

THE BRITISH ASSOCIATION OF DAY SURGERY

England & Wales · Charity number 1054534

Details

Other names	BADS
Status	Registered
Legal form	Charitable company
Company number	03182143
Registered	1996-04-11
Register	View on the Charity Commission register

Contact

Address	British Association of Day Surgery Room 302 35-43 Lincoln's Inn Fields London WC2A 3PE
Phone	0207 973 0308
Email	bads@bads.co.uk
Website	www.bads.co.uk

Activities

Objects: TO PROMOTE THE ART AND SCIENCE OF DAY SURGERY

Activities: The promotion of and education in Day Surgery throughout the United Kingdom

Classification

- **How:** Provides Advocacy/advice/information
- **What:** Education/training
- **Who:** Other Defined Groups

Geography

- **Area of benefit:** UNITED KINGDOM
- Throughout England And Wales

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£176,493	£184,075	-	-
2023-12-31	£195,541	£155,794	-	-
2022-12-31	£186,469	£153,799	-	-
2021-12-31	£97,635	£83,440	-	-
2020-12-31	£71,069	£63,418	-	-

Trustees

Name	Role	Appointed
Karen Harries	Chair	2020-02-28
Adam Kimble		2020-02-28
Carlos Alberto Miras Sampedro		2023-09-15
Catrin Nia Williams		2023-09-15
David Bunting		2019-09-13
Dr Charlotte Jane Hall		2025-09-10
Dr Fatima Eltinay		2025-09-10
Dr Palanivelraju Gopalakrishnan		2025-09-10
Dr Rachel Katherine Tibble		2021-09-10
Edward Dunstan		2019-09-13
Gabriele Galata		2023-09-15
Gillian Bratt-McManus		2024-09-13
Lindsay Hudman		2023-09-15
Melisa Albay		2023-09-15
Pallavi Dasannacharya		2023-09-15
Roslyn Stanton		2024-09-13
Stamatios Karavolos		2023-09-15

Accounts

The British Association of Day Surgery

Company Limited by Guarantee

Report of the council

Year ended 31 December 2024

- 1 -

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 2024.

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 The British Association of Day Surgery

office 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:

Ms J Marsden (Immediate Past President) (Resigned 20 June 2025)

Mr D Bunting (President)

Ms F Belfield (Conference Secretary) (Resigned 13 September 2024)

Mr A Kimble (Honorary Treasurer)

Mr E Dunstan (Council member)

Mrs K Harries (President Elect)

Ms C Jack (Council member) (Resigned 16 September 2024)

Dr J Mitchell (Council member) (Resigned 13 September 2024)

Dr R Morris (Publications Officer) (Resigned 20 June 2025)

Dr R Tibble (Council member)

Ms M Albay (Council member)

Mrs A Conquest (Council member)

Ms P Dasannacharya (Council member)

Mr G Galata (Council member)

Dr L Hudman (Council member)

Dr S Karavolos (Council member)

Mr C Miras Sampedro (Council member)

Mr P Rawling (Council member) (Resigned 13 September 2024)

Ms D Stott (Lay Council Member) (Resigned 6 March 2025)

Ms C Williams (Council member)

Ms G Bratt-Mcmanus (Council Member) (Appointed 13 September 2024)

Mr C Chappatte (Council member) (Appointed 13 September 2024 and Resigned 20 June 2025)

Ms R Stanton (Council member) (Appointed 13 September 2024)

The British Association of Day Surgery

Company Limited by Guarantee

Report of the council (continued)

Year ended 31 December 2024

- 2 -

Non Trustee Council Members

Ms C Taylor Council 'taster' member

Dr S Vijayan Council 'taster' member

Miss M Morton BAOMS representative

Miss S Stapley BOA representative

Dr R Tibble IAAS representative

Mrs S Cullington Admin

Company Secretary Mrs K Harries (until 20 June 2025)

Ms P Dasannacharya (from 20 June 2025)

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 2024

- 3 -

Objectives and activities

BADS purpose is to promote excellence and maximize delivery of UK day surgery.

Its strategic objectives are to

- Promote day surgery as first choice every time where clinically appropriate within the UK.
- Promote the advancement of clinical excellence alongside developing knowledge, skills and

experience to deliver excellence.

- • Inform and influence optimum staffing levels, competencies, facilities and estate to support optimised

day surgery rates.

Activities

- Educational meetings
- Annual Conference
- Annual programme of topic-specific virtual one-day surgery conferences
- Bespoke webinars
- Online publications
- Handbooks (topic-specific)
- Bitesize Topics
- Maintenance 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.
- Collaborations with other associations to produce and endorse guidance documents.
- Provision of annual project grant(s) up to the value of £1,000 each to support projects 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.

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 2024

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Achievements and performance

The challenge of the elective surgery backlog and record long waiting lists in the UK 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.

Membership

At the end of 2024, active membership was 750.

Membership subscriptions

These are reviewed annually. In November 2024 it was decided to increase annual membership fees from

2025.

Governance

Work has continued to strengthen BADS governance with an externally commissioned governance lead

providing regular support. Governance has a regular dedicated slot in each of the 5 council meetings per

year and BADS continues to hold dedicated separate strategy meetings twice yearly.

BADS Administration

Day-to-day administrative support is outsourced to an independent contractor paid by the hour. This carries

no requirement for a workplace pension scheme or governance policies relating to staff employment.

Administrative support for BADS conferences remains outsourced and contracts were renewed to include

management of the 2025 conference. The annual conference is managed by Event Management Direct.

The one-day virtual conference programme is managed together with Healthcare Conferences UK (HCUK).

BADS provides the programme and speakers and HCUK organise the marketing, speaker liaison and

web-based meeting platform (Zoom).

Social media management is still regularly outsourced and provided by our website management team (101

Websites & Apps).

Financial review

Income for the year amounted to £176,493 (2023: £195,541) and after deducting expenditure of £184,075

(2023: £155,794), the net expenditure for the year amounted to £7,582 (2023: net income £39,747).

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 2024

Financial review (continued)

- 5 -

Reserves Policy

BADS overall financial situation is such that:

a) no requirement to call upon our reserves during the last financial year.

b) a further improved financial position for BADS.

No major calls upon capital are anticipated outside of planned expenditure during 2024/25. As
a

consequence the considered view is that the proposed level of reserves held during 2024/25 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 2023/24 this is proposed to be towards the higher end of the range. This would amount to

£120,000. The committee consider this level to continue to be appropriate.

Free reserves at the year end amounted to £256,747 (2023: £264,329). 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 (2023: £10,025).

Principal Funding Sources

The principal source of funds is income from

- Subscriptions
- The annual programme of one-day virtual conferences
- The annual conference (industry sponsorship and delegate registrations)
- Publications
- Licence agreements for access to the Directory of Procedures
- Strategic Alliance and Educational Partnerships

The British Association of Day Surgery

Company Limited by Guarantee

Report of the council (continued)

Year ended 31 December 2024

Financial review (continued)

- 6 -

Income risks

Compared to recent years, in the past year, sales of handbooks have been lower, sales of the directory of

procedures were similar, income from virtual conferences was increased, new license agreements brought

in new income, publishing costs were similar, no website redesign required, subscriptions have increased,

partnerships have increased and we expect the conference not to make a financial loss in 2025. BADS is in

negotiation with GiRFT / NHS England to see if it can raise income to enable free access to the directory of

procedures, which could result in a financial loss for BADS but any such losses may be able to be

recovered through a clause in any new licence agreement.

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

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 and

continuation of regular, twice yearly strategic planning meetings.

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 2024

Structure, governance and management (continued)

- 7 -

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 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 was outsourced from 2023.

The British Association of Day Surgery

Company Limited by Guarantee

Report of the council (continued)

Year ended 31 December 2024

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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 21 September 2025 and signed on behalf of the board of

trustees by:

Mr D Bunting (President)

Trustee

COMPANY REGISTRATION NUMBER: 03182143
CHARITY REGISTRATION NUMBER: 1054534

The British Association of Day Surgery
Company Limited by Guarantee
Unaudited financial statements
31 December 2024

The British Association of Day Surgery

Company Limited by Guarantee

Financial statements

Year ended 31 December 2024

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Balance sheet	11
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The British Association of Day Surgery

Company Limited by Guarantee

Report of the council

Year ended 31 December 2024

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 2024.

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 trustees

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

Ms J Marsden (Immediate Past President) (Resigned 20 June 2025)
Mr D Bunting (President)
Ms F Belfield (Conference Secretary) (Resigned 13 September 2024)
Mr A Kimble (Honorary Treasurer)
Mr E Dunstan (Council member)
Mrs K Harries (President Elect)
Ms C Jack (Council member) (Resigned 16 September 2024)
Dr J Mitchell (Council member) (Resigned 13 September 2024)
Dr R Morris (Publications Officer) (Resigned 20 June 2025)
Dr R Tibble (Council member)
Ms M Albay (Council member)
Mrs A Conquest (Council member)
Ms P Dasannacharya (Council member)
Mr G Galata (Council member)
Dr L Hudman (Council member)
Dr S Karavolos (Council member)
Mr C Miras Sampedro (Council member)
Mr P Rawling (Council member) (Resigned 13 September 2024)
Ms D Stott (Lay Council Member) (Resigned 6 March 2025)
Ms C Williams (Council member)
Ms G Bratt-Mcmanus (Council Member) (Appointed 13 September 2024)
Mr C Chappatte (Council member) (Appointed 13 September 2024 and Resigned 20 June 2025)
Ms R Stanton (Council member) (Appointed 13 September 2024)

The British Association of Day Surgery

Company Limited by Guarantee

Report of the council *(continued)*

Year ended 31 December 2024

Non Trustee Council Members

Ms C Taylor	Council 'taster' member
Dr S Vijayan	Council 'taster' member
Miss M Morton	BAOMS representative
Miss S Stapley	BOA representative
Dr R Tibble	IAAS representative
Mrs S Cullington	Admin

Company Secretary

Mrs K Harries (until 20 June 2025)
Ms P Dasannacharya (from 20 June 2025)

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 2024

Objectives and activities

BADS purpose is to promote excellence and maximize delivery of UK day surgery.

Its strategic objectives are to

- Promote day surgery as first choice every time where clinically appropriate within the UK.
- Promote the advancement of clinical excellence alongside developing knowledge, skills and experience to deliver excellence.
- Inform and influence optimum staffing levels, competencies, facilities and estate to support optimised day surgery rates.

Activities

- Educational meetings
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- Bespoke webinars
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- Handbooks (topic-specific)
- Bitesize Topics
- Maintenance 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.
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- Collaborations with other associations and organization to promote the charity's purpose.
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- Provision of annual project grant(s) up to the value of £1,000 each to support projects 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.

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 2024

Achievements and performance

The challenge of the elective surgery backlog and record long waiting lists in the UK 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.

Membership

At the end of 2024, active membership was 750.

Membership subscriptions

These are reviewed annually. In November 2024 it was decided to increase annual membership fees from 2025.

Governance

Work has continued to strengthen BADS governance with an externally commissioned governance lead providing regular support. Governance has a regular dedicated slot in each of the 5 council meetings per year and BADS continues to hold dedicated separate strategy meetings twice yearly.

BADS Administration

Day-to-day administrative support is outsourced to an independent contractor paid by the hour. This carries no requirement for a workplace pension scheme or governance policies relating to staff employment.

Administrative support for BADS conferences remains outsourced and contracts were renewed to include management of the 2025 conference. The annual conference is managed by Event Management Direct.

The one-day virtual conference programme is managed together with Healthcare Conferences UK (HCUK). BADS provides the programme and speakers and HCUK organise the marketing, speaker liaison and web-based meeting platform (Zoom).

Social media management is still regularly outsourced and provided by our website management team (101 Websites & Apps).

Financial review

Income for the year amounted to £176,493 (2023: £195,541) and after deducting expenditure of £184,075 (2023: £155,794), the net expenditure for the year amounted to £7,582 (2023: net income £39,747).

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 2024

Financial review *(continued)*

Reserves Policy

BADS overall financial situation is such that:

- a) no requirement to call upon our reserves during the last financial year.
- b) a further improved financial position for BADS.

No major calls upon capital are anticipated outside of planned expenditure during 2024/25. As a consequence the considered view is that the proposed level of reserves held during 2024/25 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 2023/24 this is proposed to be towards the higher end of the range. This would amount to £120,000. The committee consider this level to continue to be appropriate.

Free reserves at the year end amounted to £256,747 (2023: £264,329). 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 (2023: £10,025).

Principal Funding Sources

The principal source of funds is income from

- Subscriptions
- The annual programme of one-day virtual conferences
- The annual conference (industry sponsorship and delegate registrations)
- Publications
- Licence agreements for access to the Directory of Procedures
- Strategic Alliance and Educational Partnerships

The British Association of Day Surgery

Company Limited by Guarantee

Report of the council *(continued)*

Year ended 31 December 2024

Financial review *(continued)*

Income risks

Compared to recent years, in the past year, sales of handbooks have been lower, sales of the directory of procedures were similar, income from virtual conferences was increased, new license agreements brought in new income, publishing costs were similar, no website redesign required, subscriptions have increased, partnerships have increased and we expect the conference not to make a financial loss in 2025. BADS is in negotiation with GiRFT / NHS England to see if it can raise income to enable free access to the directory of procedures, which could result in a financial loss for BADS but any such losses may be able to be recovered through a clause in any new licence agreement.

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

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 and continuation of regular, twice yearly strategic planning meetings.

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 2024

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 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 was outsourced from 2023.

The British Association of Day Surgery

Company Limited by Guarantee

Report of the council *(continued)*

Year ended 31 December 2024

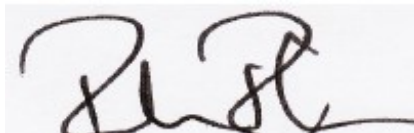
Independent examiner

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 21 September 2025 and signed on behalf of the board of trustees by:

A handwritten signature in dark ink, appearing to be 'D Bunting', written on a light background.

Mr D Bunting (President)
Trustee

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 2024

I report to the charity trustees on my examination of the financial statements of the company for the year ended 31 December 2024 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 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

23 September 2025

The British Association of Day Surgery

Company Limited by Guarantee

Statement of financial activities (including income and expenditure account)

Year ended 31 December 2024

			2024		2023
	Note	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Income and endowments					
Charitable activities	5	173,147	—	173,147	193,706
Investment income	6	3,346	—	3,346	1,835
Total income		<u>176,493</u>	<u>—</u>	<u>176,493</u>	<u>195,541</u>
Expenditure					
Expenditure on charitable activities	7	(184,075)	—	(184,075)	(155,794)
Total expenditure		<u>(184,075)</u>	<u>—</u>	<u>(184,075)</u>	<u>(155,794)</u>
Net (expenditure)/income and net movement in funds		<u>(7,582)</u>	<u>—</u>	<u>(7,582)</u>	<u>39,747</u>
Reconciliation of funds					
Total funds brought forward		264,329	10,025	274,354	234,607
Total funds carried forward		<u>256,747</u>	<u>10,025</u>	<u>266,772</u>	<u>274,354</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 12 to 18 form part of these financial statements.

The British Association of Day Surgery

Company Limited by Guarantee

Balance sheet

31 December 2024

	Note	2024 £	£	2023 £	£
Current assets					
Debtors	11	36,478		29,520	
Cash at bank and in hand		253,556		269,558	
		<u>290,034</u>		<u>299,078</u>	
Creditors: Amounts falling due within one year	12	<u>(23,262)</u>		<u>(24,724)</u>	
Net current assets			266,772		274,354
Total assets less current liabilities			<u>266,772</u>		<u>274,354</u>
Net assets			<u>266,772</u>		<u>274,354</u>
Funds of the charity					
Restricted funds			10,025		10,025
Unrestricted funds			<u>256,747</u>		<u>264,329</u>
Total charity funds	14		<u>266,772</u>		<u>274,354</u>

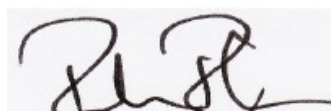
For the year ending 31 December 2024 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

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 21 September 2025, 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 12 to 18 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 2024

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 2024

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) 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.

The British Association of Day Surgery

Company Limited by Guarantee

Notes to the financial statements *(continued)*

Year ended 31 December 2024

3. Accounting policies *(continued)*

(h) 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.

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. Charitable activities

	Unrestricted Funds £	Total Funds 2024 £	Unrestricted Funds £	Total Funds 2023 £
Sale of books and booklets	1,296	1,296	992	992
Subscriptions	54,623	54,623	50,863	50,863
Exhibitions, meetings and strategic alliances	117,228	117,228	141,851	141,851
	<u>173,147</u>	<u>173,147</u>	<u>193,706</u>	<u>193,706</u>

6. Investment income

	Unrestricted Funds £	Total Funds 2024 £	Unrestricted Funds £	Total Funds 2023 £
Bank interest receivable	3,346	3,346	1,835	1,835

The British Association of Day Surgery

Company Limited by Guarantee

Notes to the financial statements *(continued)*

Year ended 31 December 2024

7. Expenditure on charitable activities

	Unrestricted Funds £	Total Funds 2024 £	Unrestricted Funds £	Total Funds 2023 £
Educational grants	3,000	3,000	2,000	2,000
Annual Scientific Meeting	78,301	78,301	60,468	60,468
Rent and service charges	5,844	5,844	5,619	5,619
Website and computer costs	14,652	14,652	18,057	18,057
Advertising and marketing	8,733	8,733	3,101	3,101
Printing, postage and stationery	1,686	1,686	10,503	10,503
Subscriptions payable	4,075	4,075	3,883	3,883
Irrecoverable VAT	23,751	23,751	13,809	13,809
Bank charges	73	73	151	151
Governance costs	43,960	43,960	38,203	38,203
	<u>184,075</u>	<u>184,075</u>	<u>155,794</u>	<u>155,794</u>

Governance costs comprises:

	Unrestricted Funds £	Restricted funds £	Total Funds 2024 £	Total Funds 2023 £
Independent examination fees	3,990	—	3,990	3,800
Legal and professional fees	26,212	—	26,212	17,878
Council and meeting expenses	13,758	—	13,758	16,525
	<u>43,960</u>	<u>—</u>	<u>43,960</u>	<u>38,203</u>

8. Net (expenditure)/income

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

	2024 £	2023 £
Lease rental payments	<u>5,844</u>	<u>5,619</u>

9. Independent examination fees

	2024 £	2023 £
Fees payable to the independent examiner for:		
Independent examination of the financial statements	3,990	3,800
Other financial services	4,325	2,852
	<u>8,315</u>	<u>6,652</u>

10. 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 17 Council members received expenses in the course of their duties in respect of travelling, subsistence and accommodation totalling £8,371 (2023: 19 members £9,885). Outstanding at year end was £1,422 owed to 6 members (2023: £1,817).

The British Association of Day Surgery

Company Limited by Guarantee

Notes to the financial statements *(continued)*

Year ended 31 December 2024

11. Debtors

	2024	2023
	£	£
Trade debtors	15,319	13,819
Prepayments and accrued income	16,664	15,701
Other debtors	4,495	–
	<u>36,478</u>	<u>29,520</u>

12. Creditors: Amounts falling due within one year

	2024	2023
	£	£
Trade creditors	5,162	4,903
Accruals and deferred income	15,434	18,666
Social security and other taxes	2,666	1,155
	<u>23,262</u>	<u>24,724</u>

13. Deferred income

	2024	2023
	£	£
At 1 January 2024	13,823	–
Amount released to income	(13,823)	–
Amount deferred in year	10,190	13,823
At 31 December 2024	<u>10,190</u>	<u>13,823</u>

Deferred income in 2024 relates to strategic alliances invoiced in advance (2023: strategic alliance and sponsorships).

The British Association of Day Surgery

Company Limited by Guarantee

Notes to the financial statements *(continued)*

Year ended 31 December 2024

14. Analysis of charitable funds

2024

Unrestricted Income Funds

	At 1 Jan 2023 £	Income £	Expenditure £	At 31 Dec 2024 £
General Funds	264,329	176,493	(184,075)	256,747

Restricted Funds

	At 1 Jan 2023 £	Income £	Expenditure £	At 31 Dec 2024 £
Zeneca Research Fellowship	10,025	—	—	10,025
Restricted funds	10,025	—	—	10,025

2023

Unrestricted Income Funds

	At 1 Jan 2022 £	Income £	Expenditure £	At 31 Dec 2023 £
General Funds	224,582	195,541	(155,794)	264,329

Restricted Funds

	At 1 Jan 2022 £	Income £	Expenditure £	At 31 Dec 2023 £
Zeneca Research Fellowship	10,025	—	—	10,025
Restricted funds	10,025	—	—	10,025

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 2024

15. Analysis of net assets between funds

2024

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £
Current assets	280,009	10,025	290,034
Creditors less than 1 year	(23,262)	–	(23,262)
Net assets	<u>256,747</u>	<u>10,025</u>	<u>266,772</u>

2023

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Current assets	289,053	10,025	299,078
Creditors less than 1 year	(24,724)	–	(24,724)
Net assets	<u>264,329</u>	<u>10,025</u>	<u>274,354</u>

16. Operating lease commitments

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

	2024 £	2023 £
Not later than 1 year	5,802	5,802
Later than 1 year and not later than 5 years	1,934	7,736
	<u>7,736</u>	<u>13,538</u>

17. Related parties

Ms R Stanton (council member) received an educational grant for £1,000 (2023: £Nil).

Lovewell Blake LLP
Bankside 300
Peachman Way
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Norwich
NR7 0LB

Dear Sirs

Financial statements for the year ended 31 December 2024

The following representations are made on the basis of enquiries with those individuals, with relevant knowledge and experience such as we consider necessary in connection with your independent examination of the charitable company's financial statements for the year ended 31 December 2024. These enquiries have included inspection of supporting documentation where appropriate and are sufficient to satisfy ourselves that we can make each of the following representations. All representations are made to the best of our knowledge and belief.

General

We acknowledge that the work performed by you is substantially less in scope than an audit performed in accordance with International Standards on Auditing (UK) and that you do not express an audit opinion.

We confirm that the charitable company qualifies as small in accordance with the conditions set out in chapter 1 of part 15 of the Companies Act 2006.

We confirm that the charitable company was entitled to exemption under section 144 of the Charities Act 2011, being that gross income for the year does not exceed £1m or £250,000 if gross assets exceed £3.26m, from the requirement to have its financial statements for the financial year ended 31 December 2024 audited. We also confirm that the members have not required the company to obtain an audit of its financial statements for the financial year in accordance with section 476 of the Companies Act 2006.

We confirm we have declared all income, including legacies, of which we are aware at the year end, whether received during the year or following the year end.

We have fulfilled our responsibilities as trustees, as set out in the terms of our engagement letter dated 18 September 2024 under the Companies Act 2006 and Charities Act 2011, for preparing financial statements in accordance with applicable law and United Kingdom Accounting Standards (UK Generally Accepted Accounting Practice), for being satisfied that they give a true and fair view and for making accurate representations to you.

All the transactions undertaken by the charitable company have been properly reflected and recorded in the accounting records.

All the accounting records have been made available to you for the purpose of your independent examination. We have provided you with unrestricted access to all appropriate persons within the charitable company, and with all other records and related information requested, including minutes of all management and trustees meetings and correspondence with The Charity Commission.

The financial statements are free of material misstatements, including omissions.

Internal control and fraud

We acknowledge our responsibility for the design, implementation and maintenance of internal control systems to prevent and detect fraud and error, and we believe that we have appropriately fulfilled these responsibilities. We have disclosed to you the results of our risk assessment that the financial statements may be misstated as a result of fraud.

We have disclosed to you all instances of known or suspected fraud affecting the entity involving those individuals, who have a significant role in internal control or others that have a material effect on the financial statements.

We have also disclosed to you all information in relation to allegations of fraud or suspected fraud affecting the entity's financial statements communicated by analysts, regulators or others.

Assets and liabilities

The charitable company has satisfactory title to all assets and there are no liens or encumbrances on the charitable company's assets, except for those that are disclosed in the notes to the financial statements.

All actual liabilities, contingent liabilities and guarantees given to third parties have been recorded or disclosed as appropriate.

We have no plans or intentions that may materially alter the carrying value and, where relevant, the fair value measurements or classification of assets and liabilities reflected in the financial statements.

Accounting estimates

The methods, data and significant assumptions used by us in making accounting estimates, and their related disclosures, are appropriate to achieve recognition, measurement and disclosure that is reasonable in the context of the applicable financial reporting framework.

Bank accounts

We have disclosed to you all bank accounts operated by the charitable company.

Legal claims

We have disclosed to you all claims in connection with litigation that have been, or are expected to be, received and such matters, as appropriate, have been properly accounted for and disclosed in the financial statements.

Laws and regulations

We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.

Related parties

Related party relationships and transactions have been appropriately accounted for and disclosed in the financial statements. We have disclosed to you all relevant information concerning such relationships and transactions and are not aware of any other matters which require disclosure in order to comply with legislative and accounting standards requirements.

Serious incidents

We confirm that no serious incident reports have been submitted to the Charity Commission, nor any events considered for submission, during the year or in the period to the date of signing of the balance sheet.

Subsequent events

All events subsequent to the date of the financial statements which require adjustment or disclosure have been properly accounted for and disclosed.

Going concern

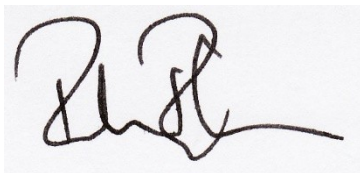
We believe that the charitable company's financial statements should be prepared on a going concern basis, on the grounds that current and future sources of funding or support will be more than adequate for the charitable company's needs. We also confirm our plans for future action(s) required to enable the charitable company to continue as a going concern are feasible. We have considered a period of twelve months from the date of approval of the financial statements. We believe that no further disclosures relating to the charitable company's ability to continue as a going concern need to be made in the financial statements.

Grants and donations

All grants, donations and other income, the receipt of which is subject to specific terms or conditions, have been notified to you. There have been no breaches of terms or conditions in the application of such income.

Each trustee has taken all steps that they ought to have taken as a trustee in order to make themselves aware of any relevant information and to establish that you are aware of that information.

Yours faithfully

A handwritten signature in black ink, appearing to be 'D. Bunting', written on a light blue background.

David Bunting

.....

Signed on behalf of the board of trustees of British Association of Day Surgery

Date:.....21/09/25.....

Accounts

COMPANY REGISTRATION NUMBER: 03182143
CHARITY REGISTRATION NUMBER: 1054534

The British Association of Day Surgery
Company Limited by Guarantee
Unaudited financial statements
31 December 2023

The British Association of Day Surgery

Company Limited by Guarantee

Financial statements

Year ended 31 December 2023

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The British Association of Day Surgery

Company Limited by Guarantee

Report of the council

Year ended 31 December 2023

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 2023.

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 trustees

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

Ms J Marsden (Immediate Past President)
Dr K Russon (Past President) (resigned June 2023)
Mr D Bunting (President)
Ms F Belfield (Conference Secretary)
Dr M Checketts (Past Conference Secretary) (resigned September 2023)
Mr A Kimble (Honorary Treasurer)
Dr T Hinde (resigned September 2023)
Mr S Clee (Council member) (resigned February 2023)
Mr E Dunstan (Council member)
Mrs K Harries (President Elect)
Ms C Jack (Council member)
Mrs S Leyshon (Council member) (resigned June 2023)
Dr J Mitchell (Council member)
Dr R Morris (Publications Officer)
Dr R Tibble (Council member)
Ms M Albay (Council member) (appointed September 2023)
Mrs A Conquest (Council member) (appointed September 2023)
Ms P Dasannacharya (Council member) (appointed September 2023)
Mr G Galata (Council member) (appointed September 2023)
Dr L Hudman (Council member) (appointed September 2023)
Dr S Karavolos (Council member) (appointed September 2023)
Mr C Miras Sampedro (Council member) (appointed September 2023)
Mr P Rawling (Council member) (appointed September 2023)
Ms D Stott (Lay Council Member) (appointed September 2023)
Ms C Williams (Council member) (appointed September 2023)

The British Association of Day Surgery

Company Limited by Guarantee

Report of the council *(continued)*

Year ended 31 December 2023

Non Trustee Council Members

Ms G Bratt McManus	Council 'taster' member
Ms R Stanton	Council 'taster' member
Miss M Morton	BAOMS representative
Miss S Stapley	BOA representative
Dr M Stoker	IAAS representative

Company Secretary

Mrs K Harries

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 2023

Objectives and activities

BADS purpose is to promote excellence and maximize delivery of UK day surgery.

Its strategic objectives are to

- Promote day surgery as first choice every time where clinically appropriate within the UK.
- Promote the advancement of clinical excellence alongside developing knowledge, skills and experience to deliver excellence.
- Inform and influence optimum staffing levels, competencies, facilities and estate to support optimised day surgery rates.

Activities

- Educational meetings
- Annual Conference
- Annual programme of topic-specific virtual one-day surgery conferences
- Bespoke webinars
- Online publications
- Handbooks
- 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
- Collaborations with other associations to produce and endorse guidance documents
- Provision of annual project grant(s) up to the value of £1000 each to support projects 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.

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 2023

Achievements and performance

The challenge of the elective surgery backlog and record long waiting lists in the UK 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.

Membership

At the end of 2023, active membership was 657.

Membership subscriptions

These are reviewed annually. In September 2023 it was decided not to increase annual membership fees and to review in November 2023. The Council will need to decide on increasing annual membership fees in line with inflation and to support the increasing benefits of being a BADS member which may include a greater discount on registration for the annual conference.

Governance

Work continued to strengthen BADS governance with appointment of a governance lead, externally commissioned to provide specific governance support to BADS. Governance is now given a dedicated slot in each of the 5 council meetings per year and BADS now holds dedicated separate strategy meetings twice yearly.

BADS Administration

Day-to-day administrative support is outsourced to an independent contractor paid by the hour. This carries no requirement for a workplace pension scheme or governance policies relating to staff employment.

Administrative support for BADS conferences remains outsourced and contracts were renewed to include management of the 2025 conference. The annual conference is managed by Event Management Direct.

The one-day virtual conference programme is managed together with Healthcare Conferences UK (HCUK). BADS provides the programme and speakers and HCUK organise the marketing, speaker liaison and web-based meeting platform (Zoom).

New accounting software was introduced in January 2023.

After a successful pilot arrangement, social media management is now regularly outsourced and provided by our website management team (101 Websites & Apps).

Financial review

Income for the year amounted to £195,541 (2022: £186,469) and after deducting expenditure of £155,794 (2022: £153,799), the net income for the year amounted to £39,747 (2022: £32,670).

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 2023

Reserves Policy

Despite a challenging year due to a short notice change in conference venue and increased associated costs resulting in the conference making a financial loss, the overall financial situation was such that:

- a) no requirement to call upon our reserves during the last financial year
- 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 2024 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 £264,329 (2022: £224,582). 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 (2022: £10,025).

Principal Funding Sources

The principal source of funds is income from

- Subscriptions
- The annual programme of one-day virtual conferences
- The annual conference
- Publications
- License agreements for access to the Directory of Procedures
- Strategic Alliance and Educational Partnerships

Income Risks:

Compared to recent years, in the past year, sales of handbooks have been lower, sales of the directory of procedures were similar, income from virtual conferences was increased, new license agreements brought in new income, more was spent on online publishing costs and website redesign, subscriptions have increased, partnerships have reduced and the conference for a number of reasons made a financial loss. BADS needs to consider if it can raise income to enable free access to the directory of procedures, which could result in a financial for BADS.

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.

The British Association of Day Surgery

Company Limited by Guarantee

Report of the council *(continued)*

Year ended 31 December 2023

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 and continuation of regular, twice yearly strategic planning meetings.

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.

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 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.

The British Association of Day Surgery

Company Limited by Guarantee

Report of the council *(continued)*

Year ended 31 December 2023

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 25 September 24 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 2023

I report to the charity trustees on my examination of the financial statements of the company for the year ended 31 December 2023 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 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

25 September 24

The British Association of Day Surgery

Company Limited by Guarantee

Statement of financial activities (including income and expenditure account)

Year ended 31 December 2023

		Unrestricted funds	2023 Restricted funds	Total funds	2022 Total funds
	Note	£	£	£	£
Income and endowments					
Donations and legacies	5	—	—	—	33
Charitable activities	6	193,706	—	193,706	186,390
Investment income	7	1,835	—	1,835	46
Total income		<u>195,541</u>	<u>—</u>	<u>195,541</u>	<u>186,469</u>
Expenditure					
Expenditure on raising funds:					
Costs of other trading activities	8	—	—	—	(420)
Expenditure on charitable activities	9	(155,794)	—	(155,794)	(153,379)
Total expenditure		<u>(155,794)</u>	<u>—</u>	<u>(155,794)</u>	<u>(153,799)</u>
Net income and net movement in funds		<u>39,747</u>	<u>—</u>	<u>39,747</u>	<u>32,670</u>
Reconciliation of funds					
Total funds brought forward		224,582	10,025	234,607	201,937
Total funds carried forward		<u>264,329</u>	<u>10,025</u>	<u>274,354</u>	<u>234,607</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 page 11 to 18 form part of these financial statements.

The British Association of Day Surgery

Company Limited by Guarantee

Balance sheet

31 December 2023

		2023		2022	
	Note	£	£	£	£
Current assets					
Debtors	14	29,520		10,735	
Cash at bank and in hand		269,558		236,980	
		<u>299,078</u>		<u>247,715</u>	
Creditors: Amounts falling due within one year	15	<u>(24,724)</u>		<u>(13,108)</u>	
Net current assets			274,354		234,607
Total assets less current liabilities			<u>274,354</u>		<u>234,607</u>
Net assets			<u>274,354</u>		<u>234,607</u>
Funds of the charity					
Restricted funds			10,025		10,025
Unrestricted funds			264,329		224,582
Total charity funds	18		<u>274,354</u>		<u>234,607</u>

For the year ending 31 December 2023 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 25 September 24, 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 11 to 18 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 2023

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 2023

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) 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:

President's pendant - 5% straight line

(h) 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.

The British Association of Day Surgery

Company Limited by Guarantee

Notes to the financial statements *(continued)*

Year ended 31 December 2023

3. Accounting policies *(continued)*

(i) 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.

(j) 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 2023 £	Unrestricted Funds £	Total Funds 2022 £
Donations				
Donations	—	—	33	33

6. Charitable activities

	Unrestricted Funds £	Total Funds 2023 £	Unrestricted Funds £	Total Funds 2022 £
Sale of books and booklets	992	992	2,909	2,909
Subscriptions	50,863	50,863	43,476	43,476
Exhibitions, meetings and strategic alliances	141,851	141,851	140,005	140,005
	<u>193,706</u>	<u>193,706</u>	<u>186,390</u>	<u>186,390</u>

7. Investment income

	Unrestricted Funds £	Total Funds 2023 £	Unrestricted Funds £	Total Funds 2022 £
Bank interest receivable	<u>1,835</u>	<u>1,835</u>	<u>46</u>	<u>46</u>

The British Association of Day Surgery

Company Limited by Guarantee

Notes to the financial statements *(continued)*

Year ended 31 December 2023

8. Costs of other trading activities

	Unrestricted Funds £	Total Funds 2023 £	Unrestricted Funds £	Total Funds 2022 £
Printing books and booklets	—	—	420	420
	<u>—</u>	<u>—</u>	<u>420</u>	<u>420</u>

9. Expenditure on charitable activities

	Unrestricted Funds £	Total Funds 2023 £	Unrestricted Funds £	Total Funds 2022 £
Printing expenses	2,000	2,000	6,330	6,330
Annual Scientific Meeting	60,468	60,468	69,508	69,508
Staff costs	—	—	30,495	30,495
Rent and service charges	5,619	5,619	10,903	10,903
Website and computer costs	18,057	18,057	14,384	14,384
Advertising and publicity	3,101	3,101	—	—
Printing, postage and stationery	10,503	10,503	3,208	3,208
Accountancy - Xero and VAT	2,852	2,852	1,282	1,282
Consultancy	9,339	9,339	—	—
Subscriptions payable	3,883	3,883	1,371	1,371
Unrecoverable VAT	13,809	13,809	7,975	7,975
Bank charges	151	151	811	811
Governance costs	26,012	26,012	7,112	7,112
	<u>155,794</u>	<u>155,794</u>	<u>153,379</u>	<u>153,379</u>

Governance costs comprises:

	Unrestricted Funds £	Restricted funds £	Total Funds 2023 £	Total Funds 2022 £
Independent examination fees	3,800	—	3,800	3,530
Legal and professional fees	5,687	—	5,687	—
Council and meeting expenses	16,525	—	16,525	3,582
	<u>26,012</u>	<u>—</u>	<u>26,012</u>	<u>7,112</u>

10. Net income

Net income is stated after charging/(crediting):

	2023 £	2022 £
Lease rental payments	<u>5,619</u>	<u>10,903</u>

The British Association of Day Surgery

Company Limited by Guarantee

Notes to the financial statements *(continued)*

Year ended 31 December 2023

11. Independent examination fees

	2023 £	2022 £
Fees payable to the independent examiner for:		
Independent examination of the financial statements	3,800	3,530
Other financial services	2,852	1,282
	<u>6,652</u>	<u>4,812</u>

12. Staff costs

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

	2023 £	2022 £
Wages and salaries	—	28,337
Employer contributions to pension plans	—	2,158
	<u>—</u>	<u>30,495</u>

The average head count of employees during the year was Nil (2022: 1). The average number of full-time equivalent employees during the year is analysed as follows:

	2023 No.	2022 No.
Office and administration	—	1

No employee received employee benefits of more than £60,000 during the year (2022: 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 19 Council members received expenses in the course of their duties in respect of travelling, subsistence and accommodation totalling £9,885 (2022: 10 members, £3,966). At the end of the year £1,817 was outstanding to 6 members (2022: £Nil).

14. Debtors

	2023 £	2022 £
Trade debtors	13,819	6,933
Prepayments and accrued income	15,701	3,802
	<u>29,520</u>	<u>10,735</u>

The British Association of Day Surgery

Company Limited by Guarantee

Notes to the financial statements *(continued)*

Year ended 31 December 2023

15. Creditors: Amounts falling due within one year

	2023 £	2022 £
Trade creditors	4,903	—
Accruals and deferred income	18,666	12,086
Social security and other taxes	1,155	826
Other creditors	—	196
	<u>24,724</u>	<u>13,108</u>

16. Deferred income

	2023 £	2022 £
At 1 January 2023	3,760	3,760
Amount released to income	(3,760)	(3,760)
Amount deferred in year	13,823	3,760
At 31 December 2023	<u>13,823</u>	<u>3,760</u>

Deferred income in 2023 and 2022 relates to strategic alliances invoiced in advance.

17. 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 £Nil (2022: £2,158).

The British Association of Day Surgery

Company Limited by Guarantee

Notes to the financial statements *(continued)*

Year ended 31 December 2023

18. Analysis of charitable funds

2023

Unrestricted Income Funds

	At 1 Jan 2023	Income	Expenditure	At 31 Dec 2023
	£	£	£	£
General Funds	224,582	195,541	(155,794)	264,329

Restricted Funds

	At 1 Jan 2023	Income	Expenditure	At 31 Dec 2023
	£	£	£	£
Zeneca Research Fellowship	10,025	—	—	10,025
Restricted funds	10,025	—	—	10,025

2022

Unrestricted Income Funds

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

Restricted Funds

	At 1 Jan 2022	Income	Expenditure	At 31 Dec 2022
	£	£	£	£
Zeneca Research Fellowship	10,025	—	—	10,025
Restricted funds	10,025	—	—	10,025

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 2023

19. Analysis of net assets between funds

2023

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Current assets	289,053	10,025	299,078
Creditors less than 1 year	(24,724)	–	(24,724)
Net assets	<u>264,329</u>	<u>10,025</u>	<u>274,354</u>

2022

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Current assets	237,690	10,025	247,715
Creditors less than 1 year	(13,108)	–	(13,108)
Net assets	<u>224,582</u>	<u>10,025</u>	<u>234,607</u>

20. Operating lease commitments

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

	2023 £	2022 £
Not later than 1 year	5,802	5,802
Later than 1 year and not later than 5 years	7,736	13,537
	<u>13,538</u>	<u>19,339</u>

Accounts

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

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

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 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

Non Trustee Council Members	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)
Company Secretary	Dr T Hinde (until September 2022) Mrs K Harries (from September 2022, until September 2023) Dr R Tibble (from September 2023)
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 2022

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

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	• Annual Conference (Nottingham, 16th/17th June 2022). This was the first face to face meeting since 2019 due to the pandemic. • BADS/HCUK annual programme of topic-specific virtual one-day surgery conferences during 2022 ○ Day case major knee surgery 24th March & 13th October ○ Day case gynaecology 31st March ○ Day case total hip surgery 28th April & 20th October ○ The role of the day surgery team 12th May & 10th November* ○ Day case emergency general surgery 19th May ○ Day case breast surgery 8th September ○ Day case foot and ankle surgery 8th November* ○ Day case oral and maxillo-facial surgery 8th December* All were well-attended and received favourable feedback. * These new meetings were added to the programme in 2022
Publications	• Handbooks • Bitesize Topics • Journal of One-Day Surgery 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. The Journal of One-Day Surgery was moved to a new online platform (OJS) and it was agreed it will be made open access.
Benchmarking	• BADS Directory of Procedures and National Dataset (DOP) Work continued during 2022 with the NHS England Model Health System using the content to inform its national day surgery benchmarking metrics https://www.england.nhs.uk/applications/model-hospital

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	Programmes/workstreams BADS participated in • High Volume Low Complexity surgical recovery programme • Surgical Hub accreditation programme • Review/endorsement of day surgery pathways ○ Day case spinal discectomy ○ Day case paediatric tonsillectomy • Right Procedure Right Place programme • The Model Health System ○ Use of BADS Directory of Procedures for its day surgery benchmarking metrics
Centre for Perioperative Care	BADS attends the 6-monthly advisory board meetings

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

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

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

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

The British Association of Day Surgery

Company Limited by Guarantee

Report of the council *(continued)*

Year ended 31 December 2022

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

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 £
	Note				
Income and endowments					
Donations and legacies	5	33	—	33	—
Charitable activities	6	186,390	—	186,390	97,617
Investment income	7	46	—	46	18
Total income		<u>186,469</u>	<u>—</u>	<u>186,469</u>	<u>97,635</u>
Expenditure					
Expenditure on raising funds:					
Costs of other trading activities	8	(420)	—	(420)	(966)
Expenditure on charitable activities	9	(153,379)	—	(153,379)	(82,474)
Total expenditure		<u>(153,799)</u>	<u>—</u>	<u>(153,799)</u>	<u>(83,440)</u>
Net income and net movement in funds		<u>32,670</u>	<u>—</u>	<u>32,670</u>	<u>14,195</u>
Reconciliation of funds					
Total funds brought forward		191,912	10,025	201,937	187,742
Total funds carried forward		<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 £	£
Current assets					
Debtors	15	10,735		1,178	
Cash at bank and in hand		236,980		209,510	
		<u>247,715</u>		<u>210,688</u>	
Creditors: Amounts falling due within one year	16	<u>(13,108)</u>		<u>(8,751)</u>	
Net current assets			234,607		201,937
Total assets less current liabilities			<u>234,607</u>		<u>201,937</u>
Net assets			<u>234,607</u>		<u>201,937</u>
Funds of the charity					
Restricted funds			10,025		10,025
Unrestricted funds			224,582		191,912
Total charity funds	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

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

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

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 2022 £	Unrestricted Funds £	Total Funds 2021 £
Donations				
Donations	33	33	—	—

6. Charitable activities

	Unrestricted Funds £	Total Funds 2022 £	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	Total Funds 2022	Unrestricted Funds	Total Funds 2021
	£	£	£	£
Bank interest receivable	46	46	18	18

8. Costs of other trading activities

	Unrestricted Funds	Total Funds 2022	Unrestricted Funds	Total Funds 2021
	£	£	£	£
Printing books and booklets	420	420	966	966

9. Expenditure on charitable activities

	Unrestricted Funds	Total Funds 2022	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	Total Funds 2022	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):

	2022 £	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

11. Independent examination fees

	2022 £	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:

	2022 £	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:

	2022 No.	2021 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

14. Tangible fixed assets

	President's pendant £	Total £
Cost		
At 1 January 2022 and 31 December 2022	529	529
Depreciation		
At 1 January 2022 and 31 December 2022	529	529
Carrying amount		
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
At 31 December 2022	<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

19. Analysis of charitable funds

2022

Unrestricted Income Funds

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

Restricted Funds

	At 1 Jan 2021 £	Income £	Expenditure £	At 31 Dec 2022 £
Zeneca Research Fellowship	10,025	—	—	10,025
Restricted funds	10,025	—	—	10,025

2021

Unrestricted Income Funds

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

Restricted Funds

	At 1 Jan 2020 £	Income £	Expenditure £	At 31 Dec 2021 £
Zeneca Research Fellowship	10,025	—	—	10,025
Restricted funds	10,025	—	—	10,025

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

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)
Net assets	<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)
Net assets	<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>

Accounts

COMPANY REGISTRATION NUMBER: 03182143

CHARITY REGISTRATION NUMBER: 1054534

**The British Association of Day Surgery
Company Limited by Guarantee
Unaudited financial statements
31 December 2021**

The British Association of Day Surgery

Company Limited by Guarantee

Financial statements

Year ended 31 December 2021

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The British Association of Day Surgery

Company Limited by Guarantee

Report of the council

Year ended 31 December 2021

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 2021.

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 trustees

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

Ms J Marsden (President)
Dr M Stocker (Immediate Past President) (Until 24 September 2021)
Dr K Russon (Immediate Past President)
Mr D Bunting (President Elect)
Ms F Belfield (Conference Secretary)
Dr M Checketts (Conference Secretary)
Mr A Kimble (Honorary Treasurer)
Dr T Hinde (Honorary Secretary)
Mrs A Alen (Council Member) (Until 24 September 2021)
Mr S Clee (Council member)
Ms V Cubas (Council member)
Mr E Dunstan (Council member)
Mrs K Harries (Council member)
Ms C Jack (Council member)
Mrs S Leyshon (Council member)
Dr J Mitchell (Council member) (From 15 October 2021)
Dr R Morris (Council member)
Dr R Tibble (Council member) (from 24 September 2021)

The British Association of Day Surgery

Company Limited by Guarantee

Report of the council *(continued)*

Year ended 31 December 2021

Non Trustee Council Members

Mr M Rabie	ASiT representative (Until September 2021)
Mr M Harris	ASiT representative (From September 2021)
Dr T Byott	GAT representative
Mr S Karavolos	Gynaecology representative
Miss M Morton	Co-opted Council Member

Company secretary	Dr T Hinde
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Independent examiner	Mark Proctor FCA DChA Lovewell Blake LLP Chartered accountants Bankside 300 Peachman Way Broadland Business Park Norwich NR7 0LB
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Bankers	Barclays Bank Plc 5-7 Red Lion Street Norwich Norfolk NR1 3QH
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The British Association of Day Surgery

Company Limited by Guarantee

Report of the council *(continued)*

Year ended 31 December 2021

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 2021

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 raised 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

Our membership continues to grow and is currently nearing 600.

Governance

This continues to be strengthened with the addition of an Anti-Fraud and Corruption and Principles to Manage Tenders policies.

Educational Meetings

These consist of the BADS annual conference and an expanding programme of virtual, one-day, speciality-specific meetings run in collaboration with HealthCare Conferences UK. Both have been well attended and received favourable feedback. The annual conference in March 2021 took place virtually but it is planned to resume face-to-face attendance from June 2022.

Collaborations with other organisations and associations

These are expanding, in keeping with the aims of our charity and examples currently include advising Getting it Right First Time surgical workstreams and the associated Model Hospital System day surgery benchmarking metrics. Some BADS Council members are co-authors for the Royal College of Anaesthetists Guidelines for Provision of Anaesthesia Services for Day Surgery, which is used by the college in its accreditation program. Further mutually beneficial relationships are being developed with the Association of Perioperative Practitioners and the British Society of Interventional Radiology. In the Winter of 2021, BADS ran an invited series of webinars about day surgery delivery for Public Health Victoria in Australia.

Publications

BADS publications consist of speciality handbooks and its Directory of Procedures and Directory of Procedures National Dataset. All publications are being moved online to our website, which will improve their accessibility and reduce printing expenditure.

Financial review

Income for the year amounted to £97,635 (2020: £71,069) and after deducting expenditure of £83,440 (2020: £63,418), the net income for the year amounted to £14,195 (2020: £7,651).

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 2021

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 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 2022/23. As a consequence the considered view is that the proposed level of reserves held during 2022/23 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 given the particular context of Covid-19 pandemic. This would amount to £120,000.

Free reserves at the year end amounted to £191,912 (2020: £177,717). 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 (2020: £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 2021

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 2021

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 soCOuncil 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 2021

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 2021

The report of the council was approved on 20 September 22 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 2021

I report to the charity trustees on my examination of the financial statements of the company for the year ended 31 December 2021 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 2022

The British Association of Day Surgery

Company Limited by Guarantee

Statement of financial activities (including income and expenditure account)

Year ended 31 December 2021

		Unrestricted funds	2021 Restricted funds	Total funds	2020 Total funds
	Note	£	£	£	£
Income and endowments					
Charitable activities	5	97,617	—	97,617	70,885
Investment income	6	18	—	18	184
Total income		<u>97,635</u>	<u>—</u>	<u>97,635</u>	<u>71,069</u>
Expenditure					
Expenditure on raising funds:					
Costs of other trading activities	7	(966)	—	(966)	(2,204)
Expenditure on charitable activities	8	(82,474)	—	(82,474)	(61,214)
Total expenditure		<u>(83,440)</u>	<u>—</u>	<u>(83,440)</u>	<u>(63,418)</u>
Net income and net movement in funds		<u>14,195</u>	<u>—</u>	<u>14,195</u>	<u>7,651</u>
Reconciliation of funds					
Total funds brought forward		177,717	10,025	187,742	180,091
Total funds carried forward		<u>191,912</u>	<u>10,025</u>	<u>201,937</u>	<u>187,742</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 2021

	Note	2021 £	£	2020 £	£
Current assets					
Debtors	14	27,552		14,545	
Cash at bank and in hand		<u>183,136</u>		<u>184,512</u>	
		210,688		199,057	
Creditors: Amounts falling due within one year	15	<u>(8,751)</u>		<u>(11,315)</u>	
Net current assets			201,937		187,742
Total assets less current liabilities			<u>201,937</u>		<u>187,742</u>
Net assets			<u>201,937</u>		<u>187,742</u>
Funds of the charity					
Restricted funds			10,025		10,025
Unrestricted funds			<u>191,912</u>		<u>177,717</u>
Total charity funds	18		<u>201,937</u>		<u>187,742</u>

For the year ending 31 December 2021 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 20 September 22 and are signed on behalf of the board by:

Ms J Marsden (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 2021

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 2021

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 2021

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. Charitable activities

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Sale of books and booklets	5,773	5,773	5,962	5,962
Subscriptions	41,076	41,076	25,702	25,702
Exhibitions, meetings and strategic alliances	50,768	50,768	39,221	39,221
	<u>97,617</u>	<u>97,617</u>	<u>70,885</u>	<u>70,885</u>

6. Investment income

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Bank interest receivable	18	18	184	184

The British Association of Day Surgery

Company Limited by Guarantee

Notes to the financial statements *(continued)*

Year ended 31 December 2021

7. Costs of other trading activities

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Printing books and booklets	966	966	2,204	2,204

8. Expenditure on charitable activities

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Printing expenses	7,331	7,331	8,075	8,075
Annual Scientific Meeting	19,136	19,136	235	235
Staff costs	34,387	34,387	32,416	32,416
Depreciation	—	—	9	9
Rent and service charges	1,399	1,399	3,217	3,217
Website and computer costs	9,865	9,865	4,500	4,500
Printing, postage and stationery	1,249	1,249	1,411	1,411
Accountancy -payroll and VAT	1,172	1,172	1,462	1,462
Subscriptions payable	1,563	1,563	1,475	1,475
Unrecoverable VAT	(2)	(2)	1,364	1,364
Bank charges	442	442	259	259
Telephone	—	—	531	531
Sundry expenses	334	334	35	35
Governance costs	5,598	5,598	6,225	6,225
	<u>82,474</u>	<u>82,474</u>	<u>61,214</u>	<u>61,214</u>

Governance costs comprises:

	Unrestricted Funds £	Restricted funds £	Total Funds 2021 £	Total Funds 2020 £
Independent examination fees	3,155	—	3,155	3,190
Legal and professional fees	1,125	—	1,125	—
Council and meeting expenses	818	—	818	2,692
Council members' liability expenses	500	—	500	343
	<u>5,598</u>	<u>—</u>	<u>5,598</u>	<u>6,225</u>

9. Net income

Net income is stated after charging/(crediting):

	2021 £	2020 £
Depreciation of tangible fixed assets	—	9
Lease rental payments	<u>1,399</u>	<u>3,499</u>

The British Association of Day Surgery

Company Limited by Guarantee

Notes to the financial statements *(continued)*

Year ended 31 December 2021

10. Independent examination fees

	2021 £	2020 £
Fees payable to the independent examiner for:		
Independent examination of the financial statements	3,155	3,190
Other financial services	1,172	1,462
	<u>4,327</u>	<u>4,652</u>

11. Staff costs

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

	2021 £	2020 £
Wages and salaries	32,754	30,872
Employer contributions to pension plans	1,633	1,544
	<u>34,387</u>	<u>32,416</u>

The average head count of employees during the year was 1 (2020: 1). The average number of full-time equivalent employees during the year is analysed as follows:

	2021 No.	2020 No.
Office and administration	<u>1</u>	<u>1</u>

No employee received employee benefits of more than £60,000 during the year (2020: Nil).

Key Management Personnel

There were no key management personnel during the year.

12. 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 3 Council members received expenses in the course of their duties in respect of travelling, subsistence and accommodation totalling £696 (2020: 11 members, £1,653).

The British Association of Day Surgery

Company Limited by Guarantee

Notes to the financial statements *(continued)*

Year ended 31 December 2021

13. Tangible fixed assets

	Fixtures, fittings and equipment £	President's pendant £	Total £
Cost			
At 1 January 2021	7,462	529	7,991
Disposals	(7,462)	—	(7,462)
At 31 December 2021	<u>—</u>	<u>529</u>	<u>529</u>
Depreciation			
At 1 January 2021	7,462	529	7,991
Disposals	(7,462)	—	(7,462)
At 31 December 2021	<u>—</u>	<u>529</u>	<u>529</u>
Carrying amount			
At 31 December 2021	<u>—</u>	<u>—</u>	<u>—</u>
At 31 December 2020	<u>—</u>	<u>—</u>	<u>—</u>

14. Debtors

	2021 £	2020 £
Prepayments and accrued income	1,178	3,555
Other debtors	26,374	10,990
	<u>27,552</u>	<u>14,545</u>

15. Creditors: Amounts falling due within one year

	2021 £	2020 £
Accruals and deferred income	7,475	8,610
Social security and other taxes	1,080	2,210
Other creditors	196	495
	<u>8,751</u>	<u>11,315</u>

16. Deferred income

	2021 £	2020 £
At 1 January 2021	4,860	10,932
Amount released to income	(4,860)	(10,932)
Amount deferred in year	3,760	4,860
At 31 December 2021	<u>3,760</u>	<u>4,860</u>

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

The British Association of Day Surgery

Company Limited by Guarantee

Notes to the financial statements *(continued)*

Year ended 31 December 2021

17. 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 £1,633 (2020: £1,544).

18. Analysis of charitable funds

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>

2020

Unrestricted Income Funds

	At 1 Jan 2019	Income	Expenditure	At 31 Dec 2020
	£	£	£	£
General Funds	<u>1,700,660</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>

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 2021

19. Analysis of net assets between funds

2021

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Current assets	200,663	10,025	210,688
Creditors less than 1 year	(8,751)	—	(8,751)
Net assets	<u>191,912</u>	<u>10,025</u>	<u>201,937</u>

2019

	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>

20. Operating lease commitments

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

	2021 £	2020 £
Not later than 1 year	6,962	1,458
Later than 1 year and not later than 5 years	23,207	—
	<u>30,169</u>	<u>1,458</u>

Accounts

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

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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 been 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 soCOuncil 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 £
	Note				
Income and endowments					
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	
		199,057		195,423	
Creditors: Amounts falling due within one year	16	(11,315)		(15,341)	
Net current assets			187,742		180,082
Total assets less current liabilities			187,742		180,091
Net assets			187,742		180,091
Funds of the charity					
Restricted funds			10,025		10,025
Unrestricted funds			177,717		170,066
Total charity funds	19		187,742		180,091

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>

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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

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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	<u>—</u>	<u>9</u>	<u>9</u>
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	<u>10,990</u>	<u>1,262</u>
	<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	<u>495</u>	<u>—</u>
	<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	<u>4,860</u>	<u>10,932</u>
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.

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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.

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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>