

**COMPANY REGISTRATION NUMBER: 03182143**  
**CHARITY REGISTRATION NUMBER: 1054534**

**The British Association of Day Surgery**  
**Company Limited by Guarantee**  
**Unaudited financial statements**  
**31 December 2022**

# **The British Association of Day Surgery**

**Company Limited by Guarantee**

**Financial statements**

**Year ended 31 December 2022**

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# The British Association of Day Surgery

## Company Limited by Guarantee

### Report of the council

#### Year ended 31 December 2022

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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 2022.

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

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

#### The trustees

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

Mr D Bunting (President) (from 30 June 2023)  
Ms J Marsden (Immediate Past President) (from 30 June 2023)  
Dr K Russon (Immediate Past President) (resigned 30 June 2023)  
Mrs K Harries (President Elect) (from September 2023)  
Ms F Belfield (Conference Secretary)  
Dr M Checketts (Conference Secretary)  
Mr A Kimble (Honorary Treasurer)  
Dr T Hinde (Honorary Secretary) (until September 2022)  
Mr S Clee (Council member) (resigned February 2023)  
Ms V Cubas (Council member) (resigned September 2022)  
Mr E Dunstan (Council member)  
Ms C Jack (Council member)  
Mrs S Leyshon (Council member) (resigned June 2023)  
Dr J Mitchell (Council member)  
Dr R Morris (Council member)  
Dr R Tibble (Honorary Secretary) (from September 2023)

# The British Association of Day Surgery

## Company Limited by Guarantee

### Report of the council *(continued)*

#### Year ended 31 December 2022

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<b>Non Trustee Council Members</b>	Ms A Conquest (Council 'taster' member) Mr M Harris (ASiT representative) Dr T Byott (GAT representative) (until March 2022) Mr S Karavolos (RCOG representative) Miss M Morton (BAOMS representative) Miss S Stapley (BOA representative) Mr F Haddad (BOA representative) Dr M Stoker (IAAS representative)
<b>Company Secretary</b>	Dr T Hinde (until September 2022) Mrs K Harries (from September 2022, until September 2023) Dr R Tibble (from September 2023)
<b>Independent examiner</b>	Mark Proctor FCA DChA Lovewell Blake LLP Chartered accountants Bankside 300 Peachman Way Broadland Business Park Norwich NR7 0LB
<b>Bankers</b>	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 2022

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#### Objectives and activities

##### *Objectives*

BADS purpose is to promote excellence and maximize delivery of UK day surgery. It is the only UK association dedicated to improving day surgery practice.

Its strategic objectives are to

- Attract and maintain sufficient membership to attain and sustain national influence.
- Understand what excellence in day surgery looks like and how to share it.
- Maximise its reach within the UK.

##### *Activities*

- Educational meetings
  - Annual Conference
  - Annual programme of topic-specific virtual one-day surgery conferences
  - Bespoke webinars
- Online publications
  - Handbooks (topic-specific)
  - Bitesize Topics
  - Journal of One-Day Surgery (quarterly publication)
- Development of an online registry of UK day surgery units
- Benchmarking
  - BADS Directory of Procedures and National Dataset
- Maintaining the BADS website to engage with our membership, letting them know what we are doing and why, providing educational material about day surgery practice and attracting new members.
- Provision of advice and process/pathway review on request to day surgery units.
- Collaborations with other associations and organization to promote the charity's purpose.
- Provision of annual educational grant(s) up to the value of £1,000 to support a research project or contribute towards travel costs as part of a study or practice development aimed at improving day surgery delivery. Successful applicants present their work at the BADS annual conference and submit a written report for publication in the Journal of One-Day Surgery.

##### *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 1989, aims to raise awareness and interest in day surgery. It influences and advises in the development of day surgery services and recommends standards of best practice, which will improve the quality of care provided to the public.

The annual conference and programme of one-day virtual conferences encourages presentation and sharing of evidence-based and practical information for the education of healthcare professionals involved in delivering day surgery with networking opportunities. The website provides access to educational and benchmarking material.

# The British Association of Day Surgery

## Company Limited by Guarantee

### Report of the council *(continued)*

#### Year ended 31 December 2022

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#### **Achievements and performance**

The impact of the Covid-19 pandemic still resonates in the NHS, with unprecedented demand for elective and emergency surgery against a background of limited capacity. This has continued to raise the profile of day surgery delivery and that of BADS, it being the only association in the UK dedicated to promoting excellence in the delivery of day surgery care. BADS success in developing hybrid ways of working means it has flexibility to ensure delivery of its charitable aims without interruption or delay.

#### **Membership**

At the end of 2022, active membership was 558.

#### **Membership subscriptions**

These are reviewed annually. In September 2022 it was decided not to increase annual membership fees and to review in September 2023. The Council was conscious that nursing, allied health professional and trainee members may be at greater disadvantage due to the cost-of-living crisis. Staff and publication savings can be used to support a freeze in subscriptions, enabling members to continue their membership and benefit from BADS educational resources.

#### **Governance**

Work continued to strengthen BADS governance with agreement for the establishment of regular, annual strategic planning meetings. The initial meeting for December 2023, however, had to be postponed to January 2023 due to rail transport industrial action.

#### **BADS Administration**

BADS employed a staff member to act as an administrator for the Association, who retired in November 2022. During and after the Covid-19 pandemic, the employee worked from home. This did not impede any of BADS activities. The BADS Council took the opportunity to review the Association's administrative requirements.

- As a result, the day-to-day administrative support was outsourced to an independent contractor from November 2022, who works from home and who is paid by the hour. This removed a requirement for a workplace pension scheme and governance policies relating to staff employment.
- Administrative support for BADS conferences remains outsourced and contracts were renewed in 2022.
  - The annual conference is managed by Event Management Direct
  - The one-day virtual conference programme is managed by Healthcare Conferences UK
- In conjunction with this it was agreed by the Council to
  - Manage all documentation electronically.
  - Introduce accounting software starting from the new financial year (01/01/23)
  - Pilot outsourcing of social media management, as this is increasingly an important marketing strategy, with a review to be undertaken in 2023, after 6-months, of its effectiveness. Managing social media had not been undertaken by the former employee.

It is anticipated overheads/staff/office rental costs will be substantially reduced, releasing charity funds for investment in its activities.

# The British Association of Day Surgery

## Company Limited by Guarantee

### Report of the council *(continued)*

#### Year ended 31 December 2022

##### **Main Activities**

The range of activities undertaken by BADS in 2022 to achieve its charitable aims are summarised in the table, below.

Educational meetings	<ul style="list-style-type: none"><li>• Annual Conference (Nottingham, 16<sup>th</sup>/17<sup>th</sup> June 2022). This was the first face to face meeting since 2019 due to the pandemic.</li><li>• BADS/HCUK annual programme of topic-specific virtual one-day surgery conferences during 2022<ul style="list-style-type: none"><li>○ Day case major knee surgery 24<sup>th</sup> March &amp; 13<sup>th</sup> October</li><li>○ Day case gynaecology 31<sup>st</sup> March</li><li>○ Day case total hip surgery 28<sup>th</sup> April &amp; 20<sup>th</sup> October</li><li>○ The role of the day surgery team 12<sup>th</sup> May &amp; 10<sup>th</sup> November*</li><li>○ Day case emergency general surgery 19<sup>th</sup> May</li><li>○ Day case breast surgery 8<sup>th</sup> September</li><li>○ Day case foot and ankle surgery 8<sup>th</sup> November*</li><li>○ Day case oral and maxillo-facial surgery 8<sup>th</sup> December*</li></ul></li></ul> <p>All were well-attended and received favourable feedback. * These new meetings were added to the programme in 2022</p>
Publications	<ul style="list-style-type: none"><li>• Handbooks</li><li>• Bitesize Topics</li><li>• Journal of One-Day Surgery</li></ul> <p>The handbooks and 'Bitesize Topics' were moved online to the BADS website during 2022 and members were provided free access as a membership benefit. Online publication has reduced their publication costs, releasing funds to support other BADS activities.</p> <p>The Journal of One-Day Surgery was moved to a new online platform (OJS) and it was agreed it will be made open access.</p>
Benchmarking	<ul style="list-style-type: none"><li>• BADS Directory of Procedures and National Dataset (DOP)</li></ul> <p>Work continued during 2022 with the NHS England Model Health System using the content to inform its national day surgery benchmarking metrics <a href="https://www.england.nhs.uk/applications/model-hospital">https://www.england.nhs.uk/applications/model-hospital</a></p>

##### **Collaborative activities**

These are expanding, in keeping with the aims of our charity and raising its profile and visibility. Examples of this activity are summarised, below.

Getting it Right First Time (GiRFT)/ NHS England	<p>Programmes/workstreams BADS participated in</p> <ul style="list-style-type: none"><li>• High Volume Low Complexity surgical recovery programme</li><li>• Surgical Hub accreditation programme</li><li>• Review/endorsement of day surgery pathways<ul style="list-style-type: none"><li>○ Day case spinal discectomy</li><li>○ Day case paediatric tonsillectomy</li></ul></li><li>• Right Procedure Right Place programme</li><li>• The Model Health System<ul style="list-style-type: none"><li>○ Use of BADS Directory of Procedures for its day surgery benchmarking metrics</li></ul></li></ul>
Centre for Perioperative Care	<p>BADS attends the 6-monthly advisory board meetings</p>

# The British Association of Day Surgery

## Company Limited by Guarantee

### Report of the council *(continued)*

#### Year ended 31 December 2022

Royal College of Anaesthetists	Collaborated on the Guidelines for Anaesthesia Services for Day Surgery (published January 2023)
NHS Scotland Academy	BADS was an invited stakeholder in the development of the Accelerated programme for Surgical First Assistant
Future Surgery Show	Organised by the Royal College of Surgeons of England Regular annual meeting, to which BADS has a recurring invitation to exhibit and provide speakers and chairs for sessions during the meeting
British Society of Interventional Radiology	Agreement to add interventional radiology procedures to the BADS Directory of Procedures. Collaborative process in development.

#### **Financial review**

##### ***Principal Funding Sources***

The principal source of funds is income from

- Subscriptions
- The annual programme of one-day virtual conferences
- The annual conference
- Publications
- Strategic Alliance and Educational Partnerships

##### ***Financial review of the year***

Income for the year amounted to £186,469 (2021: £97,635) and after deducting expenditure of £153,799 (2021: £83,440), the net income for the year amounted to £32,670 (2021: £14,195).

##### ***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.

##### ***Reserves Policy***

Despite a challenging year for members, a combination of prudent management and adjustment of our conference offer has resulted in a) no requirement to call upon our reserves during the last financial year and b) a further improved financial position for BADS. No major calls upon capital are anticipated outside of planned expenditure during 2023/24. As a consequence the considered view is that the proposed level of reserves held during 2023/24 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 2022/23 this is proposed to be towards the higher end of the range. This would amount to £120,000.

Free reserves at the year end amounted to £224,582 (2021: £191,912). 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 (2021: £10,025).

# The British Association of Day Surgery

## Company Limited by Guarantee

### Report of the council *(continued)*

#### Year ended 31 December 2022

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#### **Plans for future periods**

The BADS Council aims to continue in its activities to the Association's charitable objectives. This will Encompass:

- Developing its existing collaborations with national bodies (e.g., GiRFT, CPOC) to promote the importance of and support day surgery delivery as part of the national elective recovery programme.
- Introduction of regular, annual strategic planning meetings.

#### **Impact of Covid 19**

BADS Article of Association were revised and approved at the Association's 2022 Annual General Meeting to allow for hybrid attendance at Council meetings, in keeping with Charity Commission advice.

The Council agreed that BADS annual programme of one-day conferences, which were moved to a virtual format during the Covid-19 pandemic should remain virtual as running costs have been reduced substantially and attendance and incomes increased compared with when these were run as face-to-face meetings.

#### ***Income Risks:***

BADS income is derived from the following sources.

- Subscriptions
- The annual programme of one-day virtual conferences
- The annual conference
- Publications
- Strategic Alliance and Educational Partnerships

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. It is also possible that 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 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 2023/24.

#### ***Reputation risks:***

BADS council have a strong professional reputation and a solid governance framework which is continually reviewed and revised as appropriate to mitigate potential reputational and financial risks.

#### ***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.

#### **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.

# The British Association of Day Surgery

## Company Limited by Guarantee

### Report of the council *(continued)*

Year ended 31 December 2022

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#### **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.

#### **Council Members meeting attendance**

<b>Trustee Council Members</b>	<b>25/02/2022</b>	<b>06/05/2022</b>	<b>15/06/2022</b>	<b>16/09/2022</b>	<b>18/11/2022</b>
Jo Marsden	✓	✓	✓	✓	✓
Kim Russon	✓	✓	✓	✓	✓
David Bunting	✓	✓	✓	✓	✓
Adam Kimble	✓	✓	✓	x	x
Theresa Hinde	x	✓	✓	✓	✓
Karen Harries	x	✓	✓	✓	✓
Fiona Belfield	✓	✓	✓	✓	✓
Catherine Jacks	✓	✓	✓	✓	✓
Matthew Checketts	✓	x	✓	✓	x
Rachel Tibble	✓	✓	✓	✓	✓
Rachel Morris	x	✓	✓	✓	✓
Joellene Mitchell	✓	✓	x	✓	✓
Edward Dunstan	x	✓	✓	✓	✓
Vanessa Cubas	x	x	x	Resigned	x
Sally Leyshon	✓	✓	✓	✓	✓
Shaun Clee	✓	✓	x	✓	✓
<b>Non-trustees</b>					
<b>Taster member</b>					
Ann Conquest (from Sep 22)	-	-	-	✓	✓
<b>Association representatives</b>					
Tara Byott	Resigned	-	-	-	-
Matthew Harries	✓	x	x	✓	✓
Stamatious Karavolos	x	✓	x	x	✓
Maire Morton	✓	✓	x	✓	✓
Sarah Stapley (from Nov 22)	-	-	-	-	✓
Faras Haddad (from Nov 22)	-	-	-	-	x
Mary Stocker (from Nov 22)	-	-	-	-	✓
<b>JODS Editor</b>					
Andrei Tanase	✓	✓	x	x	✓

# The British Association of Day Surgery

## Company Limited by Guarantee

### Report of the council *(continued)*

#### Year ended 31 December 2022

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##### ***Trustee Induction and Training***

New Council Members are provided with:

- An induction guide outlining their responsibilities as a charity trustee, company director and member of the BADS Council.
- The Memorandum and Articles of Association.
- The latest charity accounts.

They are encouraged:

- To read the Charity Commission guidance notes CC3 - "The Essential Trustee: What you need to know, what you need to do" and other newsletters.
- To attend courses designed to keep them abreast of their duties and responsibilities.

They are requested to,

- Sign the BADS Deed of Assignment of Copyright document.
- Sign the BADS Council Member and Trustee Statement of Eligibility and Responsibility document.
- Sign the BADS Trustee Declaration of Interest document (on joining the Council and annually thereafter until they step down from the Council).
- Complete The Fraud Advisory Panel online e-learning modules:
  - Bribery and Corruption.
  - Identity Fraud.
  - Fundraising Fraud.

##### ***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 but also communicate between meetings, as required. The day-to-day administration of the charity is contracted to an administrator. The annual conference is managed by Event Management Direct. The one-day virtual conference programme is managed by Healthcare Conferences UK. Social media planning/marketing will be outsourced from 2023.

##### ***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 report of the council was approved on 26 September 2023 and signed on behalf of the board of trustees by:

Mr D Bunting  
President

# **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 2022**

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I report to the charity trustees on my examination of the financial statements of the company for the year ended 31 December 2022 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

26 September 2023

# The British Association of Day Surgery

## Company Limited by Guarantee

### Statement of financial activities (including income and expenditure account)

Year ended 31 December 2022

		Unrestricted funds £	2022 Restricted funds £	Total funds £	2021 Total funds £
<b>Income and endowments</b>	<b>Note</b>				
Donations and legacies	5	33	–	33	–
Charitable activities	6	186,390	–	186,390	97,617
Investment income	7	46	–	46	18
<b>Total income</b>		<u>186,469</u>	<u>–</u>	<u>186,469</u>	<u>97,635</u>
<b>Expenditure</b>					
Expenditure on raising funds:					
Costs of other trading activities	8	(420)	–	(420)	(966)
Expenditure on charitable activities	9	(153,379)	–	(153,379)	(82,474)
<b>Total expenditure</b>		<u>(153,799)</u>	<u>–</u>	<u>(153,799)</u>	<u>(83,440)</u>
<b>Net income and net movement in funds</b>		<u>32,670</u>	<u>–</u>	<u>32,670</u>	<u>14,195</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		191,912	10,025	201,937	187,742
<b>Total funds carried forward</b>		<u>224,582</u>	<u>10,025</u>	<u>234,607</u>	<u>201,937</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 20 form part of these financial statements.

# The British Association of Day Surgery

## Company Limited by Guarantee

### Balance sheet

31 December 2022

	Note	2022		2021	
		£	£	£	£
<b>Current assets</b>					
Debtors	15	10,735		1,178	
Cash at bank and in hand		236,980		209,510	
		<u>247,715</u>		<u>210,688</u>	
<b>Creditors: Amounts falling due within one year</b>	16	<u>(13,108)</u>		<u>(8,751)</u>	
<b>Net current assets</b>			234,607		201,937
<b>Total assets less current liabilities</b>			<u>234,607</u>		<u>201,937</u>
<b>Net assets</b>			<u>234,607</u>		<u>201,937</u>
<b>Funds of the charity</b>					
Restricted funds			10,025		10,025
Unrestricted funds			224,582		191,912
<b>Total charity funds</b>	19		<u>234,607</u>		<u>201,937</u>

For the year ending 31 December 2022 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 26 September 2023, and are signed on behalf of the board by:

Mr D Bunting (President)  
Trustee

Mr A Kimble (Honorary Treasurer)  
Trustee

Company registration number: 03182143

The notes on pages 13 to 20 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 2022

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#### 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.

##### (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 2022

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#### 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.
- 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 2022

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#### 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 £	<b>Total Funds 2022 £</b>	Unrestricted Funds £	Total Funds 2021 £
<b>Donations</b>				
Donations	33	33	—	—

#### 6. Charitable activities

	Unrestricted Funds £	<b>Total Funds 2022 £</b>	Unrestricted Funds £	Total Funds 2021 £
Sale of books and booklets	2,909	2,909	5,773	5,773
Subscriptions	43,476	43,476	41,076	41,076
Exhibitions, meetings and strategic alliances	140,005	140,005	50,768	50,768
	<u>186,390</u>	<u>186,390</u>	<u>97,617</u>	<u>97,617</u>

# The British Association of Day Surgery

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 December 2022

#### 7. Investment income

	Unrestricted Funds £	<b>Total Funds 2022 £</b>	Unrestricted Funds £	Total Funds 2021 £
Bank interest receivable	46	46	18	18

#### 8. Costs of other trading activities

	Unrestricted Funds £	<b>Total Funds 2022 £</b>	Unrestricted Funds £	Total Funds 2021 £
Printing books and booklets	420	420	966	966

#### 9. Expenditure on charitable activities

	Unrestricted Funds £	<b>Total Funds 2022 £</b>	Unrestricted Funds £	Total Funds 2021 £
Printing expenses	6,330	6,330	7,331	7,331
Annual Scientific Meeting	69,508	69,508	19,136	19,136
Staff costs	30,495	30,495	34,387	34,387
Rent and service charges	10,903	10,903	1,399	1,399
Website and computer costs	14,384	14,384	9,865	9,865
Printing, postage and stationery	3,208	3,208	1,249	1,249
Accountancy -payroll and VAT	1,282	1,282	1,172	1,172
Subscriptions payable	1,371	1,371	1,563	1,563
Unrecoverable VAT	7,975	7,975	(2)	(2)
Bank charges	811	811	442	442
Sundry expenses	–	–	334	334
Governance costs	7,112	7,112	5,598	5,598
	<u>153,379</u>	<u>153,379</u>	<u>82,474</u>	<u>82,474</u>

Governance costs comprises:

	Unrestricted Funds £	Restricted funds £	<b>Total Funds 2022 £</b>	Total Funds 2021 £
Independent examination fees	3,530	–	3,530	3,155
Legal and professional fees	–	–	–	1,625
Council and meeting expenses	3,582	–	3,582	818
	<u>7,112</u>	<u>–</u>	<u>7,112</u>	<u>5,598</u>

#### 10. Net income

Net income is stated after charging/(crediting):

	<b>2022 £</b>	2021 £
Lease rental payments	<u>10,903</u>	<u>1,399</u>

# The British Association of Day Surgery

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 December 2022

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#### 11. Independent examination fees

	<b>2022</b>	2021
	£	£
Fees payable to the independent examiner for:		
Independent examination of the financial statements	3,530	3,155
Other financial services	1,282	1,172
	<u>4,812</u>	<u>4,327</u>

#### 12. Staff costs

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

	<b>2022</b>	2021
	£	£
Wages and salaries	28,337	32,754
Employer contributions to pension plans	2,158	1,633
	<u>30,495</u>	<u>34,387</u>

The average head count of employees during the year was 1 (2021: 1). The average number of full-time equivalent employees during the year is analysed as follows:

	<b>2022</b>	2021
	No.	No.
Office and administration	<u>1</u>	<u>1</u>

No employee received employee benefits of more than £60,000 during the year (2021: 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 10 Council members received expenses in the course of their duties in respect of travelling, subsistence and accommodation totalling £3,966 (2021: 3 members, £696).

# The British Association of Day Surgery

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 December 2022

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#### 14. Tangible fixed assets

	President's pendant £	Total £
<b>Cost</b>		
At 1 January 2022 and 31 December 2022	529	529
<b>Depreciation</b>		
At 1 January 2022 and 31 December 2022	529	529
<b>Carrying amount</b>		
At 31 December 2022	—	—
At 31 December 2021	—	—

#### 15. Debtors

	2022 £	2021 £
Trade debtors	6,933	—
Prepayments and accrued income	3,802	1,178
	<u>10,735</u>	<u>1,178</u>

#### 16. Creditors: Amounts falling due within one year

	2022 £	2021 £
Accruals and deferred income	12,086	7,475
Social security and other taxes	826	1,080
Other creditors	196	196
	<u>13,108</u>	<u>8,751</u>

#### 17. Deferred income

	2022 £	2021 £
At 1 January 2022	3,760	4,860
Amount released to income	(3,760)	(4,860)
Amount deferred in year	3,760	3,760
<b>At 31 December 2022</b>	<u>3,760</u>	<u>3,760</u>

Deferred income in 2022 and 2021 relates to strategic alliances invoiced in advance.

#### 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 £2,158 (2021: £1,633).

# The British Association of Day Surgery

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 December 2022

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#### 19. Analysis of charitable funds

##### 2022

##### Unrestricted Income Funds

	At 1 Jan 2021 £	Income £	Expenditure £	At 31 Dec 2022 £
General Funds	<u>191,912</u>	<u>186,469</u>	<u>(153,799)</u>	<u>224,582</u>

##### Restricted Funds

	At 1 Jan 2021 £	Income £	Expenditure £	At 31 Dec 2022 £
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>

##### 2021

##### Unrestricted Income Funds

	At 1 Jan 2020 £	Income £	Expenditure £	At 31 Dec 2021 £
General Funds	<u>177,717</u>	<u>97,635</u>	<u>(83,440)</u>	<u>191,912</u>

##### Restricted Funds

	At 1 Jan 2020 £	Income £	Expenditure £	At 31 Dec 2021 £
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>

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

# The British Association of Day Surgery

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 December 2022

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#### 20. Analysis of net assets between funds

##### 2022

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Current assets	237,690	10,025	247,715
Creditors less than 1 year	(13,108)	–	(13,108)
<b>Net assets</b>	<u>224,582</u>	<u>10,025</u>	<u>234,607</u>

##### 2021

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Current assets	200,663	10,025	210,688
Creditors less than 1 year	(8,751)	–	(8,751)
<b>Net assets</b>	<u>191,912</u>	<u>10,025</u>	<u>201,937</u>

#### 21. Operating lease commitments

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

	2022 £	2021 £
Not later than 1 year	5,802	6,962
Later than 1 year and not later than 5 years	13,537	23,207
	<u>19,339</u>	<u>30,169</u>