framework for the promotion and protection of public interest whistleblowers. We monitor the effective operation of the Act in the workplace and in the legal system and we promote whistleblowing to corporate and public governance across the UK and abroad.

ACHIEVEMENTS AND PERFORMANCE

Advice Line/Legal

Objectives and strategy:

We will continue to provide expert advice and assistance to those who wish to raise a matter of public concern in the workplace.

Activities:

- 2,592 individuals contacted our advice line in 2017 compared to 2,568 in 2016. Of these, 1,789 (73%) were calling about public interest concerns (1,741 (68%) in 2016).
- Health was once again the sector from which we received most calls. In 2017 19% of our calls were from health, 15% from care and 15% from the education sector. The Charity sector - which has traditionally made up around 6-8% of our calls - rose in 2017 to 12%.

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- We intervened in three cases involving interpretation of the Public Interest Disclosure Act. The first of these, the case of *Day v Health Education England*, related directly to the whistleblowing protection available for junior doctors, but had much wider implications across the world of work. Dr Day's successful Court of Appeal judgment resulted in a broad and generous clarification of the law which opened the door to whistleblowing protection for many more workers in precarious employment relationships. We also had a successful outcome in the case of *Chesterton Global Limited & Anor v Nurmohamed* - which was the first case to consider what the *public interest* is with respect to whistleblowing. We were unsuccessful in our attempts to argue that judges should receive the protection of whistleblowing law; we hope that this latter case (*Gilham v Ministry of Justice*) will go up to the Supreme Court where we will consider intervening again. The team began preparations for two more potential interventions in 2018.
- The subscription service to the advice line - whereby employers make a modest contribution of 10 or 25 pence per employee (depending on the level of subscription) per year in exchange for support with their whistleblowing arrangements – continues to be successful in (a) promoting awareness of our services in workplaces, and (b) improving the governance of the subscribing organisation.
- We are in the process of conducting our regular feedback survey for advice line clients who called in 2017. Last year, 86% of those surveyed would recommend the charity to someone with a workplace whistleblowing dilemma.
- We continued a volunteer programme for law students to assist us in the analysis of first instance PIDA cases. We are in the process of seeing how we can use this data to help whistleblowers going through the employment tribunal unrepresented.

Business Support and Fundraising

Objectives and strategy:

We will support organisations in fostering a culture which respects and appreciates the important role workplace whistleblowers play in bringing malpractice and wrongdoing to light, safeguarding the public interest, promoting accountability and protecting society at large.

Activities:

- We carried out substantial work for employers from the private, public and voluntary sectors in the UK. This work included on-going support, consultancy and in-house training, including but not exclusively to the British Red Cross, Standard Chartered Bank, Amnesty International Ireland, Gloucestershire County Council, SignHealth, John Lewis Partnership, Unison, Hargreaves Lansdown, Which?, Santander, Cheshire East Council, the Department for Exiting the European Union, ITV, the National Guardian Office, all health trusts in Northern Ireland, NHS England, Standard Life, the Fundraising Regulator, Lloyds Banking Group, Canada Life, and the General Dental Council. We continue to deliver on our contract to provide the 'Alert & Advice Line Services' for NHS Scotland staff.
- We delivered ten open training courses, which included delegates from organisations such as Virgin Media, Axa Insurance, Transparency International France, News UK, College of Policing, Ipswich Council, RBS, Pension Corporation, Notting Hill Housing Corporation and Capita.
- We also delivered 3 courses specifically for the financial services sector to support organisations in developing effective arrangements and in implementing the FCA whistleblowing rules.
- We gave presentations on whistleblowing at various conferences and workshops including the Institute of Internal Auditors (IIA), the Association of Professional Compliance Consultants (APCC) and the Whistleblowing International Network (WIN).
- We maintained our focus on developing new business products to support whistleblowing including work on a pilot project to develop a framework for organisations to assess their whistleblowing arrangements. We co-ordinated a high level working group from the financial services sector to develop a benchmark taking into account the new FCA rules on whistleblowing, but for use across all sectors.

PUBLIC CONCERN AT WORK
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2017

Policy and Public Education

Objectives and strategy:

We will campaign for a framework of appropriate and effective legislative and regulatory safeguards to provide protection to individuals in the workplace who raise a matter of public concern. We will raise awareness of the availability of support and protection for workplace whistleblowers, particularly across high-risk sectors.

- We have been invited multiple times in 2017 to participate in the debate in Europe on the creation of a Directive on whistleblowing. Our contribution has included speaking engagements in the European Parliament organised by the Socialist political grouping, and we've spoken at a conference held by Accountancy Europe and also taken part in a EU Commission workshop discussing the directive's many options.
- We hosted, joint co-ordinated and participated in a Whistleblowing International Network (WIN) conference on the role of the public interest as a defence when criminal sanctions are used against whistleblowers.
- We have given talks and presentations. This year's highlights include an Anti-Corruption Conference in Washington for the Defence and Security Industry, training for prosecutors and police officers in Vienna for the IACCA. In the UK we have given talks on whistleblowing and safeguarding for an academic conference run by Keele University and as part of panel discussion on governance in the charitable sector the All Party Parliamentary Group on Charities and Volunteering.
- We submitted a response to the Law Commission's call for comment on their proposals to reform the Official Secrets Act, we also organized a civil society campaigning group which included other charities, academics and journalists. Our pointed criticism of the proposals generated media comment on the issue. We have also provided evidence to the FCA consultation on overseas whistleblowing in foreign owned UK banks, the House of Lords inquiry into charitable Governance, the Fundraising Regulators code of practice and a Parliamentary committee's inquiry into the rights of foster carers.

Management, Governance and Growth

Objectives and strategy:

We will continue to operate at the highest levels of governance and will in addition deliver growth plans so that the advice and assistance provided by our expert staff is extended to more individuals and organisations that could benefit from our services are aware of them.

Activities:

- We amended the organisational structure by promoting Francesca West to Chief Executive, and appointing our previous Chief Executive, Cathy James, as part-time Senior Legal Consultant.
- Our second trainee solicitor qualified in June 2017.
- The board agreed a new strategic framework.
- We maintained strong governance through our quarterly Trustee meeting where executive officers update Trustees on the charity's activities. Our budget and quarterly management accounts are considered in detail by our Audit and Risk Committee who then report to the Trustees in the board meeting. Officers provide written reports, management accounts and other documentation to Trustees prior to each meeting. Trustees are drawn from diverse backgrounds with complementary skills and experiences and are required to declare any conflict of interests at beginning of each meeting. Our full-time staff equivalent was 13.7 (14.1 including maternity leave staff) (in 2016 this was 12 and 12.8 respectively).

FINANCIAL REVIEW

Where does the money come from?

Currently our funds come mainly from subscriptions organisations take out for our advice line and related services within their organisation, income earned from our consultancy and training work with organisations, and charitable donations and legacies from individuals and organisations. This income funds not only the advice line and services work but also our policy, research and public education work, and our management and governance activities.

The Trustees ensure that our self-funding status does not result in conflicts, which could undermine or constrain our independence and the charitable and public benefit purposes of all our activities.

In our 24 years of operation, Public Concern at Work has received no grant-in-aid from the State.

PUBLIC CONCERN AT WORK
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2017

Review of Financial Activity

The charity recorded a deficit for the year of £100,854, which is in contrast to the previous year's surplus of £127,076. The surplus in 2016 benefitted from a legacy of £141,261. The deficit in 2017 reflects the shortfall income due to the absence of key staff and the decision to invest in new products. Trustees were satisfied with this performance.

Review of Financial Position

The charity has a healthy balance sheet with net funds of £289,245 (2016: £390,099) and good level of cash £225,481 (2016: £194,146).

Reserves Policy

The Trustees have reviewed the reserves policy and overall approach to funding and our financial situation. The charity aims to retain sufficient reserves to allow it to be resilient to normal operating risks (including the loss of a major customer) and, in the unlikely event that it should be necessary, allow for a solvent cessation or transfer of its activities to another organisation. The Trustees keep the required level of reserves under review. As at the end of 2017 the Trustees concluded that the charity should maintain reserves in range of £200,000 - £400,000.

Risk Management

The Board takes risk into account in all its discussions and formally consider the principle risks once a year. The Audit and Risk Committee maintain a Risk Register and consider principle risks at each meeting prior to discussion by the Board.

The following risks are deemed to have the biggest potential impact:

- **Income Shortfall**
As it can be seen throughout this report, the Trustees monitor the financial situation very closely: please see the Management Governance and Growth section on page 4.
- **Reputational risk arising from poor legal advice**
We are currently reviewing the efficiency and effectiveness of their operations to ensure we continue to provide a quality service (see below)
- **Loss of key staff**
Loss of senior level and legally qualified staff would have a high impact. We need to ensure we have in place robust succession planning and the ability to attract and retain key staff. The Trustees have formed a Remuneration Committee, to monitor, review and make recommendations on pay and structure for the Board.

FUTURE PLANS

The Trustees are convinced that PCaW delivers very useful public benefit through its various activities described earlier in this report. They would like those benefits to be more widely available and have greater impact as there are still too many examples of workers, organisations and third parties coming to harm, which could have been reduced by earlier identification, investigation and remediation of the activities causing the harm. For this reason, the Trustees have agreed to try to grow PCaW so that it can help more whistleblowers and more organisations.

To guide that growth the Trustees have approved a new strategic framework for the charity. The key components of that framework are:

- A new strapline which encapsulates the charity's overall goal: *stop harm sooner...by speaking up safely.*
- Two strategic outcomes which we are pursuing:
 1. Effective arrangements for identifying and addressing workers' concerns are a good thing ... and there should be more of them.
 2. PCaW, as a charity, is a good thing ... and there should be more of it.

In pursuit of growth we are taking steps to increase awareness amongst organisations of the ways in which we can support them, are reviewing the ways in which we interact with potential whistleblowers and reviewing the efficiency and effectiveness of our operations.

2018 is the charity's 25th anniversary and it is the 20th anniversary of the enactment of the Public Interest Disclosure Act. In the autumn we shall organise a series of events to mark these anniversaries and to support our growth plans.

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The Trustees intend to invest some of the charity's reserves to promote that growth with the consequence that we may have an operating deficit in 2018.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Directors/Trustees

Individually the Trustees bring expertise and experience from the various key areas within which the charity operates. Trustees meet at least four times a year and have established Audit and Risk, Remuneration and Nomination Committees as well as other ad hoc working groups as and when a specific project requires Trustees' input.

The Trustees who served throughout the year and subsequently were:

Carol Sergeant CBE (Chair) (Retired July 2017)
Paul Boyle (appointed as a Trustee in March 2017 and Chair in July 2017)
Derek Elliott (Treasurer and Chair of the Audit and Risk Committee) (retired in November 2017)
Geoff Dart (Deputy Chair and Chair of the Remuneration and Nomination Committees)
Richard Vize
James Laddie QC
Gary Walker (retired in February 2018)
Frances Morris-Jones
Simon Gaysford (appointed April 2017)
Joy Julien (retired in July 2017)
Karen Jordan (appointed as a Trustee in February 2018)
Alexander Gardiner (appointed as a Trustee in February 2018)

Executive Officers

The Trustees delegate responsibility for the day-to-day running of the organisation to Cathy James, Chief Executive (retired in October 2017), Francesca West (Deputy Chief Executive and appointed to Chief Executive in October 2017), and Jon Cunningham, Development Director.

Staff remuneration and organisational structure is delegated to Remuneration Committee for consideration, and is subject to approval by the Board. In making their recommendations the Remuneration Committee take into account: the financial position of the charity, developments in the labour market, changes to the level of inflation, and the overall performance of the charity in the previous year. Remco make annual recommendations to the Trustees covering the base pay of all PCAW staff, and may also make recommendations for performance awards to senior staff on the basis of their individual performance. Remco conduct a detailed benchmarking of salaries against relevant comparator groups every three years, or more frequently if circumstances necessitate.

Related Parties

During the year, the charity entered into no transactions with any parties deemed to be related.

Trustees thank all those organisations, foundations and individuals who support us, be it by subscriptions, fees, grants, donations or benefits in kind.

The Trustees consider that the staff have responded effectively to the demands of the charity during 2017 and are well-placed to meet the challenges ahead.

Sounds interesting?

If you would like to know more, you will find further information about what we do and how we do it on our website – www.pcaw.org.uk where you will also find our publication with Greenwich University, *Whistleblowing: The Inside Story*, launched in May 2013, the report of the Whistleblowing Commission, launched in November 2013 and our report *Whistleblowing: Time for Change* launched in July 2016. All of these reports are available for free download. If you would like a hard copy, please email us at whistle@pcaw.org.uk

PUBLIC CONCERN AT WORK
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2017

TRUSTEES' RESPONSIBILITIES STATEMENT

The trustees (who are also directors of Public Concern at Work for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2015 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

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

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

AUDITORS

The auditors, Wilkins Kennedy LLP, will be proposed for re-appointment at the forthcoming Annual General Meeting.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2016 relating to small companies.

The Report of the Trustees was approved by the Board on 3 May 2018 and signed on their behalf by:



Paul Boyle
Chair
Public Concern at Work
7-14 Great Dover Street
London SE1 4YR

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
PUBLIC CONCERN AT WORK**

Opinion

We have audited the financial statements of Public Concern at Work (the 'charitable company') for the year ended 31 December 2017 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2017 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; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees' report has been prepared in accordance with applicable legal requirements.

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
PUBLIC CONCERN AT WORK**

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

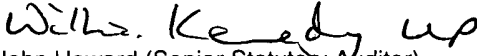
Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's 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 charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.


John Howard (Senior Statutory Auditor)
For and on behalf of Wilkins Kennedy LLP
Statutory Auditor
Chartered Accountants
Bridge House
London Bridge
London
SE1 9QR

Date 03 May 2018...

PUBLIC CONCERN AT WORK
STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 DECEMBER 2017

	Notes	2017 Unrestricted funds £	2016 Unrestricted funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	3	1,692	159,880
Charitable activities	5		
Business support and fundraising		318,401	407,190
Advice line		383,590	232,426
Investment income	4	<u>4,268</u>	<u>1,241</u>
Total		707,951	800,737
 EXPENDITURE ON			
Charitable activities	6		
Business support and fundraising		261,177	217,540
Advice line		387,553	322,794
Public Education and Policy		126,376	105,259
Development and Growth		<u>33,699</u>	<u>28,068</u>
Total		808,805	673,661
 NET (EXPENDITURE)/INCOME		 (100,854)	 127,076
 RECONCILIATION OF FUNDS			
Total funds brought forward		390,099	263,023
 TOTAL FUNDS CARRIED FORWARD		 <u>289,245</u>	 <u>390,099</u>

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

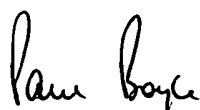
The notes form part of these financial statements

PUBLIC CONCERN AT WORK
STATEMENT OF FINANCIAL POSITION
AT 31 DECEMBER 2017

	Notes	2017 Unrestricted funds £	2016 Unrestricted funds £
FIXED ASSETS			
Tangible assets	12	8,266	11,449
CURRENT ASSETS			
Debtors	13	313,436	247,831
Investments	14	148,000	298,000
Cash at bank		<u>225,481</u>	<u>194,146</u>
		686,917	739,977
CREDITORS			
Amounts falling due within one year	15	(405,938)	(361,327)
NET CURRENT ASSETS		<u>280,979</u>	<u>378,650</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>289,245</u>	<u>390,099</u>
NET ASSETS		<u><u>289,245</u></u>	<u><u>390,099</u></u>
FUNDS	17		
Unrestricted funds		<u>289,245</u>	<u>390,099</u>
TOTAL FUNDS		<u><u>289,245</u></u>	<u><u>390,099</u></u>

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies.

The financial statements were approved by the Board of Trustees on 3 May 2018 and were signed on its behalf by:



.....
P V Boyle -Trustee

PUBLIC CONCERN AT WORK
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2017

	Notes	2017 £	2016 £
Cash flows from operating activities:			
Cash generated from operations	19	<u>(114,815)</u>	<u>181,834</u>
Net cash provided by (used in) operating activities		<u>(114,815)</u>	<u>181,834</u>
Cash flows from investing activities:			
Purchase of tangible fixed assets		(5,983)	(1,766)
Current asset cash investments		150,000	(150,000)
Interest received		<u>2,913</u>	<u>3,172</u>
Net cash provided by (used in) investing activities		<u>146,930</u>	<u>(148,594)</u>
Cash flows from financing activities:			
Capital repayments in year		<u>(780)</u>	<u>(905)</u>
Net cash provided by (used in) financing activities		<u>(780)</u>	<u>(905)</u>
Change in cash and cash equivalents in the reporting period			
Cash and cash equivalents at the beginning of the reporting period		<u>194,146</u>	<u>161,811</u>
Cash and cash equivalents at the end of the reporting period		<u>225,481</u>	<u>194,146</u>

The notes form part of these financial statements

PUBLIC CONCERN AT WORK
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2017

1. STATUTORY INFORMATION

Public Concern at Work is a charitable company, limited by guarantee, registered in England and Wales. The company's registered number and registered address can be found on the Reference and Administrative Details page.

2. ACCOUNTING POLICIES

Basis of Preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Companies Act 2006 and UK Generally Accepted Practice as it applies from 1 January 2015.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are prepared in sterling which is the functional currency of the charity.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

Public Benefit

The charitable company meets the definition of a public benefit entity under FRS 102.

Legal Status

The charity is a company limited by guarantee and has no share capital. The liability of each trustee in the event of winding up is limited to £1.

Going Concern

After reviewing the charity's forecasts and projections and taking into account the economic conditions and possible changes in trading performance, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. The charity therefore continues to adopt the going concern basis in preparing its financial statements.

Fund Accounting

Unrestricted funds are available for use at the discretion of the 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 Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements. The charity currently has no designated funds.

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 cost 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. The charity currently has no restricted funds.

PUBLIC CONCERN AT WORK

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2017**

2. ACCOUNTING POLICIES - continued

Income

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted; the estate has been finalised and notification has been made by the executor(s) to the charity that the distribution will be made; or when a distribution is received from the estate. Receipt of a legacy, in whole or in part is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Income from charitable activities represents net amounts receivable, excluding any value added tax. Where income relates to services to be provided over a number of years, income is matched to the service provision and income invoiced in advance is deferred to future years.

Donated professional services and donated facilities are recognised as income when the charity has control over the item; any conditions associated with the donated item have been met; the receipt of economic benefit from the use by the charity of the item is probable; and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), volunteer time is not recognised so refer to the trustees' annual report for more information about their contribution.

On receipt, donated gifts, professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

Expenditure

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. It is categorised under the following heading:

Expenditure on charitable activities which includes costs in relation to Business Support and Fundraising; Advice Line; Public Education and Policy and Development and Growth.

Allocation and apportionment of costs

Resources expended that relate directly to specific activity are allocated solely to that activity. All other resources expended are allocated based on total staff time. Other resources expended and support costs are allocated to charitable activities based on total staff time.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off the cost less estimated residual value of each asset over its estimated useful life.

Fixtures and fittings	- 4 years straight line
Computer equipment	- 4 years straight line

Assets that are expected to be of continuing use to the charity are capitalised at either their cost to the charity or, if donated, at their estimated market value. Assets with a value of less than £100 are expensed at the point of purchase. Assets are reviewed for impairment if circumstances indicate their carrying value may exceed their net realisable value and value in use.

PUBLIC CONCERN AT WORK

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2017

2. ACCOUNTING POLICIES - continued

Trade and other debtors

Trade and other debtors are measured at transaction price less any impairment.

Current asset investments

Current asset investments comprise cash deposits with an original maturity date of more than 3 months.

Cash and cash equivalents

Cash and cash equivalents in the balance sheet comprise cash at banks and in hand and short term deposits with an original maturity date of three months or less. For the purpose of the consolidated cash flow statement, cash and cash equivalents consist of cash and cash equivalents as defined above, net of outstanding bank overdrafts.

Trade and other creditors

Trade and other creditors are measured at their transaction price unless the arrangement constitutes a financing transaction in which case the transaction is measured at present value of future payments discounted at prevailing market rate of interest. Other financial liabilities are initially measured at fair value net of their transaction costs. They are subsequently measured at amortised cost using the effective interest method.

Leases

Assets acquired under finance leases are capitalised and depreciated over the shorter of the lease term and the expected useful life of the asset. Minimum lease payments are apportioned between the finance charge and the reduction of the outstanding lease liability using the effective interest method. The related obligations, net of future finance charges, are included in creditors.

Rentals payable and receivable under operating leases are charged to the SoFA on a straight line basis over the period of the lease.

Employee benefits

When employees have rendered service to the charity, short-term employee benefits to which the employees are entitled are recognised at the undiscounted amount expected to be paid in exchange for that service.

The charity operates a defined contribution plan for the benefit of its employees. Contributions are expensed as they become payable.

Taxation

The charitable company is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part II Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Judgements and key sources of estimation uncertainty

The preparation of financial statements requires management to make judgements, estimates and assumptions about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and underlying assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on a continuing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

3. DONATIONS AND LEGACIES

	2017	2016
	£	£
Donations	1,692	18,619
Legacies	-	141,261
	<u>1,692</u>	<u>159,880</u>

PUBLIC CONCERN AT WORK

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2017

4. INVESTMENT INCOME

	2017 £	2016 £
Investment income	<u>4,268</u>	<u>1,241</u>

5. INCOME FROM CHARITABLE ACTIVITIES

	Activity	2017 £	2016 £
Incoming resources from charitable activities	Business support and fundraising	318,401	407,190
Incoming resources from charitable activities	Advice line	<u>383,590</u>	<u>232,426</u>
		<u>701,991</u>	<u>639,616</u>

6. CHARITABLE ACTIVITIES COSTS

	Direct costs (See note 7) £	Support costs (See note 8) £	Totals £
Business support and fundraising	226,950	34,227	261,177
Advice line	336,765	50,788	387,553
Public Education and Policy	109,815	16,561	126,376
Development and Growth	<u>29,284</u>	<u>4,415</u>	<u>33,699</u>
	<u>702,814</u>	<u>105,991</u>	<u>808,805</u>

Work undertaken in Business Support and Fundraising comprises 60% public education of businesses and 40% money generation.

7. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2017 £	2016 £
Staff costs	515,449	444,482
Non-staff costs	<u>187,365</u>	<u>133,604</u>
	<u>702,814</u>	<u>578,086</u>

PUBLIC CONCERN AT WORK

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2017

8. SUPPORT COSTS

	Management	Governance costs	Totals
	£	£	£
Business support and fundraising	20,629	13,598	34,227
Advice line	30,610	20,178	50,788
Public Education and Policy	9,981	6,580	16,561
Development and Growth	<u>2,662</u>	<u>1,753</u>	<u>4,415</u>
	<u>63,882</u>	<u>42,109</u>	<u>105,991</u>

9. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2017	2016
	£	£
Depreciation - owned assets	9,166	9,274
Operating lease rentals	65,325	64,771
Auditor's remuneration - statutory audit	5,000	5,000
Auditor's remuneration - other services	<u>1,380</u>	<u>4,200</u>

Non-staff costs are made up of:

	2017	2016
	£	£
Premises	92,719	89,600
Communications	15,495	12,369
Depreciation	9,166	9,274
Training and library	3,627	6,032
Public relations and marketing	12,796	13,622
Service costs	43,977	1,661
Office expenses	14,008	14,014
Auditor's remuneration - statutory audit	5,000	5,000
Auditor's remuneration - non-audit services	1,380	4,200
Provision for bad debts	1,800	5,940
Professional fees	745	1,055
Trustee insurance	3,039	2,833
Other	<u>17,421</u>	<u>3,520</u>
	<u>221,173</u>	<u>169,120</u>

10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2017 nor for the year ended 31 December 2016.

Trustees' expenses

Expenditure is stated after the following:

	£	£
Trustee expenses	<u>-</u>	<u>11</u>

No Trustees received reimbursements of travel costs during the year (2016: 1).

PUBLIC CONCERN AT WORK

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2017**

11. STAFF COSTS

	2017 £	2016 £
Salaries and wages	492,807	440,697
Social security costs	49,621	44,009
Employer's contribution to defined contribution pension scheme	27,268	12,366
Other staff costs	<u>17,936</u>	<u>7,468</u>
	<u>587,632</u>	<u>504,540</u>

The full-time employees equivalent during the year was 14.1 (2016: 12.8).

In 2017, no employees received emoluments in excess of £60,000 (2016: 1 employee received emoluments between £70,001 and £80,000 with pension contributions of £5,613).

Staff costs have been allocated on a percentage basis over the charitable activity cost headings.

The key management personnel comprises of the personnel given in the Report of the Trustees under Executive Officers. The total employee benefits of the key management personnel of the charitable company were £168,097 (2016: £173,583).

12. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 January 2017	16,478	32,634	49,112
Additions	<u>1,083</u>	<u>4,900</u>	<u>5,983</u>
At 31 December 2017	<u>17,561</u>	<u>37,534</u>	<u>55,095</u>
DEPRECIATION			
At 1 January 2017	11,971	25,692	37,663
Charge for year	<u>2,614</u>	<u>6,552</u>	<u>9,166</u>
At 31 December 2017	<u>14,585</u>	<u>32,244</u>	<u>46,829</u>
NET BOOK VALUE			
At 31 December 2017	<u>2,976</u>	<u>5,290</u>	<u>8,266</u>
At 31 December 2016	<u>4,507</u>	<u>6,942</u>	<u>11,449</u>

They were no assets held under a finance lease in the current year. In the prior year included within computer equipment was an asset held under a finance lease. The asset had a cost of £4,220 and during the year depreciation of £791 was charged in relation to this asset and at the year end it had a net book value of £Nil.

PUBLIC CONCERN AT WORK

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2017

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2017	2016
	£	£
Trade debtors	267,862	194,658
Other debtors	17,783	17,098
Prepayments and accrued income	<u>27,791</u>	<u>36,075</u>
	<u>313,436</u>	<u>247,831</u>

14. CURRENT ASSET INVESTMENTS

	2017	2016
	£	£
Cash equivalents on deposit	<u>148,000</u>	<u>298,000</u>

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2017	2016
	£	£
Finance lease (see note 16)	-	780
Trade creditors	3,277	1,822
Social security and other taxes	90,806	86,014
Other creditors	63,081	10,061
Accruals and deferred income	<u>248,774</u>	<u>262,650</u>
	<u>405,938</u>	<u>361,327</u>

Deferred income reconciliation:

	2017	2016
	£	£
Brought forward balance at 1 January	250,319	228,084
Amounts recognised as incoming resources in the year	(250,319)	(228,084)
Amount deferred at 31 December	<u>234,420</u>	<u>250,319</u>
	<u>234,420</u>	<u>250,319</u>

Deferred income consists of subscription income and income in relation to retainers and consultancy fees. An element of the income has been deferred at the year end due to the subscription period spanning over the financial year end or the income having been received in advance.

PUBLIC CONCERN AT WORK

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2017

16. LEASING AGREEMENTS

	Finance leases	
	2017	2016
	£	£
Net obligations repayable:		
Within one year	<u>-</u>	<u>780</u>

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2017	2016
	£	£
Within one year	<u>82,064</u>	<u>65,325</u>

The above commitment relates to the charity's office and the total commitment shown is for a 1 year period. This lease, however, has no specific date of termination but carries a 3 month notice period. The monthly commitment is £6,839 (2016: £5,444).

17. MOVEMENT IN FUNDS

	At 1/1/17	Net movement in funds	At 31/12/17
	£	£	£
Unrestricted funds			
General fund	390,099	(100,854)	289,245
	<u>390,099</u>	<u>(100,854)</u>	<u>289,245</u>
TOTAL FUNDS	<u>390,099</u>	<u>(100,854)</u>	<u>289,245</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	707,951	(808,805)	(100,854)
	<u>707,951</u>	<u>(808,805)</u>	<u>(100,854)</u>
TOTAL FUNDS	<u>707,951</u>	<u>(808,805)</u>	<u>(100,854)</u>

18. PENSION COMMITMENTS

The company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund. The amounts payable at year end was £3,398 (2016: £1,066) and is included in creditors under other tax and social security.

	2017	2016
	£	£
Contributions payable by the company for the year	<u>27,268</u>	<u>12,366</u>

PUBLIC CONCERN AT WORK

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2017

19. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2017	2016
	£	£
Net income/(expenditure) for the reporting period (as per the statement of financial activities)	(100,854)	127,076
Adjustments for:		
Depreciation charges	9,166	9,274
Interest received	(4,268)	(3,172)
(Increase)/decrease in debtors	(64,250)	14,615
Increase in creditors	<u>45,391</u>	<u>34,041</u>
Net cash provided by (used in) operating activities	<u>(114,815)</u>	<u>181,834</u>

20. RELATED PARTY DISCLOSURES

There are no related party transactions to disclose for the current or the prior year.

21. ULTIMATE CONTROLLING PARTY

The company is considered to have no ultimate controlling party.