

COMPANY REGISTRATION NUMBER: 03182143
CHARITY REGISTRATION NUMBER: 1054534

The British Association of Day Surgery
Company Limited by Guarantee
Unaudited financial statements
31 December 2020

The British Association of Day Surgery

Company Limited by Guarantee

Financial statements

Year ended 31 December 2020

	Pages
Report of the council	1 to 9
Independent examiner's report to the trustees	10
Statement of financial activities (including income and expenditure account)	11
Balance sheet	12
Notes to the financial statements	13 to 21

The British Association of Day Surgery

Company Limited by Guarantee

Report of the council

Year ended 31 December 2020

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 December 2020.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Companies Act 2006 and 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 published in October 2019.

Reference and administrative details

Registered charity name	The British Association of Day Surgery
Charity registration number	1054534
Company registration number	03182143
Principal office and registered office	The British Association of Day Surgery Care of The Royal College of Surgeons of England Lincoln's Inn Fields London WC2A 3PE

The Council Members

The Council Members who served during the year and at the date of approval were as follows:

Dr K Russon (President)
Dr M Stocker (Immediate Past President)
Mr D Bunting (JODS Editor)
Dr J Montgomery (Honorary Treasurer until January 2020)
Mr A Kimble (Honorary Treasurer from April 2020)
Dr M Ahuja (Website lead until February 2020, continued as IAAS representative)
Ms J Marsden (President Elect)
Ms F Belfield (Conference Secretary)
Dr T Hinde (Honorary Secretary)
Mrs A Alen (Council Member)
Mrs S Leyshon (Council member)
Mr S Clee (Council member)
Mr E Dunstan (Council member)
Mrs K Harries (Council member)
Dr M Checketts (Council member from September 2020)
Dr R Morris (Council member from September 2020)
Ms C Jack (Council member from September 2020)
Ms V Cubas (Council member from September 2020)

The British Association of Day Surgery

Company Limited by Guarantee

Report of the council *(continued)*

Year ended 31 December 2020

Non Trustee Council Members

Mr A Tanase	ASiT representative until September 2020
Mr M Rabie	ASiT representative from September 2020
Ms K Miller	GAT representative until October 2020
Dr T Byott	GAT representative from October 2020
Mr S Karavolos	Gynaecology representative
Miss M Morton	Co-opted Council Member from October 2020

Company secretary Dr T Hinde

Independent examiner Mark Proctor FCA DChA
Lovewell Blake LLP
Chartered accountants
Bankside 300
Peachman Way
Broadland Business Park
Norwich
NR7 0LB

Bankers Barclays Bank Plc
5-7 Red Lion Street
Norwich
Norfolk
NR1 3QH

The British Association of Day Surgery

Company Limited by Guarantee

Report of the council *(continued)*

Year ended 31 December 2020

Objectives and activities

- Promotion of the benefits, quality and efficiency of Day and Short Day Surgery in the United Kingdom, and internationally.
- Organisation of an Annual Scientific Meeting together with other meetings open to members, non members and other health care professionals.
- Publication of the Journal of One Day Surgery on a quarterly basis.
- Publication of handbooks for health professionals to educate, inform and promote topics related to Day Surgery.
- Translation and publishing abroad of handbooks to assist the establishment of more consistent Day Care facilities.
- Provision of fellowships and bursaries to members of the Association supporting education, research and development of Day Surgery.
- Provision of a website highlighting the Association's activities and promotion of shorter stay surgery, facilitating communication with members and the public.
- Collaboration with other professional organisations and government agencies to promote Day Surgery.
- Promotion of Day and Short Stay Surgery in the media.
- Provision of advice and process/pathway review on request to Day Surgery units.

Public Benefit

The Council Members confirm that they have paid due regard to the Charity Commission's guidance on public benefit in deciding what activities The British Association of Day Surgery should undertake.

The Association, founded in 1990, aims to raise awareness and interest in Day Surgery. It influences and advises in the development of Day Surgery Services. In addition the Association recommends standards of best practice which will improve the service available to the public.

The Annual Scientific Meeting encourages presentation of educational and practical information, together with providing a networking opportunity between the many disciplines involved in Day Surgery.

Access to the website provides educational material for the Public and Healthcare Professionals alike together with the facility to purchase publications on line. The quarterly Journal of One Day Surgery enables original work to be published and new advances in Day Surgery to be discussed with a wider audience.

The British Association of Day Surgery

Company Limited by Guarantee

Report of the council *(continued)*

Year ended 31 December 2020

Achievements and performance

2020 has been a challenging year due to the Covid-19 pandemic and BADS has successfully managed new ways of working and held virtual council meetings, a virtual AGM and virtual one day conferences. Our membership continues to grow and was almost 400 by the end of 2020.

BADS has expanded its role in educational meetings over the last year organising virtual procedure and specialty specific meetings in alliance with the HCUK with good attendances and feedback from the meetings. There has also be collaborations with other societies such as SIVA (Society of Intravenous Anaesthesia), Royal College of Anaesthetists, Regional Anaesthesia UK, RCS Ireland, to present the merits of day surgery and how to achieve successful day surgery at their national conferences or webinars.

We continue to work with the Royal College of Anaesthetists and Surgeons to ensure the profile of day surgery is maintained within the training curricula and are still actively seeking opportunities to develop an accreditation program. The General Provision of Anaesthetic Services for day surgery document written by BADS for the royal college of anaesthetists and updated in 2020/21 is used by the college in its accreditation program. The Royal College of Anaesthetists published 9-day surgery quality improvement projects / audit recipes in September 2020 written by BADS which will assist departments improve their day case services.

We continue to support the performance of day surgery through the production of BADS speciality booklets and the directory of procedures dataset 2020. In September 2020, BADS published the National day surgery delivery pack in collaboration with GIRFT and CPOC which has resulted in increased day case rates nationally. BADS has worked closely with GIRFT and NHSE to enable Integrated health systems (ICSs) and Trusts to consider day surgery more to help in the recovery of elective surgery.

BADS continues to work with The Model Hospital, which offers a day surgery compartment mapped to the BADS directory of procedures 2019 to provide bench marking for trusts using HES data. This provides the opportunity for more real time performance management across the range of procedures included in the directory and includes quality indicators such as unplanned admissions and in the last year missed day case opportunities.

The website and shop are well used. We provided links to important information relevant to day surgery, maintaining surgical services, infection prevention control and recovery of elective surgery on our website during the Covid-19 pandemic. We are planning to launch a new website in March 2021 just prior to BADS virtual annual conference.

Financial review

Income for the year amounted to £71,069 (2019: £144,760) and after deducting expenditure of £63,418 (2019: £131,700), the net income for the year amounted to £7,651 (2019: £13,060).

Investment Policy

The Council members consider that there are no funds available for long-term investment and, having considered the options available, have decided to place available funds in Bank Deposit Accounts.

The British Association of Day Surgery

Company Limited by Guarantee

Report of the council *(continued)*

Year ended 31 December 2020

Financial review *(continued)*

Reserves Policy

Despite a challenging year for members in responding to the Covid-19 pandemic, a combination of prudent management and adjustment of our conference offer has resulted in firstly no requirement to call upon our reserves during the last financial year and secondly a further improved financial position for BADS. No major calls upon capital are anticipated outside of planned expenditure during 2021/22. As a consequence the considered view is that the proposed level of reserves held during 2021/21 remain unchanged.

The committee has concluded that a prudent range of reserves to be held from unrestricted funds not committed would be a minimum of six months operating costs and a maximum of 12 months operating costs. For 2021/22 this is proposed to be towards the higher end of the range given the particular context of Covid-19 pandemic. This would amount to £120,000.

Free reserves at the year end amounted to £177,717 (2019: £170,057). The surplus reserves will be used to help the charity to maintain its presence and provide education in day surgery practice in the ever more challenging environment of the NHS. The charity hopes to develop benchmarking for all NHS trusts to use and work towards an accreditation program for day surgery.

Total restricted reserves at the year end amounted to £10,025 (2019: £10,025).

Principal Funding Sources

The principal source of funds is income from exhibition meetings and strategic alliances, together with member subscriptions.

Plans for future periods

The Council aims to continue in its activities to meet the objectives of the charity and is working closely with Government departments to assist in the achievement of new goals for the Health Service.

The British Association of Day Surgery

Company Limited by Guarantee

Report of the council *(continued)*

Year ended 31 December 2020

Plans for future periods *(continued)*

Impact of Covid 19

Financial and Operational Impact of Covid-19

As part of our ongoing governance processes, Trustees have taken stock of the risk and impact of Covid-19 on the Charity and ensured that appropriate and proportionate risk mitigation is in place.

The Trustees identified the following risks:

- Income
- Reputation
- Continuity

Income Risks:

BADS income is derived from three main sources.

- Sales of literature.
- Membership fees (subscriptions)
- Exhibitions, meetings and strategic alliances.

Income from both Subscriptions and Literature sales are up on the previous year. Subscriptions are generally paid at the start of the year and are not deemed a risk within this accounting period due to Covid-19. However, BADS recognises that discretionary funding available within NHS Trusts and NHS Foundation Trust in 2021/22 may be negatively impacted upon and result in a decrease in membership subscriptions and sale of booklets and leaflets. The Trustees have considered a “worse case” and “likely case” scenario. Under the worse case scenario subscription income in 2021/2022 could drop by as much as 50%. The financial impact of this would be a reduction in income in the region of £17,000. It is also possible that post Cover, more NHS Trusts and NHS Foundation Trusts will seek to further expand their day case capability and capacity as there is a clear evidence base of both quality and financial benefits.

The Trustees recognise that Covid-19 may negatively impact upon the profits of strategic allies and as a consequence place at risk the income from strategic alliances. However, 3 year contracts are in place which would guarantee income in 2021/22.

Reputation risks:

BADS council have a strong professional reputation and a solid governance framework which is continually reviewed and revised as appropriate.

During 2019/20 the Council acquired further expertise amongst the Trustees and reviewed and revised several policies and procedures. These include

- Conflict of Interest policy, declaration and management
- Induction
- Reserves Policy

Trustees believe that these have further strengthened our corporate governance arrangements and further mitigated potential reputational and financial risks.

The British Association of Day Surgery

Company Limited by Guarantee

Report of the council *(continued)*

Year ended 31 December 2020

Plans for future periods *(continued)*

Impact of Covid 19 *(continued)*

Continuity risks:

Risks for continuity arise from the potential loss of key council members. This risk is mitigated by.

- Succession planning
- Documented role descriptions
- Documented processes
- Policies.

Operational Impact:

In light of Covid-19 and conscious that significant numbers of Council members are NHS keyworkers, BADS has taken steps to enable its council meetings to continue virtually via Zoom.

We have a single employee and arrangements are in place to work remotely from home.

The most significant impact has been on our Annual Conference which was scheduled to take place in June 2020. The annual conference is a significant opportunity to showcase developments and further progress the important role that day surgery can play in continuous quality improvement across the NHS. The conference has been rescheduled for March 2021, Financially the risks associated with expenditure on the conference are mitigated by the timings of deposits and fees. Our conference venue for 2020, Cardiff, has agreed to roll over the contract to March 2021. It is possible that as the NHS enters the next phases of operations post the immediate Covid crisis that operational pressures may impact upon release time during 2020/21 and as a consequence conference attendances. It is too early to determine this at this point and so Council will continuously monitor the position and adjust our approach accordingly.

In summary, Trustees do not consider that the operational or financial impact of Covid-19 present unmitigated risks to the ongoing work of BADS.

Structure, governance and management

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 3 April 1996 and registered as a charity on 11 April 1996. The company was established under a Memorandum and Articles of Association which established the objects and powers of the charitable company and it is governed under its Articles of Association. Its objects are to promote education and research, to expand the utilisation of Day Surgery in the United Kingdom and to set standards for the benefit of patients.

The British Association of Day Surgery

Company Limited by Guarantee

Report of the council *(continued)*

Year ended 31 December 2020

Structure, governance and management *(continued)*

Recruitment and Appointment of Council members

The Members of the Council are also directors of the company for the purposes of company law. Under the requirements of the Articles of Association one third of the Members of the Council are required to retire from office each year and are eligible for re-election at the next Annual General Meeting.

In looking for new Members of the Council the Council Members will bear in mind the experience and qualification of possible candidates. The successful candidates are elected by a meeting of the existing Council Members.

Council Members

The Council Members, who are also Trustees and Directors, who served during the year and up to the date of this report are shown on page 1.

Trustee Induction and Training

New Council Members will be provided with copies of:

- The Memorandum and Articles of Association
- The latest accounts of the charity and are encouraged to read Charity Commission guidance notes CC3 - "The Essential Trustee: What you need to know, what you need to do"

In addition Council Members are encouraged to read Charity Commission and other newsletters and to attend courses designed to keep them abreast of their duties and responsibilities.

Risk Management

The Association has conducted a review of the risks to which the charity may be exposed. Systems have been put in place to reduce those risks. Risks are minimised by the procedures developed for authorisation of transactions, publications and projects. The risks in funding are mitigated by the reserves policy which is reviewed yearly by the Council.

Organisational Structure

The company is governed by the Council Members, who meet six times a year as well as at the annual scientific meeting. The day-to-day administration of the charity is delegated to the Administrative Manager.

Independent examiner

Mark Proctor FCA DChA of Lovewell Blake LLP will be reappointed as independent examiner for the ensuing year.

Small company provisions

This report has been prepared taking advantage of the small companies' exemption of section 415A of the Companies Act 2006.

The British Association of Day Surgery

Company Limited by Guarantee

Report of the council *(continued)*

Year ended 31 December 2020

The report of the council was approved on 10 September 2021 and signed on behalf of the board of trustees by:

Dr T Hinde
Secretary

The British Association of Day Surgery

Company Limited by Guarantee

Independent examiner's report to the trustees of The British Association of Day Surgery

Year ended 31 December 2020

I report to the charity trustees on my examination of the financial statements of the company for the year ended 31 December 2020 which comprise the statement of financial activities (including income and expenditure account), balance sheet and the related notes.

Responsibilities and basis of report

As the charity's trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the financial statements of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's financial statements as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Mark Proctor FCA DChA
Independent Examiner

Lovewell Blake LLP
Chartered accountants
Bankside 300
Peachman Way
Broadland Business Park
Norwich
NR7 0LB

14 October 2021

The British Association of Day Surgery

Company Limited by Guarantee

Statement of financial activities (including income and expenditure account)

Year ended 31 December 2020

		Unrestricted funds £	2020 Restricted funds £	Total funds £	2019 Total funds £
Income and endowments	Note				
Donations and legacies	5	–	–	–	1,730
Charitable activities	6	70,885	–	70,885	142,575
Investment income	7	184	–	184	455
Total income		<u>71,069</u>	<u>–</u>	<u>71,069</u>	<u>144,760</u>
Expenditure					
Expenditure on raising funds:					
Costs of other trading activities	8	(2,204)	–	(2,204)	(3,683)
Expenditure on charitable activities	9	(61,214)	–	(61,214)	(128,017)
Total expenditure		<u>(63,418)</u>	<u>–</u>	<u>(63,418)</u>	<u>(131,700)</u>
Net income and net movement in funds		<u>7,651</u>	<u>–</u>	<u>7,651</u>	<u>13,060</u>
Reconciliation of funds					
Total funds brought forward		170,066	10,025	180,091	167,031
Total funds carried forward		<u>177,717</u>	<u>10,025</u>	<u>187,742</u>	<u>180,091</u>

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

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

The British Association of Day Surgery

Company Limited by Guarantee

Balance sheet

31 December 2020

	Note	2020 £	£	2019 £	£
Fixed assets					
Tangible fixed assets	14		–		9
Current assets					
Debtors	15	14,545		14,666	
Cash at bank and in hand		184,512		180,757	
		<u>199,057</u>		<u>195,423</u>	
Creditors: Amounts falling due within one year	16	<u>(11,315)</u>		<u>(15,341)</u>	
Net current assets			<u>187,742</u>		<u>180,082</u>
Total assets less current liabilities			<u>187,742</u>		<u>180,091</u>
Net assets			<u>187,742</u>		<u>180,091</u>
Funds of the charity					
Restricted funds			10,025		10,025
Unrestricted funds			<u>177,717</u>		<u>170,066</u>
Total charity funds	19		<u>187,742</u>		<u>180,091</u>

For the year ending 31 December 2020 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the board of trustees and authorised for issue on 29 September 2021, and are signed on behalf of the board by:

Dr K Russon
President

Mr A Kimble
Trustee

Company registration number: 03182143

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

The British Association of Day Surgery

Company Limited by Guarantee

Notes to the financial statements

Year ended 31 December 2020

1. General information

The charity is a private company limited by guarantee registered in England and Wales, and a registered charity in England and Wales. The address of the registered office is The British Association of Day Surgery c/o The Royal College of Surgeons of England, Lincoln's Inn Fields, London WC2A 3PE.

The principal activity of the charity is the promotion of the benefits, quality and efficiency of day and short surgery in the United Kingdom and internationally.

2. Statement of compliance

The charity constitutes a public benefit entity as defined by FRS 102. 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 issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

3. Accounting policies

(a) Basis of preparation

The financial statements have been prepared on the historical cost basis.

The financial statements are prepared in sterling, which is the functional currency of the entity.

(b) Going concern

The financial statements have been prepared on the going concern basis as the Council believe that no material uncertainties exist. The Council have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

The Council have given consideration to the impact of Covid 19 when making this assessment.

(c) Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

(d) Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal.

The British Association of Day Surgery

Company Limited by Guarantee

Notes to the financial statements *(continued)*

Year ended 31 December 2020

3. Accounting policies *(continued)*

(e) Income

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- Income from book sales are accounted for when earned.
- Subscriptions are recorded on a receivable basis, less amounts written off as irrecoverable.
- Income from exhibitions, meetings and conferences are accounted for in the period the exhibition, meeting and conference occurs.
- The value of services provided by volunteers has not been included in these accounts.
- Investment income is included when receivable.

(f) Expenditure

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

(g) Tangible assets

All fixed assets are initially recorded at cost.

The costs of minor additions or those costing below £500 are not capitalised.

(h) Depreciation

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

Fixtures, fittings and equipment	-	25% straight line
President's pendant	-	5% straight line

The British Association of Day Surgery

Company Limited by Guarantee

Notes to the financial statements *(continued)*

Year ended 31 December 2020

3. Accounting policies *(continued)*

(i) Operating lease agreements

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.

(j) Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

(k) Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided.

4. Limited by guarantee

The charity is a company limited by guarantee and does not have a share capital. The members have guaranteed that in the event of the charity being wound up during their membership or one year thereafter, each would contribute to the assets of the charity a sum not exceeding £1.

5. Donations and legacies

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
Donations				
Donations	—	—	1,730	1,730

6. Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Sale of books and booklets	5,962	—	5,962
Subscriptions	25,702	—	25,702
Exhibitions, meetings and strategic alliances	39,221	—	39,221
	<u>70,885</u>	<u>—</u>	<u>70,885</u>

The British Association of Day Surgery

Company Limited by Guarantee

Notes to the financial statements *(continued)*

Year ended 31 December 2020

6. Charitable activities *(continued)*

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Sale of books and booklets	9,267	–	9,267
Subscriptions	24,245	–	24,245
Exhibitions, meetings and strategic alliances	107,063	2,000	109,063
	<u>140,575</u>	<u>2,000</u>	<u>142,575</u>

7. Investment income

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
Bank interest receivable	<u>184</u>	<u>184</u>	<u>455</u>	<u>455</u>

8. Costs of other trading activities

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
Printing books and booklets	<u>2,204</u>	<u>2,204</u>	<u>3,683</u>	<u>3,683</u>

The British Association of Day Surgery

Company Limited by Guarantee

Notes to the financial statements *(continued)*

Year ended 31 December 2020

9. Expenditure on charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Printing expenses	8,075	–	8,075
Annual Scientific Meeting	235	–	235
Research fellowship	–	–	–
Staff costs	32,416	–	32,416
Depreciation	9	–	9
Rent and service charges	3,217	–	3,217
Website and computer costs	4,500	–	4,500
Printing, postage and stationery	1,411	–	1,411
Accountancy -payroll and VAT	1,462	–	1,462
Subscriptions payable	1,475	–	1,475
Unrecoverable VAT	1,364	–	1,364
Bank charges	259	–	259
Telephone	531	–	531
Sundry expenses	35	–	35
Governance costs	6,225	–	6,225
	<u>61,214</u>	<u>–</u>	<u>61,214</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Printing expenses	7,210	–	7,210
Annual Scientific Meeting	56,086	–	56,086
Research fellowship	–	2,100	2,100
Staff costs	27,679	–	27,679
Depreciation	26	–	26
Rent and service charges	3,499	–	3,499
Website and computer costs	4,495	2,000	6,495
Printing, postage and stationery	1,755	–	1,755
Accountancy -payroll and VAT	1,135	–	1,135
Subscriptions payable	1,596	–	1,596
Unrecoverable VAT	6,155	–	6,155
Bank charges	1,299	–	1,299
Telephone	611	–	611
Sundry expenses	123	–	123
Governance costs	12,248	–	12,248
	<u>123,917</u>	<u>4,100</u>	<u>128,017</u>

Governance costs comprises:

	Unrestricted Funds £	Restricted funds £	Total Funds 2020 £	Total Funds 2019 £
Independent examination fees	3,190	–	3,190	3,434
Legal and professional fees	–	–	–	1,250
Council and meeting expenses	2,692	–	2,692	7,166
Council members' liability expenses	343	–	343	398
	<u>6,225</u>	<u>–</u>	<u>6,225</u>	<u>12,248</u>

The British Association of Day Surgery

Company Limited by Guarantee

Notes to the financial statements *(continued)*

Year ended 31 December 2020

10. Net income

Net income is stated after charging/(crediting):

	2020	2019
	£	£
Depreciation of tangible fixed assets	9	26
Lease rental payments	<u>3,499</u>	<u>3,499</u>

11. Independent examination fees

	2020	2019
	£	£
Fees payable to the independent examiner for:		
Independent examination of the financial statements	3,190	3,434
Other financial services	<u>1,462</u>	<u>1,135</u>
	<u>4,652</u>	<u>4,569</u>

12. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2020	2019
	£	£
Wages and salaries	30,872	26,364
Employer contributions to pension plans	<u>1,544</u>	<u>1,315</u>
	<u>32,416</u>	<u>27,679</u>

The average head count of employees during the year was 1 (2019: 1). The average number of full-time equivalent employees during the year is analysed as follows:

	2020	2019
	No.	No.
Office and administration	<u>1</u>	<u>1</u>

No employee received employee benefits of more than £60,000 during the year (2019: Nil).

Key Management Personnel

There were no key management personnel during the year.

13. Trustee remuneration and expenses

No remuneration or other benefits from employment with the charity or a related entity were received by the Council members.

During the year 11 Council members received expenses in the course of their duties in respect of travelling, subsistence and accommodation totalling £1,653 (2019: 19 members, £6,352).

The British Association of Day Surgery

Company Limited by Guarantee

Notes to the financial statements *(continued)*

Year ended 31 December 2020

14. Tangible fixed assets

	Fixtures, fittings and equipment £	President's pendant £	Total £
Cost			
At 1 January 2020 and 31 December 2020	<u>7,462</u>	<u>529</u>	<u>7,991</u>
Depreciation			
At 1 January 2020	7,462	520	7,982
Charge for the year	–	9	9
At 31 December 2020	<u>7,462</u>	<u>529</u>	<u>7,991</u>
Carrying amount			
At 31 December 2020	<u>–</u>	<u>–</u>	<u>–</u>
At 31 December 2019	<u>–</u>	<u>9</u>	<u>9</u>

15. Debtors

	2020 £	2019 £
Trade debtors	–	9,000
Prepayments and accrued income	3,555	4,404
Other debtors	10,990	1,262
	<u>14,545</u>	<u>14,666</u>

16. Creditors: Amounts falling due within one year

	2020 £	2019 £
Accruals and deferred income	8,610	14,532
Social security and other taxes	2,210	809
Other creditors	495	–
	<u>11,315</u>	<u>15,341</u>

17. Deferred income

	2020 £	2019 £
At 1 January 2020	10,932	3,760
Amount released to income	(10,932)	(3,760)
Amount deferred in year	4,860	10,932
At 31 December 2020	<u>4,860</u>	<u>10,932</u>

Deferred income in 2020 and 2019 relates to subscriptions and strategic alliances invoiced in advance and funds received ahead of the 2021 conference.

The British Association of Day Surgery

Company Limited by Guarantee

Notes to the financial statements *(continued)*

Year ended 31 December 2020

18. Pensions and other post retirement benefits

Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £1,544 (2019: £1,315).

19. Analysis of charitable funds

2020

Unrestricted Income Funds

	At 1 Jan 2019 £	Income £	Expenditure £	At 31 Dec 2020 £
General Funds	<u>170,066</u>	<u>71,069</u>	<u>(63,418)</u>	<u>177,717</u>

Restricted Funds

	At 1 Jan 2019 £	Income £	Expenditure £	At 31 Dec 2020 £
Zeneca Research Fellowship	<u>10,025</u>	<u>—</u>	<u>—</u>	<u>10,025</u>
Restricted funds	<u>10,025</u>	<u>—</u>	<u>—</u>	<u>10,025</u>

2019

Unrestricted Income Funds

	At 1 Jan 2019 £	Income £	Expenditure £	At 31 Dec 2020 £
General Funds	<u>154,906</u>	<u>142,760</u>	<u>(127,600)</u>	<u>170,066</u>

Restricted Funds

	At 1 Jan 2019 £	Income £	Expenditure £	At 31 Dec 2020 £
Zeneca Research Fellowship	<u>12,125</u>	<u>—</u>	<u>(2,100)</u>	<u>10,025</u>
App development	<u>—</u>	<u>2,000</u>	<u>(2,000)</u>	<u>—</u>
Restricted funds	<u>12,125</u>	<u>2,000</u>	<u>(4,100)</u>	<u>10,025</u>

The Zeneca Research Fellowship was established in 1993 to award research grants.

The App development fund represents funds received to develop an app for delegates at the Annual Conference.

The British Association of Day Surgery

Company Limited by Guarantee

Notes to the financial statements *(continued)*

Year ended 31 December 2020

20. Analysis of net assets between funds

2020

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Current assets	189,032	10,025	199,057
Creditors less than 1 year	(11,315)	–	(11,315)
Net assets	<u>177,717</u>	<u>10,025</u>	<u>187,742</u>

2019

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Tangible fixed assets	9	–	9
Current assets	185,398	10,025	195,423
Creditors less than 1 year	(15,341)	–	(15,341)
Net assets	<u>170,066</u>	<u>10,025</u>	<u>180,091</u>

21. Operating lease commitments

The total future minimum lease payments under non-cancellable operating leases are as follows:

	2020 £	2019 £
Not later than 1 year	1,458	3,499
Later than 1 year and not later than 5 years	–	1,458
	<u>1,458</u>	<u>4,957</u>