

BASIS (REGISTRATION) LIMITED

England & Wales · Charity number 1077006

Details

Other names	BASIS
Status	Registered
Legal form	Charitable company
Company number	01365343
Registered	1999-08-12
Register	View on the Charity Commission register

Contact

Address	Basis (Registration) Ltd St. Monicas HOUSE St. Monicas House Business Centre 39 Windmill Lane Ashbourne DE6 1EY
Phone	01335343945
Email	shakher.kahliq@basis-reg.co.uk
Website	www.basis-reg.com

Activities

Objects: 5. The objects for which the Company is established are for the benefit and safety of the public:-5.1 to promote and encourage improved standards in the safe and efficient distribution, storage, handling, usage advice and application of plant protection products and relevant techniques (including molecular technology, biotechnology, plant nutrition, biopesticide products) used in agriculture, horticulture, forestry, industrial, public health and other relevant industry sectors5.2 to promote and encourage improved standards in the safe and efficient use of plant nutrition products and related advice in agriculture, horticulture, forestry, industrial and other relevant industry sectors;5.3 to advance education amongst the public and those with an interest in the matter of the storage, distribution, contract application and handling and use of relevant products and technologies by the provision, encouragement and facilitation of suitable training, professional development and educational activities; and5.4 to improve standards and advice on any sector of the agricultural and related industries and their services that are considered relevant by the Board and that are compatible with the systems and competence of BASIS.

Activities: Education/Training

Classification

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

Geography

- Kenya
- Northern Ireland
- Scotland
- Throughout England And Wales

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£3,225,025	£2,995,631	£718,902	30
2023-12-31	£2,597,497	£2,875,863	£521,842	35
2022-12-31	£1,723,027	£1,823,777	£785,038	29
2021-12-31	£1,334,150	£1,514,863	£921,258	27
2020-12-31	£1,464,198	£1,444,474	£1,047,168	27

Trustees

Name	Role	Appointed
David William Burgess	Chair	2020-07-23
Charles Wright		2016-09-21
Dr Ruth Mann		2025-05-22
Ian Graham		2025-05-22
Jill Hewitt		2020-02-07
Jim Egan		2025-05-22
Mark Meadows		2025-09-24
Martin Ball		2023-12-13
Nigel Francis		2025-05-22
Paul Blackhurst		2025-05-22
Professor John Moverley		
ROBERT SIMISTER		2025-05-22
Susan Twining		2020-07-23
Thomas Arnold		2025-02-22
Wendy Gray		2025-09-24

BASIS (REGISTRATION) LIMITED

England & Wales - Charity number 1077006

Accounts

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 DECEMBER 2024

Registered Number: 01365343
Charity Number: 1077006

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REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 DECEMBER 2024

Trustees	Mr T Arnold, Trustee (appointed 22 May 2025) Mr M Ball, Trustee Mr D Bench, Trustee Mr P Blackhurst, Trustee (appointed 22 May 2025) Mr W Burgess, Chair Mr D Cairns, Trustee (resigned 11 February 2025) Mrs S Cowlrick, Trustee Mr J Egan, Trustee (appointed 22 May 2025) Mrs S Everett, Trustee (resigned 19 December 2024) Mr R Fenwick, Trustee (resigned 22 May 2025) Mr N Francis, Trustee (appointed 22 May 2025) Mr P Gadd, Trustee Mr I Graham, Trustee (appointed 22 May 2025) Mrs J Hewitt, Trustee Dr R Mann, Trustee (appointed 22 May 2025) Mrs M May, Vice Chairman (resigned 22 May 2025) Mrs S Melrose, Trustee (resigned 1 April 2024) Prof J Moverley, Trustee and Treasurer Mr R Simister, Trustee (appointed 22 May 2025) Mr C Sprigg, Trustee (resigned 22 May 2025) Mrs S Twining, Trustee Mr C Wright, Trustee
Company Registered Number	1365343
Charity Registered Number	1077006
Registered Office	St Monica's House 39 Windmill Lane Ashbourne Derbyshire DE6 1EY
Company Secretary	S Khaliq
Chief Executive Officer	Mrs C Urquhart
Independent Auditors	UHY Hacker Young (Birmingham) LLP 9-11 Vittoria Street Birmingham B1 3ND

TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2024

The Trustees present their annual report together with the audited financial statements of the Charity for the year 1 January 2024 to 31 December 2024. The Annual report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

Since the Charity qualifies as small under section 382 of the Companies Act 2006, the Strategic report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

Structure, Governance and Management**Governing Document**

The charity is controlled by its governing document, the Articles of Association, and is a Company Limited by Guarantee, as defined in the Companies Act 2006.

Risk Management

The Trustees identify and review the risks to which the charity is exposed and ensure that controls are in place to provide appropriate and reasonable assurance against fraud and error.

There are individual Trustees nominated to provide over-sight on all matters pertaining to strategy, monitoring the performance of management, ensuring compliance with laws and regulations, accounting and remuneration and Health and Safety.

BASIS, produces monthly income and expenditure accounts and balance sheets comparing performance against budget; the annual financial statements are externally audited.

The reserves of the charity are cautiously invested in a mix of retail funds, using external professional advice, and a savings account.

There were two resignations to the membership of the Trustee Board in 2024.

Committee Structure

The Committees are:

- The Education and Training Committee
- The FACTS Advisory Committee
- The Audit, Risk and Remuneration Committee
- The Auditing & Compliance Committee
- The Membership Committee
- The Professional Standards Committee
- The PROMPT Committee
- The Northern Ireland Committee

All the above Committees meet on a number of occasions in the year and their proceedings are formally minuted and actions completed.

TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2024 (cont'd)**Public Benefit**

In setting planning our activities our Trustees have given careful consideration to the Charity Commission's public benefit guidance.

Our main activities and who we try to help are described below. All our charitable activities focus on helping British agriculture, the amenity industry, horticulture and forestry by raising standards through establishing best practice within the crop protection industries with a focus on the sale and supply, safe storage and transport of professional plant protection products and a recognised means of assessing staff working in the sector.

The benefits of the work of BASIS are as the recognised qualifying body for agronomists, the management of well-crafted and delivered Continuing Professional Development schemes for agronomists, plant nutrition advisers and professional pest controllers, and the auditing of distributor and manufacturer's professional plant protection products storage premises.

Establishing best practise in the use, sale and distribution of Professional Plant Protection Products encourages the uptake of alternatives to professional plant protection products, use of integrated approaches (e.g. Integrated Pest Management (IPM) and Integrated Farm Management (IFM)). The benefits of which are the protection of public, operator and consumer health and reduced impact of professional plant protection products on biodiversity, water and the environment.

Objectives and Activities

The purpose of BASIS is to benefit the public by advancing standards in the advice and use of professional plant protection products and plant nutrition throughout the United Kingdom for the safety of the public and the environment to promote and encourage improved standards, the safe and efficient distribution, contract application, handling and storage of Plant Protection Products, techniques and technology, molecular technology, biotechnology, plant nutrition, bio-pesticide products and in the advice and usage of such products in agriculture, horticulture, forestry, industrial, public health and other relevant industry sectors.

We do this by providing advanced education for professional advisers and farmers in agriculture, horticulture and related industries with the objective of raising standards in the following:

- the advice and use of professional plant protection products and fertilisers in agriculture and horticulture
- the advice and use of products for the control of pests in industrial, food preparation, food storage and domestic premises
- the advice and use of herbicides for weed control on roads, railways, sports grounds and other public and private spaces
- the promotion of Integrated Pest Management (IPM) techniques within the UK's National Action Plan framework for action to achieve the sustainable use of pesticides

Our activities include:

- organising education and training programmes up to and including Quality Assurance Agency (QAA) level 6 (including BASIS Diploma in Crop Protection)
- the creation and maintenance of a portfolio of examinations which are accredited through QAA for higher education and are regularly updated
- the organisation and provision of examinations for advisers throughout the United Kingdom and overseas

We have established and maintain Professional Registers for advisors to join and maintain their Professional Register status through Continuing Professional Development.

BASIS also seeks to advance education and professional standards in the storage and distribution of professional plant protection products and fertilisers. We do this by providing training programmes for store keepers, by operating a statutorily-recognised store inspection scheme and conducting annual store inspections.

TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2024 (cont'd)**Objectives and Activities (cont'd)**

In seeking to raise standards we work with government departments and its agencies including the Department for Environment, Food & Rural Affairs (DEFRA), the Environment Agency and various industry organisations.

Achievements and Performance**Overview**

As a standards and examination body responsible for implementing training and certification for those involved in land management, BASIS promotes Integrated Farm Management (IFM) in all settings and across all aspects of its charitable reach. We believe that training and professional development is the key stone to delivering successful IFM programmes. All our training modules have IFM as a core element and we include assessment of candidates against its principles.

During 2024 the BASIS Trustee Board, and Executive, continued the implementation, of its growth strategy to scale its activities in order to continue to meet charitable objects in the face of a period of accelerated change for farming, the environment, and rural land management.

This included the development of an industry leading environmental advisors register to provide a single point of entry to a network of trusted, credible, accessible, and locally embedded advisers across land management to facilitate the achievement of targets published in the Governments 25-year environment plan.

Additionally, a digital learning platform, BASIS Classroom, received significant investment to provide our membership with ongoing continuing professional development, both agronomic and environmentally focused training modules for advisers and land managers.

Auditing and Compliance

During 2024, BASIS inspected 501 (2023 - 525) registered Plant Protection Product stores. The pass rate has dropped slightly to 93% (2024- 97%) due to reinforcement of high-standards to protect the integrity of audits.

Additionally, BASIS provides independent annual onsite audits to verify that professional use rodenticides are only sold to certified users meeting the point-of-sale requirements for the Campaign for Responsible Rodenticide Use (CRRU). 627 premises received point of sale audits in 2024 (2023 - 652).

Annual assessment for amenity contractors resulted in 76 Amenity Assured Contractors (2023 - 77) being audited and 239 Lawn Assured Scheme members being audited in 2024 (2023 – 237).

Training and Education

Advancing education is a key charitable objective. In 2024, 2,213 (2023 – 2,068) individuals benefitted directly from BASIS training and assessment. Additionally, 32 agronomists were awarded the BASIS Diploma in Crop Protection - our highest award, bringing the total number of agronomists with the Diploma to 380. The number of professionals who have now achieved the Harper Adams Graduate Diploma stood at 27 by the year end.

Professional Registers

Continuing Professional Development (CPD) and the Professional Registers Numbers on the BASIS Professional Register stood at 6,310 as at 31 December 2024 (2023 – 6,193).

FACTS Qualified Adviser membership stood at 3,610 (2023 – 3,577) and FACTS Subscribers stood at 314 (2023 - 349) paid up members at the end of 2024. An assessment for all FACTS Qualified advisers (FQAs) continued to provide demonstrable quality assurance of professional standards and is now an established compulsory annual membership requirement for FQAs to maintain their status. The theme of the 2025/26 annual assessment will be nutrient balances: calculation and use in nutrient management. Turf theme: nutrient Sources for turf: properties and selection. Horticulture theme: developments in nutrition of horticultural crops.

TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2024 (cont'd)**PROMPT and Amenity Registers**

As at 31 December 2024 the PROMPT membership stood at 3,507 (2023 - 3,402) and members of the BASIS Amenity Training Register reduced to 97 (2023 - 111).

Environmental Advisers Register

The Environmental Advisers Register, launched on 1 June 2022, recognises accredited, trusted professionals delivering environmental advice to farmers and land managers across the United Kingdom. Membership for standalone members of the Register was 288 as at 31 December 2024, with an additional 434 members on the Professional Register with the Environment category.

BASIS continues to work closely with DEFRA to ensure that the Environmental Advisers Register supports the delivery of the Environmental Land Management Schemes and other agri-environment funding opportunities. As an industry-led initiative, DEFRA has identified the need for farmers and land managers to find trusted advisers in their local area and supports the BASIS Environmental Advisers Register as a way to facilitate these links.

BASIS Classroom

In 2024, BASIS Classroom maintained its focus on sustainable agriculture with the launch of the Principles of Arable IPM course series, providing a structured approach to effective integrated pest, weed, and disease management.

Sustainability remained a key theme in the amenity sector as well, with the development of the Principles of Sustainable Amenity Management course, covering topics such as policy, biodiversity enhancement, pollution control, and integrated planning strategies.

The enhanced membership offer, launched to Professional Register members in June 2024, provided access to the full suite of premium paid online learning, valued at over £1,000. This included 16 online courses with more than 25 hours of content covering topics such as soil health, sustainable land management (arable and amenity), carbon and net zero, arable IPM practices, regenerative agriculture, and nitrogen use efficiency. Members also had the opportunity to earn over 40 additional CPD points.

Engagement remained strong, with nearly 14,000 course completions generating over 18,500 CPD points for BASIS members - reflecting a 9.5% increase in completions and a 12% rise in CPD points compared to the same period in 2023.

Financial Review**Reserves**

In keeping with the Charities Commission guidance on reserves, the Board of BASIS has a policy to hold unrestricted reserves, in order to ensure the continued activities of the company in times of reduced income. The policy, agreed in 2009, was to hold six months of the cost of running the business in reserves to meet unexpected demands on the charity which for 2024 is at least £1.5m. Currently, unrestricted reserves are £718,902 representing 24% of the total resources expended in 2024. The reserves policy is reviewed annually at the Audit, Risk and Remuneration Committee.

Income

Total income from the charitable activities of BASIS totalled £3,225,025 in 2023 (2023 - £2,597,497). All funds have been allocated to support charitable and general operational expenditure.

Costs

Total expenditure remained similar to 2023 and reflects the significant restructuring and cost management exercise, including controls carried out by the Senior Leadership Team, as well as the fee increase implemented during the year to improve the overall reserves position.

TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2024 (cont'd)**Costs (cont'd)**

During the year the Trustees approved the continued development of BASIS Classroom, a digital learning platform, that supports our members advancing their professional development from their office, or home. With the first paid for content launching in June 2022 to support advisers and land managers adapt to newly introduced agricultural and environmental legislation. BASIS Classroom contributed over £285,000 of income in 2024 and is forecast to grow significantly in the coming years. Digital development costs have been recognised in the Financial Statements as an intangible asset and will be amortised over a period of four years.

Our staff are key to the success of the project and a programme of training is underway to develop our team to ensure that BASIS continues to meet its charitable objectives and thereby benefit the industry that it serves. We will continue to seek out and recruit exceptional talent in every area of the organisation.

Investments

Just under two thirds of BASIS reserves are held as investments; these increased by a net amount of £28,126 during the year.

Risks

An annual risk management review helps identify and manage issues that could impair our ability to achieve our charitable objectives or adversely impact the organisation in other ways.

Trustees are ultimately responsible for risk management and the BASIS Audit, Risk and Remuneration committee oversees the Risk Register which records issues and tracks how they are addressed on an ongoing basis.

Health and Safety

The health and safety of our staff, volunteers, tenants and visitors is paramount. An internal Health and Safety Committee, an external consultant together with a named Trustee oversee activity in this area.

Our People

The Board is grateful for the dedication and hard work of the BASIS staff, who have, again, worked hard to provide a service to members, the industry and the wider public.

Tangible Fixed Assets

Following an independent valuation of St Monica's House dated 05 November 2021, its value was not adjusted. The next valuation is due to take place in 2025/26.

Statement as to Disclosure of Information to Auditors

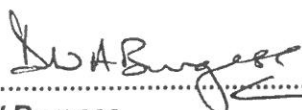
In so far as the Trustees are aware:

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

Plans for Future Periods

The charity intends to develop the business to continue to meet its objectives and the future demands of the UK agricultural, horticultural and allied industries.

The Trustees' annual report was approved on 22 May 2025 and signed on behalf of the Board of Trustees by:



W Burgess
Chair

TRUSTEES' RESPONSIBILITIES STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2024

The Trustees, who are also directors for the purposes of company law, are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity Trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the incoming resources and application of resources, including the income and expenditure, for that period.

In preparing these financial statements, the Trustees are required to:

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

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

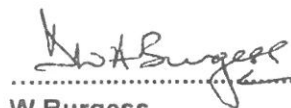
Auditor

A resolution to reappoint UHY Hacker Young (Birmingham) LLP as auditor for 2025 will be put to the Annual General Meeting.

Small Company Provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

Approved by the Board of Trustees on 22 May 2025 and signed on their behalf by:



W Burgess
Chair

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF BASIS REGISTRATION LIMITED FOR THE YEAR ENDED 31 DECEMBER 2024**Opinion**

We have audited the financial statements of Basis Registration Limited (the 'company') for the year ended 31 December 2024 which comprise Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice and the Charities SORP 2019).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2024;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Companies Act 2006 and the Charities SORP 2019.

Basis for opinion

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

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

Other information

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

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

We have nothing to report in this regard.

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF BASIS REGISTRATION LIMITED FOR THE YEAR ENDED 31 DECEMBER 2024 (cont'd)**Opinions on other matters prescribed by the Companies Act 2006**

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

- the information given in the Trustees' annual report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Trustees' annual report have been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' annual report.

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

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

Responsibilities of Trustees

As explained more fully in the report of the Trustees' responsibilities statement set out on page 7, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

Auditor's responsibilities for the audit of the financial statements

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

Explanation as to what extent the audit was considered capable of detecting irregularities, including fraud

The objectives of our audit in respect of fraud, are; to identify and assess the risks of material misstatement of the financial statements due to fraud; to obtain sufficient appropriate audit evidence regarding the assessed risks of material misstatement due to fraud, through designing and implementing appropriate responses to those assessed risks; and to respond appropriately to instances of fraud or suspected fraud identified during the audit. However, the primary responsibility for the prevention and detection of fraud rests with both management and those charged with governance of the charitable company.

Our approach was as follows:

- We obtained an understanding of the legal and regulatory requirements applicable to the charitable company and considered that the most significant are the Companies Act 2006, the Charities Act 2011, the Charity SORP, and UK financial reporting standards as issued by the Financial Reporting Council.

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF BASIS REGISTRATION LIMITED FOR THE YEAR ENDED 31 DECEMBER 2024 (cont'd)**Explanation as to what extent the audit was considered capable of detecting irregularities, including fraud (cont'd)**

- We obtained an understanding of how the charitable company complies with these requirements by discussions with management and those charged with governance.
- We assessed the risk of material misstatement of the financial statements, including the risk of material misstatement due to fraud and how it might occur, by holding discussions with management and those charged with governance.
- We inquired of management and those charged with governance as to any known instances of non-compliance or suspected non-compliance with laws and regulations.
- Based on this understanding, we designed specific appropriate audit procedures to identify instances of non-compliance with laws and regulations. This included making enquiries of management and those charged with governance and obtaining additional corroborative evidence as required.

As part of an audit in accordance with ISAs (UK) we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purposes of expressing an opinion on the effectiveness of the charitable company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Trustees.
- Conclude on the appropriateness of the Trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charitable company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the charitable company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF BASIS REGISTRATION LIMITED FOR THE YEAR ENDED 31 DECEMBER 2024 (cont'd)**Use of our report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to any party other than the charitable company and charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



.....
Matthew Stephens, Senior Statutory Auditor
UHY Hacker Young (Birmingham) LLP, Statutory Auditor
9-11 Vittoria Street
Birmingham
B1 3ND

22 May 2025

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2024

		Unrestricted Funds	Total 2024	Total 2023 As Restated ¹
	Notes	£'000	£'000	£'000
Income and endowments from:				
Donations and legacies	3	2,984	2,984	4,893
Charitable activities	4	3,200,374	3,200,374	2,570,703
Investments	5	21,667	21,667	21,901
Total income		3,225,025	3,225,025	2,597,497
Expenditure on:				
Charitable activities costs	6	2,995,631	2,995,631	2,936,323
Total expenditure		2,995,631	2,995,631	2,936,323
Net income/(expenditure) before net gains on investments		229,394	229,394	(338,826)
Net gains on investments	13	28,126	28,126	15,170
Net movement in funds		257,520	257,520	(323,656)
Reconciliation of funds:				
Total funds brought forward	17	461,382	461,382	785,038
Net movement in funds		257,520	257,520	(323,656)
Fund balance carried forward at 31 December 2024	17	718,902	718,902	461,382

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 15 to 25 form part of these financial statements.

¹ A prior year adjustment has been required to account for the correction of the VAT liability. See note 27 for details.

BALANCE SHEET AS AT 31 DECEMBER 2024

	Note	2024	2023
		£	As Restated ¹ £
Fixed assets			
Intangible fixed assets	11	312,383	360,844
Tangible fixed assets	12	478,279	489,833
Investments	13	<u>456,377</u>	<u>424,958</u>
Current assets			
Debtors	14	691,562	497,206
Cash at bank and in hand		<u>770,855</u>	<u>416,818</u>
		<u>1,462,417</u>	<u>914,024</u>
Creditors: Amounts falling due within one year	15	<u>(1,990,554)</u>	<u>(1,728,277)</u>
Net current liabilities		(528,137)	(814,253)
Creditors: Amounts falling due after one year		-	-
Total assets less total liabilities		<u>718,902</u>	<u>461,382</u>
Funds			
Restricted income fund	17	-	-
Unrestricted funds	17	<u>718,902</u>	<u>461,382</u>
Total funds		<u>718,902</u>	<u>461,382</u>

The entity was entitled to exemption from audit under section 477 of the Companies Act 2006.

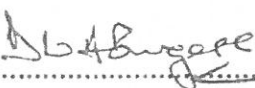
The members have not required the entity to obtain an audit for the year in question in accordance with section 476 of the Companies Act 2006.

However, an audit is required in accordance with section 144 of the Charities Act 2011.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

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

The financial statements were approved and authorised for issue by the Trustees on 22 May 2025 and signed on their behalf by:



W Burgess
Chair

The notes on pages 15 to 25 form part of these financial statements.

¹ A prior year adjustment has been required to account for the correction of the VAT liability. See note 27 for details.

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 DECEMBER 2024

	Note	2024 £	2023 £
Cash flows from operating activities	19	487,834	362,207
Cash flows from financing activities	20	18,374	(232,583)
Cash flows from investing activities	21	(152,171)	-
Change in cash and cash equivalents in the year		354,037	129,624
Cash and cash equivalents at 1 January	23	416,818	287,194
Cash and cash equivalents at 31 December	23	770,855	416,818

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

1 ACCOUNTING POLICIES

The charity is a private charitable company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is St Monica's House, 39 Windmill Lane, Ashbourne, Derbyshire, DE6 1EY.

1.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Basis Registration Limited meets the definition of a public benefit entity under FRS 102.

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity and are rounded to the nearest £.

1.2 Going concern

The Trustees have considered the appropriateness of the going concern basis of the preparation of the financial statements by considering a period of at least 12 months from the date of the approval of these financial statements. The Trustees are of the opinion that there are adequate resources available to continue trading for a period of at least 12 months.

On behalf of the directors of BASIS Registration Limited, the members of the Audit Risk and Remuneration Committee have reviewed and challenged the overall financial performance of the company during 2024, and the financial structure of the company on 31 December 2024. Due to the strong financial performance in 2024 and the high levels of reserves, the directors are satisfied that the company has sufficient reserves to meet its commitments for the foreseeable future and is a going concern.

1.3 Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024 (cont'd)

1 ACCOUNTING POLICIES (cont'd)

1.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

1.5 Research and development

Development costs are capitalised within intangible assets where they can be identified with a specific product or project anticipated to produce future benefits, and are amortised on the straight line basis over the anticipated life of the benefits arising from the completed product or project.

Deferred research and development costs are reviewed annually, and where future benefits are deemed to have ceased or to be in doubt, the balance of any related research and development is written off to the Statement of financial activities.

1.6 Intangible assets and amortisation

Intangible assets are initially recognised at cost. After recognition, under the cost model, intangible assets are measured at cost less any accumulated amortisation and any accumulated impairment losses.

Amortisation is provided on intangible assets at rates calculated to write off the cost of each asset on a straight-line basis over its expected useful life.

Amortisation is provided on the following basis:

Computer software	25% Straight line
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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024 (cont'd)

1 ACCOUNTING POLICIES (cont'd)

1.7 Tangible fixed assets and depreciation

Individual tangible fixed assets costing more than £500 are capitalised at historical cost.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Land and Buildings are measured under the revaluation model. After recognition, tangible fixed assets whose fair value can be measured reliably shall be carried at a revalued amount, being their fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Revaluations are made with sufficient regularity to ensure that the carrying amount does not differ materially from that which would be determined using fair value at the end of the reporting date.

Fair values are determined from market-based evidence by appraisal that is normally undertaken by professionally qualified valuers. If there is no market-based evidence of fair value because of the specialised nature of the tangible fixed asset and it is rarely sold, except as part of a contributing business, a Charity may need to estimate fair value using an income or depreciated replacement cost approach.

At each reporting date the Charity assesses whether there is any indication of impairment. If such indication exists, the recoverable amount of the asset is determined to be the higher of its fair value less costs to sell and its value in use. An impairment loss is recognised where the carrying amount exceeds the recoverable amount.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following basis:

Fixtures and fittings	33% Straight line
Computer equipment	33% Straight line

No depreciation is provided for Land and Buildings on the basis of the property having a high residual value. Annual impairment reviews are undertaken.

The de minimis level used for asset capitalisation was £500 during the year.

1.8 Investments

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance sheet date, unless the value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and presented as 'Gains/(Losses) on investments' in the Statement of financial activities.

Investments in subsidiaries are valued at cost less provision for impairment.

1.9 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

1.10 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024 (cont'd)

1 ACCOUNTING POLICIES (cont'd)**1.11 Liabilities and provisions**

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

1.12 Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

1.13 Pensions

The Charity operates a Workplace Pension Scheme with Scottish Widows.

1.14 Fund accounting

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

Investment income, gains and losses are allocated to the appropriate fund.

2 CRITICAL ACCOUNTING ESTIMATES AND AREAS OF JUDGEMENT

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

The Charity makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are the provision against doubtful debt and the deferred income estimation.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024 (cont'd)

3 INCOME FROM DONATIONS AND LEGACIES

	2024	2023
	£	£
Donations	2,984	4,893
	2,984	4,893

4 INCOME FROM CHARITABLE ACTIVITIES

	2024	2023
	£	£
Auditing and compliance	524,211	462,964
Examination and training	600,951	606,176
Memberships	1,790,155	1,413,392
BASIS classroom	285,057	88,171
	3,200,374	2,570,703

5 INCOME FROM INVESTMENTS

	2024	2023
	£	£
Income from investment properties	10,735	9,405
Income from listed investments	3,293	11,821
Bank interest receivable	7,639	675
	21,667	21,901

Total income for both 2024 and 2023 were unrestricted.

6 ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES

	2024	2023
	As Restated¹	
	£	£
Activities undertaken directly		
Management	2,078,890	2,111,835
Auditing and compliance	112,422	106,796
Examination and training	198,444	200,190
Memberships	316,386	303,823
BASIS classroom	91,519	93,606
Support costs	197,970	120,073
	2,995,631	2,936,323

Total expenditure for both 2024 and 2023 were unrestricted.

7 AUDITORS' REMUNERATION

	2024	2023
	£	£
Fees payable to the Charity's auditor for the audit of the Charity's annual accounts	9,950	8,250

8 STAFF COSTS

	2024	2023
	£	£
Wages and salaries	1,063,156	1,195,269
Social security costs	116,491	114,275
Contribution to defined contribution pension scheme	108,080	108,789
Staff restructuring costs	94,813	20,255
	1,382,540	1,438,588

¹ A prior year adjustment has been required to account for the correction of the VAT liability. See note 27 for details.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024 (cont'd)

8 STAFF COSTS (cont'd)

	2024	2023
	£	£
Staff restructuring costs comprise:		
Redundancy	31,375	20,255
Other restructuring costs	63,438	-
	<u>94,813</u>	<u>20,255</u>

During the year, the Charity made redundancy payments of £31,375 (2023: £20,255). This was calculated based on the employees length of service and was recognised in full within staff costs. At the balance sheet date, all payments in relation to redundancy payments had been paid.

The key management personnel of the charity in charge of directing and controlling, running and operating the charity on a day to day basis comprise the Trustees and the Chief Executive Officer. The total remuneration (including employers NI, pension contributions and benefits in kind) received by key management personnel for the year was £204,035 (2023: £151,204).

Key management claimed expenses totalling £3,457 during the year.

The average number of persons employed by the Charity during the year was as follows:

	2024	2023
	No	No
Employees	<u>30</u>	<u>35</u>

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	2024	2023
	No	No
£60,001 - £70,000	2	1
£70,001 - £80,000	1	3
£80,001 - £90,000	-	2
£180,001 - £190,000	<u>1</u>	<u>-</u>

9 TRUSTEE'S REMUNERATION AND EXPENSES

During the year, one or more Trustees has been paid remuneration or has received other benefits from an employment with the Charity. Under the Charity's constitution, remuneration can be paid at Trustees discretion for the roles of Chair and Treasurer. The value of Trustees' remuneration and other benefits was as follows:

Mr D W Burgess was remunerated £11,632 (2023: £16,763)

Mr M T Wearden was remunerated £Nil (2023: £6,417)

Mr J Moverley was remunerated £8,111 (2023: £Nil)

During the year ended 31 December 2024, expenses totalling £1,865 were reimbursed or paid directly to 2 Trustees (2023 : £1,438 to 4 Trustees). These expenses reimbursed costs incurred for attendance at board meetings.

10 TAXATION

The Charity's activities fall within the exemptions afforded by the provisions of the Corporation Tax Act 2010. Accordingly, there is no taxation charge in these accounts.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024 (cont'd)

11 INTANGIBLE FIXED ASSETS

	Computer Software £
Cost or valuation	
At 1 January 2024	616,747
Additions	140,968
Disposals	-
At 31 December 2024	<u>757,715</u>
Amortisation	
At 1 January 2024	255,903
Charge for the year	189,429
At 31 December 2024	<u>445,332</u>
Net book value	
A31 December 2024	<u>312,383</u>
A31 December 2023	<u>360,844</u>

The amortisation charge of £189,429 is recognised in the SoFA within management costs, included within the expenditure on charitable activities.

12 TANGIBLE FIXED ASSETS

	Freehold property £	Fixtures and fittings £	Computer equipment £	Total £
Cost or valuation				
At 1 January 2024	452,943	16,502	59,488	528,933
Additions	-	-	11,203	11,203
Disposals	-	-	(18,354)	(18,354)
At 31 December 2024	<u>452,943</u>	<u>16,502</u>	<u>52,337</u>	<u>521,782</u>
Depreciation				
At 1 January 2024	-	5,500	33,600	39,100
Charge for the year	-	5,362	15,158	20,520
Eliminated on Disposal	-	-	(16,117)	(16,117)
At 31 December 2024	<u>-</u>	<u>10,862</u>	<u>32,641</u>	<u>43,503</u>
Net Book Value:				
At 31 December 2024	<u>452,943</u>	<u>5,640</u>	<u>19,696</u>	<u>478,279</u>
At 31 December 2023	<u>452,943</u>	<u>11,002</u>	<u>25,888</u>	<u>489,833</u>

The Freehold Property is not depreciated; in the opinion of the Trustees, the market value of the Freehold Property is in excess of its valuation. The most recent property valuation was performed by Fidler Taylor on 10 March 2020.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024 (cont'd)

13 FIXED ASSET INVESTMENTS

	Investment in subsidiary companies	Listed investments	Total
Cost or valuation	£	£	£
At 1 January 2024	100	424,858	424,958
Gains on investments	-	28,126	28,126
Additions	-	3,293	3,293
At 31 December 2024	100	456,277	456,377
Net Book Value:			
At 31 December 2024	100	456,277	456,377
At 31 December 2023	100	424,858	424,958

The listed investments shown above are held at valuation. The investment in the subsidiary company is held at cost.

Principal Subsidiary

The following is a subsidiary undertaking of the Charity.

Name	BASIS Classroom Limited
Company Number	13523066
Registered office	St Monica's House
Holding	100% Ordinary

The subsidiary is a dormant company which has not traded during the year:

Name	Net Assets
	£
BASIS Classroom Limited	100

The subsidiary prepares financial statements to the year ended 31 December 2024.

14 DEBTORS

	2024	2023
	£	£
Trade debtors	535,459	432,218
Other debtors	-	3,233
Prepayments and accrued income	156,103	61,755
	691,562	497,206

15 CREDITORS DUE WITHIN ONE YEAR

	2024	2023
	£	As Restated ¹
	£	£
Trade creditors	238,742	48,039
Amounts owed by group undertakings	3,583	4,082
Taxation and social security	91,160	185,686
Accruals and deferred income	1,657,069	1,472,825
Other creditors	-	17,645
	1,990,554	1,728,277

¹ A prior year adjustment has been required to account for the correction of the VAT liability. See note 27 for details.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024 (cont'd)

16 ACCRUALS AND DEFERRED INCOME

Included within accruals and deferred income is a deferred income balance of £1,519,884 (2023: £1,341,874).

During the year, the full prior year balance of £1,341,874 was released, and a further £1,519,884 was deferred in the current period.

A large majority of the Charity's income is in relation to professional registers which relate to specified periods. It is appropriate to recognise the income against the period in which it relates, as such a deferred income balance arises.

17 STATEMENT OF FUNDS

	At 1 January 2024 £	Income £	Expenditure £	Gains/ Losses £	At 31 December 2024 £
Unrestricted funds:					
General funds - all funds	<u>461,382</u>	<u>3,225,025</u>	<u>(2,995,631)</u>	<u>28,126</u>	<u>718,902</u>

	At 1 January 2023 £	Income £	Expenditure £	Gains/ Losses £	At 31 December 2023 £
Unrestricted funds:					
General funds - all funds	<u>785,038</u>	<u>2,597,497</u>	<u>(2,936,323)</u>	<u>15,170</u>	<u>461,382</u>

18 ANALYSIS OF NET ASSETS BETWEEN FUNDS

Fund balances at 31 December 2024 are represented by:

	Unrestricted funds 2024 £	Total 2024 £
Tangible fixed assets	478,279	478,279
Intangible fixed assets	312,383	312,383
Fixed asset investments	456,377	456,377
Current assets	1,462,417	1,462,417
Creditors due within one year	(1,990,554)	(1,990,554)
	<u>718,902</u>	<u>718,902</u>

Fund balances at 31 December 2023 are represented by:

	Unrestricted funds 2023 £	Total 2023 £
Tangible fixed assets	489,833	489,833
Intangible fixed assets	360,844	360,844
Fixed asset investments	424,958	424,958
Current assets	914,024	914,024
Creditors due within one year	(1,728,277)	(1,728,277)
	<u>461,382</u>	<u>461,382</u>

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024 (cont'd)

19 RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2024	2023
	£	£
Net income/(expenditure) for the year (as per Statement of Financial Activities)	257,520	(323,656)
Adjustment for:		
Depreciation	20,520	17,593
Amortisation	189,429	154,187
Gains on investments	(28,126)	(15,170)
Losses on disposal of fixed assets	2,237	-
Dividends, interests and rents from investments	(21,667)	(21,901)
Increase in debtors	(194,356)	(176,683)
Increase in creditors	262,277	727,837
Net cash provided by operating activities	487,834	362,207

20 ANALYSIS OF CASH FLOW FROM FINANCING ACTIVITIES

	2024	2023
	£	£
Dividends, interests and rents from investments	21,667	323,656
Purchase of listed investments	(3,293)	-
	18,374	323,656

21 ANALYSIS OF CASH FLOW FROM INVESTING ACTIVITIES

	2024	2023
	£	£
Purchase of tangible fixed assts	(11,203)	(44,605)
Purchase of intangible fixed assts	(140,968)	(209,879)
	(152,171)	(254,484)

22 ANALYSIS OF CASH AND CASH EQUIVALENTS

	2024	2023
	£	£
Cash in hand and at bank	770,855	416,818
Total	770,855	416,818

23 ANALYSIS OF CHANGES IN NET DEBT

	At 1 January 2024	Cash Flows 2024	At 31 December 2024
	£	£	£
Cash at bank	416,818	354,037	770,855

24 PENSION COMMITMENTS

The Charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. The pension cost charge represents contributions payable by the charity to the fund and amounted to £108,080 (2023: £108,789). Contributions of £Nil (2023: £9,201) were payable to the fund at the balance sheet date and are included in creditors.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024 (cont'd)**25 OPERATING LEASE COMMITMENTS**

At 31 December 2024 the Charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2024	2023
	£	£
Not later than 1 year	14,650	14,608
Later than 1 year and not later than 5 years	25,093	41,446
	39,743	56,054

Lease payments totalling £14,650 (2023: £38,256) have been recognised as an expense during the year.

26 RELATED PARTY TRANSACTIONS

During the year the following transactions took place at arm's length between the charity and related parties:

Sales of £1,784 and purchases of £8,550 (2023: £105 and £1,675 respectively) were made to companies in which C Sprigg is a director in common. At the balance sheet date £553 (2023: £Nil) remained due to these

Sales of £71,547 and purchases of £852 (2023: £60,138 and £1,765) respectively were made to companies in which S Everett is a director in common. At the balance sheet date £7,247 (2023: £318) remained due

Sales of £604 (2023: £510) were made to companies in which D W Burgess is a director in common. At the balance sheet date £Nil (2023: £38) remained due from these companies.

Purchases of £3,052 (2023: £2,139) were made from R Fenwick in relation to Exam Chairman fees.

Purchases for advisory work of £Nil (2023: £17,100) were made from a company in which M Wearden is a director in common.

Purchases for advisory work of £7,700 (2023: £12,590) were made to J Moverley, acting as Chair of ARR Committee & Treasurer.

Sales of £3,822 (2023: £260) were made to companies in which P Gadd is a director in common. At the balance sheet date £Nil (2023: £Nil) remained due from these companies.

Sales of £150,052 (2023: £Nil) were made to companies in which C Wright is a director in common. At the balance sheet date £Nil (2023: £Nil) remained due from these companies.

Sales of £119,494 (2023: £Nil) were made to companies in which S Melrose is a director in common. At the balance sheet date £23,416 (2023: £Nil) remained due from these companies.

27 PRIOR YEAR ADJUSTMENT

A prior year adjustment has been made to correct an understatement of the VAT creditor by £60,460. This adjustment reflects a misstatement in the financial statements, where the liability was not fully recorded. However, VAT submissions and payments to HMRC were accurate and made in accordance with requirements. This restatement ensures the financial statements now appropriately reflect the amount owed as at the reporting date.

The total impact to Basis Registration Limited's reserves as a result of the prior year adjustment was a decrease of £60,460. Comparative figures have been restated accordingly.

BASIS (REGISTRATION) LIMITED

England & Wales - Charity number 1077006

Accounts

Registered number: 01365343
Charity number: 1077006

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

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BASIS REGISTRATION LIMITED
(A company limited by guarantee)

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 DECEMBER 2023**

Trustees	Mr M Ball, Trustee (appointed 13 December 2023) Mr D J Bench, Trustee Mr D W A Burgess, Chair Mr D L Cairns, Trustee Mr P J Corbett, Trustee (appointed 25 April 2023, resigned 13 December 2023) Mrs S Cowlrick, Trustee Rev G J Dodgson, Trustee (resigned 25 April 2023) Mrs S A Everett, Trustee Mr R Fenwick, Trustee Mr P Gadd, Trustee Mr C Godwin, Trustee (resigned 17 February 2023) Mrs J Hewitt, Trustee Mrs M May, Vice Chairman Mrs S F Melrose, Trustee (resigned 1 April 2024) Prof J Moverley, Trustee and Treasurer Mr C Sprigg, Trustee Mrs S Twining, Trustee Mr M T Wearden, Trustee (resigned 19 October 2023) Mr C Wright, Trustee
Company registered number	01365343
Charity registered number	1077006
Registered office	St Monica's House 39 Windmill Lane Ashbourne Derbyshire DE6 1EY
Company secretary	S Khaliq
Chief executive officer	A Lazenby
Independent auditors	PKF Smith Cooper Audit Limited 1 Prospect Place Millennium Way Derby Derbyshire DE24 8HG

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2023

The Trustees present their annual report together with the audited financial statements of the Charity for the year 1 January 2023 to 31 December 2023. The Annual report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

Since the Charity qualifies as small under section 382 of the Companies Act 2006, the Strategic report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

Structure, governance and management

Governing document

The charity is controlled by its governing document, the Articles of Association, and is a Company Limited by Guarantee, as defined in the Companies Act 2006.

Risk management

The Trustees identify and review the risks to which the charity is exposed and ensure that controls are in place to provide appropriate and reasonable assurance against fraud and error.

There are individual Trustees nominated to provide over-sight on all matters pertaining to Human Resources, Pensions and Health and Safety.

BASIS, produces monthly income and expenditure accounts and balance sheets comparing performance against budget; the annual financial statements are externally audited.

The reserves of the charity are cautiously invested in a mix of retail funds, using external professional advice.

Board members

There were four resignations and two appointments to the membership of the Trustee Board in 2023.

Committee structure

The Committees are:

- The Education and Training Committee
- The FACTS Advisory Committee
- The Audit, Risk and Remuneration Committee
- The Auditing & Compliance Committee
- The Membership Committee
- The Professional Standards Committee
- The PROMPT Committee
- The Northern Ireland Committee

All the above Committees meet on a number of occasions in the year and their proceedings are formally minuted and reported to the Board.

Public Benefit

In setting our activities and planning our activities our Trustees have given careful consideration to the Charity Commission's public benefit guidance.

Our main activities and who we try to help are described below. All our charitable activities focus on helping British agriculture, the amenity industry, horticulture and forestry by raising standards through establishing best practice within the crop protection industries with a focus on the sale and supply, safe storage and transport of professional plant protection products and a recognised means of assessing staff working in the sector.

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2023

The benefits of the work of BASIS are as the recognised qualifying body for agronomists, the management of well-crafted and delivered Continuing Professional Development schemes for agronomists, plant nutrition advisers and professional pest controllers, and the auditing of distributor and manufacturer's professional plant protection products storage premises.

Establishing best practise in the use, sale and distribution of Professional Plant Protection Products encourages the uptake of alternatives to professional plant protection products, use of integrated approaches (e.g. Integrated Pest Management (IPM) and Integrated Farm Management (IFM)). The benefits of which are the protection of public, operator and consumer health and reduced impact of professional plant protection products on biodiversity, water and the environment.

Objectives and activities

The purpose of BASIS is to benefit the public by advancing standards in the advice and use of professional plant protection products and plant nutrition throughout the United Kingdom for the safety of the public and the environment to promote and encourage improved standards, the safe and efficient distribution, contract application, handling and storage of Plant Protection Products, techniques and technology, molecular technology, biotechnology, plant nutrition, bio-pesticide products and in the advice and usage of such products in agriculture, horticulture, forestry, industrial, public health and other relevant industry sectors.

We do this by providing advanced education for professional advisers and farmers in agriculture, horticulture and related industries with the objective of raising standards in the following:

- the advice and use of professional plant protection products and fertilisers in agriculture and horticulture
- the advice and use of products for the control of pests in industrial, food preparation, food storage and domestic premises
- the advice and use of herbicides for weed control on roads, railways, sports grounds and other public and private spaces
- the promotion of Integrated Pest Management (IPM) techniques within the UK's National Action Plan framework for action to achieve the sustainable use of pesticides

Our activities include:

- organising education and training programmes up to and including Quality Assurance Agency (QAA) level 6 (including BASIS Diploma in Crop Protection)
- the creation and maintenance of a portfolio of examinations which are accredited through QAA for higher education and are regularly updated
- the organisation and provision of examinations for advisers throughout the United Kingdom and overseas

We have established and maintain Professional Registers for advisors to join and maintain their Professional Register status through Continuing Professional Development.

BASIS also seeks to advance education and professional standards in the storage and distribution of professional plant protection products and fertilisers. We do this by providing training programmes for store keepers, by operating a statutorily-recognised store inspection scheme and conducting annual store inspections.

In seeking to raise standards we work with government departments including the Department for Environment, Food & Rural Affairs (DEFRA), Fire Authorities, the Environment Agency and various industry organisations.

Achievements and performance

Overview

As a designated awarding body responsible for implementing training and certification for those involved in land management, BASIS promotes Integrated Farm Management (IFM) in all settings and across all aspects of its charitable reach. We believe that training and professional development is the key stone to delivering successful IFM programmes. All our training modules have IFM as a core element and we include assessment of candidates against its principles.

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2023

During 2023 the BASIS Trustee Board, and Executive, continued the implementation, of its 5-year strategy to scale its activities in order to continue to meet charitable objects in the face of a period of accelerated change for farming, the environment, and rural land management.

This included the development of an industry leading environmental advisors register to provide a single point of entry to a network of trusted, credible, accessible, and locally embedded advisers across land management to facilitate the achievement of targets published in the Governments 25-year environment plan.

Additionally, a digital learning platform, BASIS Classroom, received significant investment to provide our membership with ongoing continuing professional development, both agronomic and environmentally focused training modules for advisers and land managers.

During the Year we took on 3 new professional registers, these are the National Register of Sprayer Operators (NRoSO) on an initial 5-year term working in partnership with the Voluntary Initiative (VI). This has embedded extremely well, and we now provide services for 21,000 sprayer operators via this initiative. Additionally, we have transferred ownership of PigPro and DairyPro from the Agriculture and Horticulture Development Board (AHDB). This bringing almost 5000 new members. These registers mark a significant growth for basis and provide a platform for that growth to continue in the coming years.

Auditing and Compliance

During 2023, BASIS inspected 525 (2022 - 547) registered Plant Protection Product stores, of which the pass rate has remained consistent at 99% (2022- 97%) reaching the required standard.

Additionally, BASIS provides independent annual onsite audits to verify that professional use rodenticides are only sold to certified users meeting the point-of-sale requirements for the Campaign for Responsible Rodenticide Use (CRRU). 652 premises received point of sale audits in 2023 (2022 - 688).

Annual assessment for amenity contractors resulted in 77 Amenity Assured Contractors (2022 - 80) being audited and 237 Lawn Assured Scheme members being audited in 2023 (2022 - 173).

Training and Education

Advancing education is a key charitable objective. In 2023, 2,068 (2022 - 2,364) individuals benefitted directly from BASIS training and assessment. Additionally, 20 agronomists were awarded the BASIS Diploma in Crop Protection - our highest award, bringing the total number of agronomists with the Diploma to 370. The number of professionals who have now achieved the Harper Adams Graduate Diploma stood at 27 by the year end.

A number of new training modules were developed in 2023 including the BASIS Certificate in Greenhouse Gases, the BASIS Certificate in Air Quality and Carbon and Climate change mitigation.

Professional Registers

Continuing Professional Development (CPD) and the Professional Registers Numbers on the BASIS Professional Register stood at 6,193 (2022 - 5,973).

FACTS Qualified Adviser membership stood at 3,577 (2022 - 3,629) and FACTS Subscribers stood at 349 (2022 - 394) paid up members at the end of 2023. An assessment for all FACTS Qualified advisers (FQAs) continued to provide demonstrable quality assurance of professional standards and is now an established compulsory annual membership requirement for FQAs to maintain their status. The theme of the 2024/25 annual assessment will be Making Best Use of Applied Organic Materials. Turf theme: Properties and Sources of Nutrients and Their Use for Turf. Horticulture theme: Nutrient Use for Horticulture

PROMPT and Amenity Registers

During the year PROMPT membership stood at 3,402 and members of the BASIS Amenity Training Register reduced to 111 (2022 - 116).

Environmental Advisers Register

The Environmental Advisers Register, launched on 1 June 2022, recognises accredited, trusted professionals delivering environmental advice to farmers and land managers across the United Kingdom.

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2023

BASIS are working closely with DEFRA to ensure that the Environmental Advisers Register supports the delivery of the Environmental Land Management Schemes and other agri-environment funding opportunities. As an industry-led initiative, DEFRA has identified the need for farmers and land managers to find trusted advisers in their local area and supports the BASIS Environmental Advisers Register as a way to facilitate these links.

BASIS Classroom

In 2023, BASIS Classroom continued to expand its online CPD portfolio to include a number of new paid-for online learning experiences. These include Principles of Carbon and Net Zero, the Improving Soils Health series, the first course in the IPM Series: Creating an IPM plan, and finally an update to the Principles of Sustainable Land Management to incorporate updates to Sustainable Farming Incentive.

The Principles of Carbon and Net Zero course provides an insight into defining carbon and greenhouse gas emissions and an understanding how the individual, their business or that of their client's, can benefit from putting a focus on carbon and contributing to net zero with positive benefits on productivity and profitability from greater efficiency.

Financial review

Reserves

In keeping with the Charities Commission guidance on reserves, the Board of BASIS has a policy to hold unrestricted reserves, in order to ensure the continued activities of the company in times of reduced income. The current policy, agreed in 2009, was to hold six months of the cost of running the business in reserves to meet unexpected demands on the charity. Currently, unrestricted reserves are £521,842, representing 18% of the total resources expended in 2023. This total expenditure was £2,875,863 (as shown on page 12). The reserves policy is reviewed annually.

Income

Total income from the charitable activities of BASIS totalled £2,597,497 in 2023 (2022 - £1,723,027). All funds have been allocated to support charitable and general operational expenditure.

Costs

Total expenditure increased in line with growth in turnover and reflects the significant investment the charity is making in improving its membership and educational infrastructure.

During the year the Trustees approved the continued development of BASIS Classroom, a digital learning platform, that supports our members advancing their professional development from their office, or home. With the first paid for content launching in June 2022 to support advisers and land managers adapt to newly introduced agricultural and environmental legislation. BASIS Classroom contributed just over £88,000 of income in 2023 and is forecast to grow significantly in the coming years. Digital development costs have been recognised in the Financial Statements as an intangible asset and will be amortised over a period of four years.

Our staff are key to the success of the project and a programme of training is underway to develop our team to ensure that BASIS continues to meet its charitable objectives and thereby benefit the industry that it serves. We will continue to seek out and recruit exceptional talent in every area of the organisation.

Investments

The majority of BASIS reserves are held as investments; these increased by a net amount of £15,170 during the year.

Risks

An annual risk management review helps identify and manage issues that could impair our ability to achieve our charitable objectives or adversely impact the organisation in other ways.

Trustees are ultimately responsible for risk management and the BASIS Audit, Risk and Remuneration committee oversees the Risk Register which records issues and tracks how they are addressed on an ongoing basis.

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2023

Health and Safety

The health and safety of our staff, volunteers, tenants and visitors is paramount. An internal Health and Safety Committee, an external consultant together with a named Trustee oversee activity in this area.

Our People

The Board is grateful for the dedication of the BASIS staff, who have, again, worked hard to provide a service to members, the industry and the wider public.

Tangible Fixed Assets

Following an independent valuation of St Monica's House dated 05 November 2021, its value was not adjusted. The next tri-annual valuation is due to take place in 2024.

Statement as to disclosure of information to auditors

In so far as the Trustees are aware:

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

Plans for future periods

The charity intends to develop the business to continue to meet its objectives and the future demands of the UK agricultural, horticultural and allied industries.

Trustees' responsibilities statement

The Trustees, who are also directors for the purposes of company law, are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity Trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the incoming resources and application of resources, including the income and expenditure, for that period.

In preparing these financial statements, the Trustees are required to:

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

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Auditor

BASIS Registration Limited will go to tender for auditors in 2024.

BASIS REGISTRATION LIMITED

(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

Approved by order of the members of the board of Trustees on 22 July 2024 and signed on their behalf by:

A handwritten signature in black ink, appearing to read 'J Moverley', with a long horizontal stroke extending to the right.

Prof J Moverley (Honorary Treasurer)

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF BASIS REGISTRATION LIMITED

Opinion

We have audited the financial statements of Basis Registration Limited (the 'charitable company') for the year ended 31 December 2023 which comprise the Statement of financial activities, the Balance sheet, the Statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2023 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

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

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF BASIS REGISTRATION LIMITED
(CONTINUED)

Other information

The other information comprises the information included in the Annual report other than the financial statements and our Auditors' report thereon. The Trustees are responsible for the other information contained within the Annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

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

Responsibilities of Trustees

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

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

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF BASIS REGISTRATION LIMITED
(CONTINUED)

Auditors' responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

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

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

We identified that the principal risk of fraud or non compliance with laws and regulations related to:

- management bias in respect of accounting estimates and judgements made;
- management override of control;
- posting of unusual journals or transactions

We focused on those area that could give rise to a material misstatement in the Company financial statements.

Our procedures included, but were not limited to:

- Enquiry of management and those charged with governance around actual and potential litigation and claims, including instances of non-compliance with laws and regulations and fraud;
- Reviewing minutes of meetings of those charged with governance where available;
- Reviewing legal expenditure in the year to identify instances of non-compliance with laws and regulations and fraud
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations.
- Performing audit work over the risk of management override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for bias. In particular the provisions for doubtful debts and deferred income.

It is the primary responsibility of management, with the oversight of those charged with governance, to ensure that the entity's operations are conducted in accordance with the provisions of laws and regulations and for the prevention and detection of fraud.

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

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF BASIS REGISTRATION LIMITED
(CONTINUED)

Use of our report

This report is made solely to the charitable company's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's Trustees those matters we are required to state to them in an Auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members, as a body, for our audit work, for this report, or for the opinions we have formed.

PKF Smith Cooper Audit Limited

James Delve (Senior Statutory Auditor)
PKF Smith Cooper Audit Limited

Statutory Auditors
1 Prospect Place
Millennium Way
Derby
Derbyshire
DE24 8HG

30 July 2024

PKF Smith Cooper Audit Limited are eligible to act as auditors in terms of section 1212 of the Companies Act 2006.

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 DECEMBER 2023

	Note	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Income from:				
Donations and legacies	4	4,893	4,893	-
Charitable activities	5	2,570,703	2,570,703	1,711,395
Investments	6	21,901	21,901	11,632
Total income		2,597,497	2,597,497	1,723,027
Expenditure on:				
Charitable activities	7	2,875,863	2,875,863	1,823,777
Total expenditure		2,875,863	2,875,863	1,823,777
Net expenditure before net gains/(losses) on investments		(278,366)	(278,366)	(100,750)
Net gains/(losses) on investments		15,170	15,170	(35,470)
Net movement in funds		(263,196)	(263,196)	(136,220)
Reconciliation of funds:				
Total funds brought forward		785,038	785,038	921,258
Net movement in funds		(263,196)	(263,196)	(136,220)
Total funds carried forward		521,842	521,842	785,038

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 16 to 30 form part of these financial statements.

BASIS REGISTRATION LIMITED
(A company limited by guarantee)
REGISTERED NUMBER: 01365343

BALANCE SHEET
AS AT 31 DECEMBER 2023

	Note	2023 £	2022 £
Fixed assets			
Intangible assets	13	360,844	305,152
Tangible assets	14	489,833	462,821
Investments	15	424,958	403,750
		<u>1,275,635</u>	<u>1,171,723</u>
Current assets			
Debtors	16	497,206	320,523
Cash at bank and in hand		416,818	287,194
		<u>914,024</u>	<u>607,717</u>
Creditors: amounts falling due within one year	17	(1,667,817)	(994,402)
Net current liabilities		<u>(753,793)</u>	<u>(386,685)</u>
Total assets less current liabilities		<u>521,842</u>	<u>785,038</u>
Total net assets		<u>521,842</u>	<u>785,038</u>
Charity funds			
Restricted funds	19	-	-
Unrestricted funds	19	521,842	785,038
Total funds		<u>521,842</u>	<u>785,038</u>

BALANCE SHEET (CONTINUED)
AS AT 31 DECEMBER 2023

The entity was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the entity to obtain an audit for the year in question in accordance with section 476 of the Companies Act 2006.

However, an audit is required in accordance with section 144 of the Charities Act 2011.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

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

The financial statements were approved and authorised for issue by the Trustees on 22 July 2024 and signed on their behalf by:

A handwritten signature in black ink, appearing to read 'J Moverley', with a long horizontal flourish extending to the right.

Prof J Moverley

(Honorary Treasurer)

The notes on pages 16 to 30 form part of these financial statements

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2023

	2023 £	2022 £
Cash flows from operating activities		
Net cash inflow from operations	362,207	15,366
Cash flows from investing activities		
Dividends, interests and rents from investments	21,901	11,630
Purchase of intangible assets	(209,879)	(111,233)
Purchase of tangible fixed assets	(44,605)	(8,055)
Net cash used in investing activities	(232,583)	(107,658)
Cash flows from financing activities		
Net cash provided by financing activities	-	-
Change in cash and cash equivalents in the year	129,624	(92,292)
Cash and cash equivalents at the beginning of the year	287,194	379,486
Cash and cash equivalents at the end of the year	416,818	287,194

The notes on pages 16 to 30 form part of these financial statements

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023

1. General information

The charity is a private charitable company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is St Monica's House, 39 Windmill Lane, Ashbourne, Derbyshire, DE6 1EY.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Basis Registration Limited meets the definition of a public benefit entity under FRS 102.

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity and are rounded to the nearest £.

2.2 Going concern

The Trustees have considered the appropriateness of the going concern basis of the preparation of the financial statements by considering a period of at least 12 months from the date of the approval of these financial statements. The Trustees are of the opinion that there are adequate resources available to continue trading for a period of at least 12 months.

On behalf of the directors of BASIS Registration Limited, the members of the Audit Risk and Remuneration Committee have reviewed and challenged the overall financial performance of the company during 2023, and the financial structure of the company on 31 December 2023. The directors recognise that the loss that was incurred during the financial year 2023 resulted from continued costs in respect of the business transformation to a digital operational structure, for which projections show the likely beneficial impact will be seen in the financial year 2024. That notwithstanding, the directors are satisfied that the company has sufficient reserves to meet its commitments for the foreseeable future and is a going concern.

2.3 Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023

2. Accounting policies (continued)

2.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

2.5 Research and development

Development costs are capitalised within intangible assets where they can be identified with a specific product or project anticipated to produce future benefits, and are amortised on the straight line basis over the anticipated life of the benefits arising from the completed product or project.

Deferred research and development costs are reviewed annually, and where future benefits are deemed to have ceased or to be in doubt, the balance of any related research and development is written off to the Statement of financial activities.

2.6 Intangible assets and amortisation

Intangible assets are initially recognised at cost. After recognition, under the cost model, intangible assets are measured at cost less any accumulated amortisation and any accumulated impairment losses.

Amortisation is provided on intangible assets at rates calculated to write off the cost of each asset on a straight-line basis over its expected useful life.

Amortisation is provided on the following basis:

Computer software	- 25 % Straight line
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

2. Accounting policies (continued)

2.7 Tangible fixed assets and depreciation

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Land and Buildings are measured under the revaluation model. After recognition, tangible fixed assets whose fair value can be measured reliably shall be carried at a revalued amount, being their fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Revaluations are made with sufficient regularity to ensure that the carrying amount does not differ materially from that which would be determined using fair value at the end of the reporting date.

Fair values are determined from market-based evidence by appraisal that is normally undertaken by professionally qualified valuers. If there is no market-based evidence of fair value because of the specialised nature of the tangible fixed asset and it is rarely sold, except as part of a contributing business, a Charity may need to estimate fair value using an income or depreciated replacement cost approach.

At each reporting date the Charity assesses whether there is any indication of impairment. If such indication exists, the recoverable amount of the asset is determined to be the higher of its fair value less costs to sell and its value in use. An impairment loss is recognised where the carrying amount exceeds the recoverable amount.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following basis:

Fixtures and fittings	-	33% Straight line
Computer equipment	-	33% Straight line

No depreciation is provided for Land and Buildings on the basis of the property having a high residual value. Annual impairment reviews are undertaken.

A full year's depreciation is provided for the year of addition and none in the year of disposal.

2.8 Investments

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance sheet date, unless the value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and presented as 'Gains/(Losses) on investments' in the Statement of financial activities.

Investments in subsidiaries are valued at cost less provision for impairment.

2.9 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023

2. Accounting policies (continued)

2.10 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.11 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

2.12 Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2.13 Pensions

The Charity operates a Workplace Pension Scheme with Scottish Widows.

2.14 Fund accounting

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

Investment income, gains and losses are allocated to the appropriate fund.

3. Critical accounting estimates and areas of judgment

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

The Charity makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are the provision against doubtful debt and the deferred income estimation.

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023

4. Income from donations and legacies

	Unrestricted funds 2023 £	Total funds 2023 £	<i>Total funds 2022 £</i>
Donations	4,893	4,893	-

5. Income from charitable activities

	Unrestricted funds 2023 £	Total funds 2023 £	<i>Total funds 2022 £</i>
Auditing and compliance	462,964	462,964	368,472
Examination and training	606,176	606,176	501,321
Memberships	1,413,392	1,413,392	741,134
BASIS classroom	88,171	88,171	100,468
	<u>2,570,703</u>	<u>2,570,703</u>	<u>1,711,395</u>

6. Investment income

	Unrestricted funds 2023 £	Total funds 2023 £	<i>Total funds 2022 £</i>
Income from investment properties	9,405	9,405	10,260
Income from listed investments	11,821	11,821	1,368
Bank interest receivable	675	675	4
	<u>21,901</u>	<u>21,901</u>	<u>11,632</u>

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

7. Analysis of expenditure on charitable activities

Summary by fund type

	Unrestricted funds 2023 £	Total 2023 £	<i>Total 2022 £</i>
Management	2,160,730	2,160,730	1,445,997
Auditing and compliance	106,548	106,548	97,156
Examination and training	237,992	237,992	113,156
Memberships	214,588	214,588	51,008
BASIS classroom	68,604	68,604	50,836
Support costs	87,401	87,401	65,624
	<u>2,875,863</u>	<u>2,875,863</u>	<u>1,823,777</u>

8. Analysis of expenditure by activities

	Activities undertaken directly 2023 £	Total funds 2023 £	<i>Total funds 2022 £</i>
Management	2,160,730	2,160,730	1,445,997
Auditing and compliance	106,548	106,548	97,156
Examination and training	237,992	237,992	113,156
Memberships	214,588	214,588	51,008
BASIS classroom	68,604	68,604	50,836
Support costs	87,401	87,401	65,624
	<u>2,875,863</u>	<u>2,875,863</u>	<u>1,823,777</u>

9. Auditors' remuneration

	2023 £	<i>2022 £</i>
Fees payable to the Charity's auditor for the audit of the Charity's annual accounts	<u>8,250</u>	<u>7,850</u>

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

10. Staff costs

	2023 £	2022 £
Wages and salaries	1,215,524	878,915
Social security costs	114,275	89,991
Contribution to defined contribution pension schemes	108,789	77,940
	<u>1,438,588</u>	<u>1,046,846</u>

The key management personnel of the charity in charge of directing and controlling, running and operating the charity on a day to day basis comprise the Trustees and the Chief Executive Officer. The total remuneration (including employers NI, pension contributions and benefits in kind) received by key management personnel for the year was £151,204 (2022: £314,489). Note that the prior year comparative includes certain members of senior management. Following a restructure, these employees are no longer deemed to be key management.

Key management claimed expenses totalling £3,457 during the year.

During the year, the Charity made redundancy payments of £20,255 (2022: £nil). This was calculated based on the employees length of service and was recognised in full within staff costs. At the balance sheet date, all payments in relation to redundancy payments had been paid.

The average number of persons employed by the Charity during the year was as follows:

	2023 No.	2022 No.
Employees	<u>35</u>	<u>29</u>

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	2023 No.	2022 No.
In the band £60,001 - £70,000	1	2
In the band £70,001 - £80,000	3	-
In the band £80,001 - £90,000	2	-
In the band £100,001 - £110,000	-	1

11. Trustees' remuneration and expenses

During the year, one or more Trustees has been paid remuneration or has received other benefits from an employment with the Charity. Under the Charity's constitution, remuneration can be paid at Trustees discretion for the roles of Chair and Treasurer. The value of Trustees' remuneration and other benefits was as follows:

Mr D W A Burgess was remunerated £16,763 (2022: £10,000)

Mr M T Wearden was remunerated £6,417 (2022: £7,000)

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023

11. Trustees' remuneration and expenses (continued)

During the year ended 31 December 2023, expenses totalling £1,438 were reimbursed or paid directly to 4 Trustees (2022 - £1,100 to 3 Trustees). These expenses reimbursed costs incurred for attendance at board meetings.

12. Taxation

The Charity's activities fall within the exemptions afforded by the provisions of the Corporation Tax Act 2010. Accordingly, there is no taxation charge in these accounts.

13. Intangible assets

	Computer software £
Cost	
At 1 January 2023	406,868
Additions	209,879
At 31 December 2023	616,747
Amortisation	
At 1 January 2023	101,716
Charge for the year	154,187
At 31 December 2023	255,903
Net book value	
At 31 December 2023	360,844
At 31 December 2022	305,152

The amortisation charge of £154,187 is recognised in the SOFA within management costs, included within the expenditure on charitable activities.

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023

14. Tangible fixed assets

	Freehold property £	Fixtures and fittings £	Computer equipment £	Total £
Cost or valuation				
At 1 January 2023	452,943	-	231,385	684,328
Additions	-	16,502	28,103	44,605
Disposals	-	-	(200,000)	(200,000)
At 31 December 2023	452,943	16,502	59,488	528,933
Depreciation				
At 1 January 2023	-	-	221,507	221,507
Charge for the year	-	5,500	12,093	17,593
On disposals	-	-	(200,000)	(200,000)
At 31 December 2023	-	5,500	33,600	39,100
Net book value				
At 31 December 2023	452,943	11,002	25,888	489,833
At 31 December 2022	452,943	-	9,878	462,821

The Freehold Property is not depreciated; in the opinion of the Trustees, the market value of the Freehold Property is in excess of its valuation. The most recent property valuation was performed by Fidler Taylor on 10 March 2020.

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

15. Fixed asset investments

	Investments in subsidiary companies £	Listed investments £	Total £
Cost or valuation			
At 1 January 2023	100	403,650	403,750
Gains on investments	-	21,208	21,208
At 31 December 2023	100	424,858	424,958
Net book value			
At 31 December 2023	100	424,858	424,958
At 31 December 2022	100	403,650	403,750

The listed investments shown above are held at valuation.

The investments in subsidiary companies are held at cost.

Principal subsidiaries

The following was a subsidiary undertaking of the Charity:

Name	Company number	Registered office or principal place of business	Class of shares	Holding
BASIS Classroom Limited	13523066	St Monica's House	Ordinary	100%

The financial results of the subsidiary for the year were:

Name	Net assets £
BASIS Classroom Limited	100

The subsidiary prepares financial statements to the year end 31 December 2023.

The Charity also has a joint venture, ROSA Registration Limited, a company limited by guarantee.

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023

16. Debtors

	2023 £	2022 £
Due within one year		
Trade debtors	432,218	265,463
Other debtors	3,233	10,965
Prepayments and accrued income	61,755	44,095
	<u>497,206</u>	<u>320,523</u>

17. Creditors: Amounts falling due within one year

	2023 £	2022 £
Trade creditors	48,039	82,002
Amounts owed to group undertakings	4,082	100
Other taxation and social security	125,226	75,426
Other creditors	17,645	19,755
Accruals and deferred income	1,472,825	817,119
	<u>1,667,817</u>	<u>994,402</u>

18. Accruals and deferred income

Included within accruals and deferred income is a deferred income balance of £1,341,874 (2022: £790,225).

During the year, the full prior year balance of £790,225 was released, and a further £1,341,874 was deferred in the current period.

A large majority of the Charity's income is in relation to professional registers which relate to specified periods. It is appropriate to recognise the income against the period in which it relates, as such a deferred income balance arises.

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

19. Statement of funds

Statement of funds - current year

	Balance at 1 January 2023 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 31 December 2023 £
Unrestricted funds					
General Funds - all funds	785,038	2,597,497	(2,875,863)	15,170	521,842

Statement of funds - prior year

	Balance at 1 January 2022 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 31 December 2022 £
Unrestricted funds					
General Funds - all funds	921,258	1,723,027	(1,823,777)	(35,470)	785,038

20. Summary of funds

Summary of funds - current year

	Balance at 1 January 2023 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 31 December 2023 £
General funds	785,038	2,597,497	(2,875,863)	15,170	521,842

Summary of funds - prior year

	Balance at 1 January 2022 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 31 December 2022 £
General funds	921,258	1,723,027	(1,823,777)	(35,470)	785,038

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023

21. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2023 £	Total funds 2023 £
Tangible fixed assets	489,833	489,833
Intangible fixed assets	360,844	360,844
Fixed asset investments	424,958	424,958
Current assets	914,024	914,024
Creditors due within one year	(1,667,817)	(1,667,817)
Total	521,842	521,842

Analysis of net assets between funds - prior year

	<i>Unrestricted funds 2022 £</i>	<i>Total funds 2022 £</i>
Tangible fixed assets	462,821	462,821
Intangible fixed assets	305,152	305,152
Fixed asset investments	403,750	403,750
Current assets	607,717	607,717
Creditors due within one year	(994,402)	(994,402)
Total	785,038	785,038

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

22. Reconciliation of net movement in funds to net cash flow from operating activities

	2023 £	2022 £
Net expenditure for the year (as per Statement of Financial Activities)	(263,196)	(136,220)
Adjustments for:		
Depreciation charges	17,593	5,143
Amortisation charges	154,187	101,717
Losses/(gains) on investments	(15,170)	35,470
Dividends, interests and rents from investments	(21,901)	(11,630)
Increase in debtors	(176,683)	(2,406)
Increase in creditors	667,377	23,292
Net cash provided by operating activities	362,207	15,366

23. Analysis of cash and cash equivalents

	2023 £	2022 £
Cash in hand	416,818	287,194
Total cash and cash equivalents	416,818	287,194

24. Analysis of changes in net debt

	At 1 January 2023 £	Cash flows £	At 31 December 2023 £
Cash at bank and in hand	287,194	129,624	416,818

25. Pension commitments

The Charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. The pension cost charge represents contributions payable by the charity to the fund and amounted to £108,789 (2022: £77,940). Contributions of £9,201 (2022: £10,935) were payable to the fund at the balance sheet date and are included in creditors.

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023

26. Operating lease commitments

At 31 December 2023 the Charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2023 £	2022 £
Not later than 1 year	14,608	40,743
Later than 1 year and not later than 5 years	41,446	35,032
	<u>56,054</u>	<u>75,775</u>

Lease payments totalling £38,256 (2022: £38,242) have been recognised as an expense during the year.

27. Related party transactions

During the year the following transactions took place at arm's length between the charity and related parties:

Payments for PR services of £2,729 (2022: £1,478) were made to G Dodgson. At the balance sheet date £972 (2022: £1,136) remained outstanding.

Payments for Amenity subscription fees of £nil (2022: £3,350) were made to a company in which J Moverley is a director in common.

Sales of £60,138 and purchases of £1,765 (2022: £47,927 and £nil) respectively were made to companies in which S Everett is a director in common. At the balance sheet date £318 (2022: £1,775) remained due from these companies.

Sales of £298 (2022: £nil) were made to companies in which D W Burgess is a director in common. At the balance sheet date £38 (2022: £nil) remained due from these companies.

Purchases of £2,139 (2022: £7,668) were made from R Fenwick in relation to Exam Chairman fees.

Purchases for advisory work of £17,100 (2022: £3,000) were made from a company in which M Wearden is a director in common.

BASIS (REGISTRATION) LIMITED

England & Wales - Charity number 1077006

Accounts

Registered number: 01365343
Charity number: 1077006

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022



BASIS REGISTRATION LIMITED
(A company limited by guarantee)

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BASIS REGISTRATION LIMITED
(A company limited by guarantee)

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 DECEMBER 2022**

Trustees	Mr D J Bench, Trustee Mr D W A Burgess, Chair Mr D L Cairns, Trustee Mrs S Cowlrick, Trustee (appointed 6 July 2022) Rev G J Dodgson, Trustee Mrs S A Everett, Trustee Mr R Fenwick, Trustee Mr P Gadd, Trustee (appointed 27 April 2022) Mr C Godwin, Trustee (resigned 17 February 2023) Ms E Hamer, Trustee (resigned 27 April 2022) Mrs M May, Vice Chair Mrs S F Melrose, Trustee Prof J Moverley, Trustee Mr P J Taylor, Trustee (resigned 27 April 2022) Mrs S Twining, Trustee Mr C Sprigg, Trustee Mr M T Wearden, Trustee and Treasurer Mr C Wright, Trustee
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Company registered number	01365343
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Charity registered number	1077006
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Registered office	St Monica's House 39 Windmill Lane Ashbourne Derbyshire DE6 1EY
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Company secretary	Mr SP Jacob
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Chief executive officer	Mr SP Jacob
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Independent auditors	PKF Smith Cooper Audit Limited 1 Prospect Place Millennium Way Derby Derbyshire DE24 8HG
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BASIS REGISTRATION LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2022

Structure, governance and management

Governing document

The charity is controlled by its governing document, the Articles of Association, and is a Company Limited by Guarantee, as defined in the Companies Act 2006.

Risk management

The Trustees identify and review the risks to which the charity is exposed and ensure that controls are in place to provide appropriate and reasonable assurance against fraud and error.

There are individual Trustees nominated to provide over-sight on all matters pertaining to Human Resources, Pensions and Health and Safety.

BASIS, produces monthly income and expenditure accounts and balance sheets comparing performance against budget; the annual financial statements are externally audited.

The reserves of the charity are cautiously invested in a mix of retail funds, using external professional advice.

Board members

There was one resignation and one appointment to the membership of the Trustee Board in 2022.

Committee structure

The Committees are:

- The Education and Training Committee
- The FACTS Advisory Committee
- The Audit, Risk and Remuneration Committee
- The Auditing & Compliance Committee
- The Membership Committee
- The Professional Standards Committee
- The PROMPT Committee
- The Northern Ireland Committee

All the above Committees meet on a number of occasions in the year and their proceedings are formally minuted and reported to the Board.

Public Benefit

In setting our activities and planning our activities our Trustees have given careful consideration to the Charity Commission's public benefit guidance.

Our main activities and who we try to help are described below. All our charitable activities focus on helping British agriculture, the amenity industry, horticulture and forestry by raising standards through establishing best practice within the crop protection industries with a focus on the sale and supply, safe storage and transport of professional plant protection products and a recognised means of assessing staff working in the sector.

The benefits of the work of BASIS are as the recognised qualifying body for agronomists, the management of well-crafted and delivered Continuing Professional Development schemes for agronomists, plant nutrition advisers and professional pest controllers, and the auditing of distributor and manufacturer's professional plant protection products storage premises.

Establishing best practice in the use, sale and distribution of Professional Plant Protection Products encourages the uptake of alternatives to professional plant protection products, use of integrated approaches (e.g. Integrated Pest Management (IPM) and Integrated Farm Management (IFM)). The benefits of which are the protection of public, operator and consumer health and reduced impact of professional plant protection products on biodiversity, water and the environment.

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2022

Objectives and activities

The purpose of BASIS is to benefit the public by advancing standards in the advice and use of professional plant protection products and plant nutrition throughout the United Kingdom for the safety of the public and the environment to promote and encourage improved standards, the safe and efficient distribution, contract application, handling and storage of Plant Protection Products, techniques and technology, molecular technology, biotechnology, plant nutrition, bio-pesticide products and in the advice and usage of such products in agriculture, horticulture, forestry, industrial, public health and other relevant industry sectors.

We do this by providing advanced education for professional advisers and farmers in agriculture, horticulture and related industries with the objective of raising standards in the following:

- the advice and use of professional plant protection products and fertilisers in agriculture and horticulture
- the advice and use of products for the control of pests in industrial, food preparation, food storage and domestic premises
- the advice and use of herbicides for weed control on roads, railways, sports grounds and other public and private spaces
- the promotion of Integrated Pest Management (IPM) techniques within the UK's National Action Plan framework for action to achieve the sustainable use of pesticides

Our activities include:

- organising education and training programmes up to and including Quality Assurance Agency (QAA) level 6 (including BASIS Diploma in Crop Protection)
- the creation and maintenance of a portfolio of examinations which are accredited through QAA for higher education and are regularly updated
- the organisation and provision of examinations for advisers throughout the United Kingdom and overseas

We have established and maintain Professional Registers for advisors to join and maintain their Professional Register status through Continuing Professional Development.

BASIS also seeks to advance education and professional standards in the storage and distribution of professional plant protection products and fertilisers. We do this by providing training programmes for store keepers, by operating a statutorily-recognised store inspection scheme and conducting annual store inspections.

In seeking to raise standards we work with government departments including DEFRA, Fire Authorities, the Environment Agency and various industry organisations.

Achievements and performance

Overview

As a designated awarding body responsible for implementing training and certification for those involved in land management, BASIS promotes Integrated Pest Management (IPM) in all settings and across all aspects of its charitable reach. We believe that training and professional development is the key stone to delivering successful IPM programmes. All our training modules have IPM as a core element and we include assessment of candidates against its principles.

During 2022 the BASIS Trustee Board, and Executive, continued the implementation, of its 5-year strategy to scale its activities in order to continue to meet charitable objects in the face of a period of accelerated change for farming, the environment, and rural land management.

This included the development of an industry leading environmentally focused function to provide a single point of entry to a network of trusted, credible, accessible, and locally embedded advisers across land management to facilitate the achievement of targets published in the Governments 25-year environment plan.

Additionally, a digital learning platform, BASIS Classroom, received significant investment to provide our

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2022

membership with ongoing continuing professional development, both agronomic and environmentally focused training modules for advisers and land managers.

Auditing and Compliance

During 2022, BASIS inspected 547 (2021 - 552) registered Plant Protection Product stores, of which the pass rate has remained consistent at 97% (2021- 98%) reaching the required standard.

Additionally, BASIS provides independent annual onsite audits to verify that professional use rodenticides are only sold to certified users meeting the point-of-sale requirements for the Campaign for Responsible Rodenticide Use (CRRU). 688 premises received point of sale audits in 2022 (2021 - 691).

Annual assessment for amenity contractors resulted in 80 Amenity Assured Contractors (2021 - 87) being audited and 173 Lawn Assured Scheme members being audited in 2022 (2021 - 184).

Training and Education

Advancing education is a key charitable objective. In 2022, 2364 (2021 - 2,040) individuals benefited directly from BASIS training and assessment. Additionally, 26 agronomists were awarded the BASIS Diploma in Crop Protection - our highest award, bringing the total number of agronomists with the Diploma to 350. The number of professionals who have now achieved the Harper Adams Graduate Diploma stood at 27 by the year end.

A number of new training modules were developed in 2022 including The BASIS Certificate in Sustainable Land Management.

Professional Registers

Continuing Professional Development (CPD) and the Professional Registers Numbers on the BASIS Professional Register stood at 5973 (2021 - 5,908).

FACTS Qualified Adviser membership stood at 3,629 (2021 - 3,655) and FACTS Subscribers stood at 394 (2021 - 508) paid up members at the end of 2022. An assessment for all FACTS Qualified advisers (FQAs) continued to provide demonstrable quality assurance of professional standards and is now an established compulsory annual membership requirement for FQAs to maintain their status. The theme of the 2023/24 annual assessment will be Managing Soils for Effective Nutrient Supply. Turf theme: Nutrient Use for Turf Growth & Quality. Horticulture theme: Nutrient Use for Plant Growth and Quality

PROMPT and Amenity Registers

During the year PROMPT membership stood at 3,533 and members of the BASIS Amenity Training Register reduced to 116 (2021 - 135).

Environmental Advisers Register

The Environmental Advisers Register, launched on 1 June 2022, recognises accredited, trusted professionals delivering environmental advice to farmers and land managers across the United Kingdom.

BASIS are working closely with Defra to ensure that the Environmental Advisers Register supports the delivery of the Environmental Land Management Schemes and other agri-environment funding opportunities. As an industry-led initiative, Defra has identified the need for farmers and land managers to find trusted advisers in their local area and supports the BASIS Environmental Advisers Register as a way to facilitate these links.

BASIS Classroom

In 2022 BASIS Classroom extended its online CPD portfolio to include a new short course, The Principles of Sustainable Land Management, available externally to its membership. This short course provides an opportunity to learn about the principles of sustainable land management, for those who might already be doing work on-farm but would like to develop this area further, those that are new to the approach and those that are interested in participating in environmental land management schemes to achieve the outcomes set out by future farming policies.

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2022

Financial review

Reserves

In keeping with the Charities Commission guidance on reserves, the Board of BASIS has a policy to hold unrestricted reserves, in order to ensure the continued activities of the company in times of reduced income. The policy, agreed in 2009, was to hold at least six months of the cost of running the business in reserves to meet unexpected demands on the charity which for 2022 is at least £855k. Currently, unrestricted reserves are £785,038 representing 46% of the total resources expended in 2022. The reserves policy is reviewed annually.

Income

Total income from the charitable activities of BASIS totalled £1,711,395 in 2022 (2021 - £1,309,239). All funds have been allocated to support charitable and general operational expenditure.

Costs

Total expenditure increased in line with growth in turnover and reflects the significant investment the charity is making in improving its membership and educational infrastructure.

During the year the Trustees approved the continued development of BASIS Classroom, a digital learning platform, that supports our members advancing their professional development from their office, or home. With the first paid for content launching in June 2022 to support advisers and land managers adapt to newly introduced agricultural and environmental legislation, BASIS Classroom contributed just over £100,000 of income in 2022 and is forecast to grow significantly in the coming years. Digital development costs have been recognised in the Financial Statements as an intangible asset and will be amortised over a period of four years.

Our staff are key to the success of the project and a programme of training is underway to develop our team to ensure that BASIS continues to meet its charitable objectives and thereby benefit the industry that it serves.

Investments

The majority of BASIS reserves are held as investments; these decreased by a net amount of £35,470 during the year.

Risks

An annual risk management review helps identify and manage issues that could impair our ability to achieve our charitable objectives or adversely impact the organisation in other ways.

Trustees are ultimately responsible for risk management and the BASIS Audit, Risk and Remuneration Committee oversees the Risk Register which records issues and tracks how they are addressed on an ongoing basis.

Health and Safety

The health and safety of our staff, volunteers, tenants and visitors is paramount. An internal Health and Safety Committee, an external consultant together with a named Trustee oversee activity in this area.

Our People

The Board is grateful for the dedication of the BASIS staff, who have, again, worked hard to provide a service to members, the industry and the wider public.

Tangible Fixed Assets

Following an independent valuation of St Monica's House dated 05 November 2021, its value was not adjusted. The next tri-annual valuation is due to take place in 2024.

Statement as to disclosure of information to auditors

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2022

- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Plans for future periods

The charity intends to develop the business to continue to meet its objectives and the future demands of the UK agricultural, horticultural and allied industries.

Trustees' responsibilities statement

The trustees, who are also directors for the purposes of company law, are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

In preparing these financial statements, the trustees are required to:

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

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

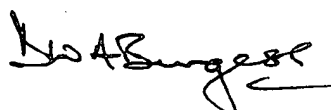
Auditor

A resolution to reappoint PKF Smith Cooper Audit Limited as auditor for 2023 will be put to the Annual General Meeting.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

Approved by order of the members of the board of Trustees on 25 April 2023 and signed on their behalf by:



Mr D W A Burgess

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF BASIS REGISTRATION LIMITED

Opinion

We have audited the financial statements of BASIS Registration Limited (the 'charitable company') for the year ended 31 December 2022 which comprise the Statement of financial activities, the Balance sheet, the Statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2022 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

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

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF BASIS REGISTRATION LIMITED
(CONTINUED)

Other information

The other information comprises the information included in the Annual report other than the financial statements and our Auditors' report thereon. The Trustees are responsible for the other information contained within the Annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

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

Responsibilities of trustees

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

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

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF BASIS REGISTRATION LIMITED
(CONTINUED)

Auditors' responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

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

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

We identified that the principal risk of fraud or non compliance with laws and regulations related to:

- management bias in respect of accounting estimates and judgements made;
- management override of control;
- posting of unusual journals or transactions

We focussed on those area that could give rise to a material misstatement in the Company financial statements.

Our procedures included, but were not limited to:

- Enquiry of management and those charged with governance around actual and potential litigation and claims, including instances of non-compliance with laws and regulations and fraud;
- Reviewing minutes of meetings of those charged with governance where available;
- Reviewing legal expenditure in the year to identify instances of non-compliance with laws and regulations and fraud
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations.
- Performing audit work over the risk of management override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for bias. In particular the provisions for doubtful debts and deferred income.

It is the primary responsibility of management, with the oversight of those charged with governance, to ensure that the entity's operations are conducted in accordance with the provisions of laws and regulations and for the prevention and detection of fraud.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

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

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF BASIS REGISTRATION LIMITED
(CONTINUED)

Use of our report

This report is made solely to the charitable company's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an Auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members, as a body, for our audit work, for this report, or for the opinions we have formed.

PKF Smith Cooper Audit Limited

James Delve (Senior statutory auditor)

for and on behalf of

PKF Smith Cooper Audit Limited

Statutory Auditors

1 Prospect Place

Millennium Way

Derby

Derbyshire

DE24 8HG

3 May 2023

PKF Smith Cooper Audit Limited are eligible to act as auditors in terms of section 1212 of the Companies Act 2006.

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 DECEMBER 2022

	Note	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Income from:				
Charitable activities	4	1,711,395	1,711,395	1,309,239
Investments	5	11,632	11,632	24,911
Total income		1,723,027	1,723,027	1,334,150
Expenditure on:				
Charitable activities	6	1,823,777	1,823,777	1,514,863
Total expenditure		1,823,777	1,823,777	1,514,863
Net expenditure before net losses on investments		(100,750)	(100,750)	(180,713)
Net losses on investments		(35,470)	(35,470)	(2,910)
Net movement in funds		(136,220)	(136,220)	(183,623)
Reconciliation of funds:				
Total funds brought forward		921,258	921,258	1,104,881
Net movement in funds		(136,220)	(136,220)	(183,623)
Total funds carried forward		785,038	785,038	921,258

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 15 to 29 form part of these financial statements.

BASIS REGISTRATION LIMITED
(A company limited by guarantee)
REGISTERED NUMBER: 01365343

BALANCE SHEET
AS AT 31 DECEMBER 2022

	Note	2022 £	2021 £
Fixed assets			
Intangible assets	12	305,152	295,636
Tangible assets	13	462,821	459,909
Investments	14	403,750	439,805
		<u>1,171,723</u>	<u>1,195,350</u>
Current assets			
Debtors	15	320,523	318,350
Cash at bank and in hand		287,194	379,486
		<u>607,717</u>	<u>697,836</u>
Creditors: amounts falling due within one year	16	(994,402)	(971,928)
Net current liabilities		<u>(386,685)</u>	<u>(274,092)</u>
Total assets less current liabilities		<u>785,038</u>	<u>921,258</u>
Net assets excluding pension asset		<u>785,038</u>	<u>921,258</u>
Total net assets		<u><u>785,038</u></u>	<u><u>921,258</u></u>
Charity funds			
Restricted funds	18	-	-
Unrestricted funds	18	785,038	921,258
Total funds		<u><u>785,038</u></u>	<u><u>921,258</u></u>

BASIS REGISTRATION LIMITED
(A company limited by guarantee)
REGISTERED NUMBER: 01365343

BALANCE SHEET (CONTINUED)
AS AT 31 DECEMBER 2022

The entity was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the entity to obtain an audit for the year in question in accordance with section 476 of the Companies Act 2006.

However, an audit is required in accordance with section 144 of the Charities Act 2011.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

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

The financial statements were approved and authorised for issue by the Trustees on 25 April 2023 and signed on their behalf by:

A handwritten signature in black ink, appearing to read 'D W A Burgess', with a horizontal line extending from the end of the signature.

Mr D W A Burgess
(Chair of Trustees)

The notes on pages 15 to 29 form part of these financial statements.

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2022

	2022 £	2021 £
Cash flows from operating activities		
Net cash used in operating activities	15,366	18,807
Cash flows from investing activities		
Dividends, interests and rents from investments	11,630	24,911
Purchase of intangible assets	(111,233)	(175,923)
Purchase of tangible fixed assets	(8,055)	(8,635)
Proceeds from sale of investments	-	200,000
Purchase of investments	-	(14,248)
Net cash (used in)/provided by investing activities	(107,658)	26,105
Cash flows from financing activities		
Net cash provided by financing activities	-	-
Change in cash and cash equivalents in the year	(92,292)	44,912
Cash and cash equivalents at the beginning of the year	379,486	334,574
Cash and cash equivalents at the end of the year	287,194	379,486

The notes on pages 15 to 29 form part of these financial statements

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022

1. General information

The charity is a private charitable company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is St Monica's House, 39 Windmill Lane, Ashbourne, Derbyshire, DE6 1EY.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Basis Registration Limited meets the definition of a public benefit entity under FRS 102.

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity and are rounded to the nearest £.

2.2 Going concern

The Trustees have considered the appropriateness of the going concern basis of the preparation of the financial statements by considering a period of at least 12 months from the date of the approval of these financial statements. The Trustees are of the opinion that there are adequate resources available to continue trading for a period of at least 12 months.

On behalf of the directors of BASIS Registration Limited, the members of the Audit Risk and Remuneration Committee have reviewed and challenged the overall financial performance of the company during 2022, and the financial structure of the company on 31 December 2022. The directors recognise that the loss that was incurred during the financial year 2022 resulted from continued costs in respect of the business transformation to a digital operational structure, for which projections show the likely beneficial impact will be seen in the financial year 2023. That notwithstanding, the directors are satisfied that the company has sufficient reserves to meet its commitments for the foreseeable future and is a going concern.

2.3 Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022

2. Accounting policies (continued)

2.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

2.5 Research and development

Development costs are capitalised within intangible assets where they can be identified with a specific product or project anticipated to produce future benefits, and are amortised on the straight line basis over the anticipated life of the benefits arising from the completed product or project.

Deferred research and development costs are reviewed annually, and where future benefits are deemed to have ceased or to be in doubt, the balance of any related research and development is written off to the Statement of financial activities.

2.6 Intangible assets and amortisation

Intangible assets are initially recognised at cost. After recognition, under the cost model, intangible assets are measured at cost less any accumulated amortisation and any accumulated impairment losses.

Amortisation is provided on intangible assets at rates calculated to write off the cost of each asset on a straight-line basis over its expected useful life.

Amortisation is provided on the following basis:

Computer software	- 25 % Straight line
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BASIS REGISTRATION LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022

2. Accounting policies (continued)

2.7 Tangible fixed assets and depreciation

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Land and Buildings are measured under the revaluation model. After recognition, tangible fixed assets whose fair value can be measured reliably shall be carried at a revalued amount, being their fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Revaluations are made with sufficient regularity to ensure that the carrying amount does not differ materially from that which would be determined using fair value at the end of the reporting date.

Fair values are determined from market-based evidence by appraisal that is normally undertaken by professionally qualified valuers. If there is no market-based evidence of fair value because of the specialised nature of the tangible fixed asset and it is rarely sold, except as part of a contributing business, a Charity may need to estimate fair value using an income or depreciated replacement cost approach.

At each reporting date the Charity assesses whether there is any indication of impairment. If such indication exists, the recoverable amount of the asset is determined to be the higher of its fair value less costs to sell and its value in use. An impairment loss is recognised where the carrying amount exceeds the recoverable amount.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following basis:

Computer equipment	-	33% Straight line
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No depreciation is provided for Land and Buildings on the basis of the property having a high residual value. Annual impairment reviews are undertaken.

A full year's depreciation is provided for the year of addition and none in the year of disposal.

2.8 Investments

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance sheet date, unless the value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and presented as 'Gains/(Losses) on investments' in the Statement of financial activities.

Investments in subsidiaries are valued at cost less provision for impairment.

2.9 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022

2. Accounting policies (continued)

2.10 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.11 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

2.12 Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2.13 Pensions

The Charity operates a Workplace Pension Scheme with Scottish Widows.

2.14 Fund accounting

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

Investment income, gains and losses are allocated to the appropriate fund.

3. Critical accounting estimates and areas of judgment

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

The Charity makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are the provision against doubtful debt and the deferred income estimation.

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022

4. Income from charitable activities

	Unrestricted funds 2022 £	Total funds 2022 £	<i>Total funds 2021 £</i>
Auditing and compliance	368,472	368,472	354,510
Examination and training	501,321	501,321	336,333
Professional register	741,134	741,134	618,377
Sundry income	-	-	19
BASIS classroom	100,468	100,468	-
	<u>1,711,395</u>	<u>1,711,395</u>	<u>1,309,239</u>

5. Investment income

	Unrestricted funds 2022 £	Total funds 2022 £	<i>Total funds 2021 £</i>
Income from investment properties	10,260	10,260	10,450
Income from listed investments	1,368	1,368	14,213
Bank interest receivable	4	4	248
	<u>11,632</u>	<u>11,632</u>	<u>24,911</u>

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022

6. Analysis of expenditure on charitable activities

Summary by fund type

	Unrestricted funds 2022 £	Total 2022 £	Total 2021 £
Management	1,445,997	1,445,997	1,234,067
Auditing and compliance	97,156	97,156	86,638
Examination and training	113,156	113,156	92,365
Professional register	51,008	51,008	59,603
BASIS classroom	50,836	50,836	-
Support costs	65,624	65,624	42,190
	<u>1,823,777</u>	<u>1,823,777</u>	<u>1,514,863</u>

7. Analysis of expenditure by activities

	Activities undertaken directly 2022 £	Total funds 2022 £	Total funds 2021 £
Management	1,445,997	1,445,997	1,234,067
Auditing and compliance	97,156	97,156	86,638
Examination and training	113,156	113,156	92,365
Professional register	51,008	51,008	59,603
BASIS classroom	50,836	50,836	-
Support costs	65,624	65,624	42,190
	<u>1,823,777</u>	<u>1,823,777</u>	<u>1,514,863</u>

8. Auditors' remuneration

	2022 £	2021 £
Fees payable to the Charity's auditor for the audit of the Charity's annual accounts	<u>7,850</u>	<u>7,500</u>

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022

9. Staff costs

	2022	2021
	£	£
Wages and salaries	878,915	669,316
Social security costs	89,991	70,349
Contribution to defined contribution pension schemes	77,940	66,033
	<u>1,046,846</u>	<u>805,698</u>

The key management personnel of the charity in charge of directing and controlling, running and operating the charity on a day to day basis comprise the trustees, the Chief Executive Officer and the senior management team. The total remuneration (including employers NI, pension contributions and benefits in kind) received by key management personnel for the year was £314,489 (2021: £249,488). Key management claimed expenses totaling £19,211 during the year.

The average number of persons employed by the Charity during the year was as follows:

	2022	2021
	No.	No.
Employees	<u>29</u>	<u>27</u>

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	2022	2021
	No.	No.
In the band £60,001 - £70,000	2	-
In the band £100,001 - £110,000	1	1

10. Trustees' remuneration and expenses

During the year, one or more Trustees has been paid remuneration or has received other benefits from an employment with the Charity. Under the Charity's constitution, remuneration can be paid at trustees discretion for the roles of Chair and Treasurer. The value of Trustees' remuneration and other benefits was as follows:

Mr D W A Burgess was remunerated £10,000 (2021: £10,033)

Mr M T Wearden was remunerated £7,000 (2021: £7,000)

During the year ended 31 December 2022, expenses totalling £1,100 were reimbursed or paid directly to 3 Trustees (2021 - £1,360 to 3 Trustees). These expenses reimbursed costs incurred for attendance at board meetings.

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022

11. Taxation

The Charity's activities fall within the exemptions afforded by the provisions of the Corporation Tax Act 2010. Accordingly, there is no taxation charge in these accounts.

12. Intangible assets

	Computer software £
Cost	
At 1 January 2022	295,636
Additions	111,233
At 31 December 2022	<u>406,869</u>
Amortisation	
Charge for the year	101,717
At 31 December 2022	<u>101,717</u>
Net book value	
At 31 December 2022	<u><u>305,152</u></u>
At 31 December 2021	<u><u>295,636</u></u>

The amortisation charge of £101,717 is recognised in the SOFA within management costs, included within the expenditure on charitable activities.

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022**

13. Tangible fixed assets

	Freehold property £	Computer equipment £	Total £
Cost or valuation			
At 1 January 2022	452,943	223,330	676,273
Additions	-	8,055	8,055
At 31 December 2022	452,943	231,385	684,328
Depreciation			
At 1 January 2022	-	216,364	216,364
Charge for the year	-	5,143	5,143
At 31 December 2022	-	221,507	221,507
Net book value			
At 31 December 2022	452,943	9,878	462,821
At 31 December 2021	452,943	6,966	459,909

The Freehold Property is not depreciated; in the opinion of the Trustees, the market value of the Freehold Property is in excess of its costs. The most recent property valuation was performed by Fidler Taylor on 10 March 2020.

14. Fixed asset investments

	Investments in subsidiary companies £	Listed investments £	Total £
Cost or valuation			
At 1 January 2022	100	439,705	439,805
Revaluations	-	(36,055)	(36,055)
At 31 December 2022	100	403,650	403,750

The listed investments shown above are held at valuation.

The investments in subsidiary companies are held at cost.

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022

Principal subsidiaries

The following was a subsidiary undertaking of the Charity:

Name	Company number	Registered office or principal place of business	Class of shares	Holding
BASIS Classroom Limited (Dormant)	13523066	St Monica's House	Ordinary	100%

The financial results of the subsidiary for the year were:

Name	Net assets £
BASIS Classroom Limited (Dormant)	100

The Charity also has a joint venture, ROSA Registration Limited, a company limited by guarantee.

15. Debtors

	2022 £	2021 £
Due within one year		
Trade debtors	265,463	282,802
Other debtors	10,965	1,070
Prepayments and accrued income	44,095	34,478
	320,523	318,350

16. Creditors: Amounts falling due within one year

	2022 £	2021 £
Trade creditors	82,002	45,249
Amounts owed to group undertakings	100	100
Other taxation and social security	75,426	121,653
Other creditors	19,755	3,155
Accruals and deferred income	817,119	801,771
	994,402	971,928

BASIS REGISTRATION LIMITED
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022

17. Accruals and deferred income

Included within accruals and deferred income is a deferred income balance of £790,225 (2021: £749,958).

During the year, the full prior year balance of £749,958 was released, and a further £790,225 was deferred in the current period.

A large majority of the Charity's income is in relation to professional registers which relate to specified periods. It is appropriate to recognise the income against the period in which it relates, as such a deferred income balance arises.

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022**

18. Statement of funds

Statement of funds - current year

	Balance at 1 January 2022 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 31 December 2022 £
Unrestricted funds					
General Funds - all funds	<u>921,258</u>	<u>1,723,027</u>	<u>(1,823,777)</u>	<u>(35,470)</u>	<u>785,038</u>

Statement of funds - prior year

	<i>Balance at 1 January 2021 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Gains/ (Losses) £</i>	<i>Balance at 31 December 2021 £</i>
Unrestricted funds					
General Funds - all funds	<u>1,104,881</u>	<u>1,334,150</u>	<u>(1,514,863)</u>	<u>(2,910)</u>	<u>921,258</u>

19. Summary of funds

Summary of funds - current year

	Balance at 1 January 2022 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 31 December 2022 £
General funds	<u>921,258</u>	<u>1,723,027</u>	<u>(1,823,777)</u>	<u>(35,470)</u>	<u>785,038</u>

Summary of funds - prior year

	<i>Balance at 1 January 2021 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Gains/ (Losses) £</i>	<i>Balance at 31 December 2021 £</i>
General funds	<u>1,104,881</u>	<u>1,334,150</u>	<u>(1,514,863)</u>	<u>(2,910)</u>	<u>921,258</u>

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022

20. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2022 £	Total funds 2022 £
Tangible fixed assets	462,821	462,821
Intangible fixed assets	305,152	305,152
Fixed asset investments	403,750	403,750
Current assets	607,717	607,717
Creditors due within one year	(994,402)	(994,402)
Total	<u>785,038</u>	<u>785,038</u>

Analysis of net assets between funds - prior year

	<i>Unrestricted funds 2021 £</i>	<i>Total funds 2021 £</i>
Tangible fixed assets	459,909	459,909
Intangible fixed assets	295,636	295,636
Fixed asset investments	439,805	439,805
Current assets	697,836	697,836
Creditors due within one year	(971,928)	(971,928)
Total	<u>921,258</u>	<u>921,258</u>

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022

21. Reconciliation of net movement in funds to net cash flow from operating activities

	2022 £	2021 £
Net expenditure for the year (as per Statement of Financial Activities)	(136,220)	(183,623)
Adjustments for:		
Depreciation charges	5,143	4,529
Amortisation charges	101,717	-
Losses/(gains) on investments	35,470	2,910
Dividends, interests and rents from investments	(11,630)	(24,911)
Decrease in stocks	-	2,115
Increase in debtors	(2,406)	(191,156)
Increase in creditors	23,292	408,943
Net cash provided by operating activities	15,366	18,807

22. Analysis of cash and cash equivalents

	2022 £	2021 £
Cash in hand	287,194	379,486
Total cash and cash equivalents	287,194	379,486

23. Analysis of changes in net debt

	At 1 January 2022 £	Cash flows £	At 31 December 2022 £
Cash at bank and in hand	379,486	(92,292)	287,194

24. Pension commitments

The Charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. The pension cost charge represents contributions payable by the charity to the fund and amounted to £77,940 (2021: £61,889). Contributions of £10,935 (2021: £1,307) were payable to the fund at the balance sheet date and are included in creditors.

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022

25. Operating lease commitments

At 31 December 2022 the Charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2022 £	2021 £
Not later than 1 year	40,743	21,661
Later than 1 year and not later than 5 years	35,032	21,840
	<u>75,775</u>	<u>43,501</u>

Lease payments totalling £38,242 (2021: £30,583) have been recognised as an expense during the year.

26. Related party transactions

During the year the following transactions took place at arm's length between the charity and related parties:

Payments for PR services of £1,478 (2021: £2,802) were made to G Dodgson. At the balance sheet date £1,136 (2021: £972) remained outstanding.

Payments for Amenity subscription fees of £3,350 (2021: £2,600) were made to a company in which J Moverley is a director in common.

Sales of £47,927 and purchases of £nil (2021: £1,768 and £340) respectively were made to companies in which S Everett is a director in common. At the balance sheet date £1,775 (2021: £1,735) remained due from these companies.

Sales of £nil (2021: £340) were made to companies in which D W Burgess is a director in common.

Purchases of £7,668 (2021: £4,362) were made from R Fenwick in relation to Exam Chairman fees.

Purchases for advisory work of £3,000 (2021: £nil) were made from a company in which M Wearden is a director in common.

BASIS (REGISTRATION) LIMITED

England & Wales - Charity number 1077006

Accounts

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

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BASIS REGISTRATION LIMITED
(A company limited by guarantee)

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 DECEMBER 2021**

Trustees	Mr D J Bench, Trustee Mr D W A Burgess, Chair Mr D L Cairns, Trustee Rev G J Dodgson, Trustee Mrs S A Everett, Trustee Mr R Fenwick, Trustee Mr P Gadd, Trustee (appointed 14 July 2021) Mr C Godwin, Trustee Mrs E Hamer, Trustee (resigned 14 July 2021) Mrs J Hewitt, Trustee Mrs M May, Vice Chair Mrs S F Melrose, Trustee Prof J Moverley, Trustee Mr P J Taylor, Trustee Mrs S Twining, Trustee Mr C Sprigg, Trustee Mr M T Wearden, Trustee (appointed 28 January 2021) and Treasurer (appointed 28 April 2021) Mr C W Wright, Trustee
Company registered number	01365343
Charity registered number	1077006
Registered office	St Monica's House 39 Windmill Lane Ashbourne Derbyshire DE6 1EY
Company secretary	Mr SP Jacob
Chief executive officer	Mr SP Jacob
Independent auditors	PKF Smith Cooper Audit Limited Chartered Accountants St Helen's House King Street Derby DE1 3EE

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2021

Structure, governance and management

Governing document

The charity is controlled by its governing document, the Articles of Association, and is a Company Limited by Guarantee, as defined in the Companies Act 2006.

Risk management

The Trustees identify and review the risks to which the charity is exposed and ensure that controls are in place to provide appropriate and reasonable assurance against fraud and error.

There are individual Trustees nominated to provide over-sight on all matters pertaining to Human Resources, Pensions and Health and Safety.

BASIS, produces monthly income and expenditure accounts and balance sheets comparing performance against budget; the annual financial statements are externally audited.

The reserves of the charity are cautiously invested in a mix of retail funds, using external professional advice.

Board members

There were two changes to the membership of the Board of Trustees in 2021 and one resignation.

Committee structure

The Committees are:

- The Education and Training Committee
- The FACTS Advisory Committee
- The Finance and Remuneration Committee
- The Auditing & Compliance Committee
- The Membership Committee
- The Professional Standards Committee
- The PROMPT Committee
- The Northern Ireland Committee

All the above Committees meet on a number of occasions in the year and their proceedings are formally minuted and reported to the Board.

Public Benefit

In setting our activities and planning our activities our Trustees have given careful consideration to the Charity Commission's public benefit guidance.

Our main activities and who we try to help are described below. All our charitable activities focus on helping British agriculture, the amenity industry, horticulture and forestry by raising standards through establishing best practice within the crop protection industries with a focus on the sale and supply, safe storage and transport of professional plant protection products and a recognised means of assessing staff working in the sector.

The benefits of the work of BASIS are as the recognised qualifying body for agronomists, the management of well-crafted and delivered Continuing Professional Development schemes for agronomists, plant nutrition advisers and professional pest controllers, and the auditing of distributor and manufacturer's professional plant protection products storage premises.

Establishing best practise in the use, sale and distribution of Professional Plant Protection Products encourages the uptake of alternatives to professional plant protection products, use of integrated approaches (e.g. Integrated Pest Management (IPM) and Integrated Farm Management (IFM)). The benefits of which are the protection of public, operator and consumer health and reduced impact of professional plant protection products on biodiversity, water and the environment.

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2021

Objectives and activities

The purpose of BASIS is to benefit the public by advancing standards in the advice and use of professional plant protection products and plant nutrition throughout the United Kingdom for the safety of the public and the environment to promote and encourage improved standards, the safe and efficient distribution, contract application, handling and storage of Plant Protection Products, techniques and technology, molecular technology, biotechnology, plant nutrition, bio-pesticide products and in the advice and usage of such products in agriculture, horticulture, forestry, industrial, public health and other relevant industry sectors.

We do this by providing advanced education for professional advisers and farmers in agriculture, horticulture and related industries with the objective of raising standards in the following:

- the advice and use of professional plant protection products and fertilisers in agriculture and horticulture
- the advice and use of products for the control of pests in industrial, food preparation, food storage and domestic premises
- the advice and use of herbicides for weed control on roads, railways, sports grounds and other public and private spaces
- the promotion of Integrated Pest Management (IPM) techniques within the UK's National Action Plan framework for action to achieve the sustainable use of pesticides

Our activities include:

- organising education and training programmes up to and including Quality Assurance Agency (QAA) level 6 (including BASIS Diploma in Crop Protection)
- the creation and maintenance of a portfolio of examinations which are accredited through QAA for higher education and are regularly updated
- the organisation and provision of examinations for advisors throughout the United Kingdom and overseas

We have established and maintain Professional Registers for advisors to join and maintain their Professional Register status through Continuing Professional Development.

BASIS also seeks to advance education and professional standards in the storage and distribution of professional plant protection products and fertilisers. We do this by providing training programmes for store keepers, by operating a statutorily-recognised store inspection scheme and conducting annual store inspections.

In seeking to raise standards we work with government departments including DEFRA, Fire Authorities, the Environment Agency and various industry organisations.

Achievements and performance

Overview

As a designated awarding body responsible for implementing training and certification for those involved in land management, BASIS promotes Integrated Pest Management (IPM) in all settings and across all aspects of its charitable reach. We believe that training and professional development is the key stone to delivering successful IPM programmes. All our training modules have IPM as a core element and we include assessment of candidates against its principles.

During 2021 the BASIS Trustee Board, and Executive, continued the implementation, of its 5-year strategy to scale its activities in order to continue to meet charitable objects in the face of a period of accelerated change for farming, the environment, and rural land management.

This included the development of an industry leading environmentally focused function to provide a single point of entry to a network of trusted, credible, accessible, and locally embedded advisers across land management to facilitate the achievement of targets published in the Governments 25-year environment plan.

Additionally, a digital learning platform, BASIS Classroom, was launched to support ongoing continuing professional development for BASIS' members, including environmentally focused training modules for advisers and land managers.

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2021

Auditing and Compliance

During 2021, BASIS inspected 552 (2020 - 562) registered Plant Protection Product stores, of which the pass rate has remained consistent at 98% (2020- 98%) reaching the required standard.

Additionally, BASIS provides independent annual onsite audits to verify that professional use rodenticides are only sold to certified users meeting the point of sale requirements for the Campaign for Responsible Rodenticide Use (CRRU). 691 premises received point of sale audits in 2021 (2020 - 695).

Annual assessment for amenity contractors resulted in 87 Amenity Assured Contractors (2020 - 82) being audited and 184 Lawn Assured Scheme members being audited in 2021 (2020 - 191).

Training and Education

Advancing education is a key charitable objective. In 2021, 2,040 (2020 - 1,537) individuals benefitted directly from BASIS training and assessment. Additionally, 11 agronomists were awarded the BASIS Diploma in Crop Protection - our highest award, bringing the total number of agronomists with the Diploma to 332. The number of professionals who have now achieved the Harper Adams Graduate Diploma stood at 27 by the year end.

A number of new training modules were launched in 2021 including a Foundation Award in Organic Farming, an Advanced Seed & Traits certificate, and a Feed Advisers qualification.

With covid restrictions intermittently being lifted throughout 2021, BASIS adopted a blended online/offline approach to assessments dependent on course subject matter, and the type of assessment being delivered. The benefit of this approach provides increased flexibility for candidates, reduction in travel leading to a lower environmental impact, and greater internal efficiency.

Continuing Professional Development (CPD) and the Professional Registers Numbers on the BASIS Professional Register stood at 5,908 (2020 - 5,641) at the end of 2021. 3,679 (2020 - 4,455) events were allocated CPD points in 2021 with a blend of online and offline, face to face activity.

FACTS Qualified Adviser membership stood at 3,655 (2020 - 3,342) and FACTS Subscribers stood at 508 (2020 - 493) paid up members at the end of 2020. An assessment for all FACTS Qualified advisers (FQAs) continued to provide demonstrable quality assurance of professional standards and is now an established compulsory annual membership requirement for FQAs to maintain their status. The theme of the 2022/23 annual assessment will be 'Nitrogen Use Efficiency (NUE)' which will expand on the benefits from improving NUE both economically through greater/optimum yield for given input, and environmentally, by reducing GHG/ammonia emission, and the reduction of risk/extent of nitrate leaching at farm level or per unit of output.

PROMPT and Amenity Registers

During the year PROMPT membership remained largely unchanged at 5,107 (2020 - 5,282) and members of the BASIS Amenity Training Register reduced to 135 (2020 - 143).

Financial review

Reserves

In keeping with the Charities Commission guidance on reserves, the Board of BASIS has a policy to hold unrestricted reserves, in order to ensure the continued activities of the company in times of reduced income. The policy, agreed in 2009, was to hold at least six months of the cost of running the business in reserves to meet unexpected demands on the charity which for 2021 is at least £750k. Currently, unrestricted reserves are £921,258 representing 61% of the total resources expended in 2021. The reserves policy is reviewed annually.

Income

Total income from the charitable activities of BASIS totalled £1,334,150 in 2021 (2020 - £1,464,198). The reduction in income was driven in part by a decision to recognise membership revenue at the point of invoice rather than (as previously) at the point of receipt.

All funds have been allocated to support charitable and general operational expenditure.

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2021

Costs

Total expenditure increased as operational activity partially returned to normal as covid lockdown measures eased.

The year again saw a continuation of a major project, BASIS Digital, which puts effective digital delivery at the heart of everything that BASIS does, ensuring delivery systems are lean, effective and customers focused, securing the best value for our investment in independently raising professional standards through education, and membership.

Additionally, the Trustees approved the development of BASIS Classroom, a new digital learning platform, that supports our members advancing their professional development from home. Whilst this year we have been building up the overhead infrastructure of the business, there will be a material time-lag before this enhances either revenue or contribution. Accordingly, the digital development costs, inclusive of management time, have been recognised in the Financial Statements as an intangible asset and will be amortised over a period of four year.

Our staff are key to the success of the project and a programme of training is underway to develop our team to ensure that BASIS continues to meet its charitable objectives and thereby benefit the industry that it serves.

Salaries form the single largest element of expenditure. In 2021 the senior leadership team was expanded to include a Head of Environment and Public Affairs, Head of Digital Development, and a Digital Developer.

Investments

The majority of BASIS reserves are held as investments; these increased by £24,911 in the year.

Risks

An annual risk management review helps identify and manage issues that could impair our ability to achieve our charitable objectives or adversely impact the organisation in other ways.

Trustees are ultimately responsible for risk management and the BASIS Finance and Remuneration committee oversees the Risk Register which records issues and tracks how they are addressed on an ongoing basis.

Health and Safety

The health and safety of our staff, volunteers, tenants and visitors is paramount. An internal Health and Safety Committee, an external consultant together with a named Trustee oversee activity in this area.

Our People

The Board is grateful for the dedication of the BASIS staff, who have, again, worked hard to provide a service to members, the industry and the wider public.

Tangible Fixed Assets

Following an independent valuation of St Monica's House dated 05 November 2021, its value was not adjusted. The next tri-annual valuation is due to take place in 2025.

Statement as to disclosure of information to auditors

In so far as the trustees are aware:

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

Plans for future periods

The charity intends to develop the business to continue to meet its objectives and the future demands of the UK agricultural, horticultural and allied industries.

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2021

Trustees' responsibilities statement

The trustees, who are also directors for the purposes of company law, are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

In preparing these financial statements, the trustees are required to:

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

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

Auditor

A resolution to reappoint PKF Smith Cooper Audit Limited as auditor for 2022 will be put to the Annual General Meeting.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

Approved by order of the members of the board of Trustees on 27 April 2022 and signed on their behalf by:

Mr SP Jacob
Company Secretary

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF BASIS REGISTRATION LIMITED

Opinion

We have audited the financial statements of Basis Registration Limited (the 'charitable company') for the year ended 31 December 2021 which comprise the Statement of financial activities, the Balance sheet, the Statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2021 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

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

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF BASIS REGISTRATION LIMITED
(CONTINUED)

Other information

The other information comprises the information included in the Annual report other than the financial statements and our Auditors' report thereon. The Trustees are responsible for the other information contained within the Annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

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

Responsibilities of trustees

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

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

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF BASIS REGISTRATION LIMITED
(CONTINUED)

Auditors' responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

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

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

We identified that the principal risk of fraud or non compliance with laws and regulations related to:

- management bias in respect of accounting estimates and judgements made;
- management override of control;
- posting of unusual journals or transactions

We focussed on those area that could give rise to a material misstatement in the Company financial statements.

Our procedures included, but were not limited to:

- Enquiry of management and those charged with governance around actual and potential litigation and claims, including instances of non-compliance with laws and regulations and fraud;
- Reviewing minutes of meetings of those charged with governance where available;
- Reviewing legal expenditure in the year to identify instances of non-compliance with laws and regulations and fraud
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations.
- Performing audit work over the risk of management override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for bias. In particular the provisions for doubtful debts.

It is the primary responsibility of management, with the oversight of those charged with governance, to ensure that the entity's operations are conducted in accordance with the provisions of laws and regulations and for the prevention and detection of fraud.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

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

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF BASIS REGISTRATION LIMITED
(CONTINUED)

Use of our report

This report is made solely to the charitable company's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an Auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members, as a body, for our audit work, for this report, or for the opinions we have formed.

PKF Smith Cooper Audit Limited

Chartered Accountants
Statutory auditors
St Helen's House
King Street
Derby
DE1 3EE

3 May 2022

PKF Smith Cooper Audit Limited are eligible to act as auditors in terms of section 1212 of the Companies Act 2006.

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 DECEMBER 2021

	Note	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 (As restated) £
Income from:				
Charitable activities	3	1,309,239	1,309,239	1,438,497
Investments	4	24,911	24,911	25,701
Total income		1,334,150	1,334,150	1,464,198
Expenditure on:				
Charitable activities	5	1,514,863	1,514,863	1,386,761
Total expenditure		1,514,863	1,514,863	1,386,761
Net (expenditure)/income before net (losses)/gains on investments		(180,713)	(180,713)	77,437
Net (losses)/gains on investments		(2,910)	(2,910)	7,140
Net movement in funds		(183,623)	(183,623)	84,577
Reconciliation of funds:				
Total funds brought forward		1,104,881	1,104,881	1,020,304
Net movement in funds		(183,623)	(183,623)	84,577
Total funds carried forward		921,258	921,258	1,104,881

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 15 to 30 form part of these financial statements.

BASIS REGISTRATION LIMITED
(A company limited by guarantee)
REGISTERED NUMBER: 01365343

BALANCE SHEET
AS AT 31 DECEMBER 2021

	Note	2021 £	2020 (As restated) £
Fixed assets			
Intangible assets	11	295,636	119,713
Tangible assets	12	459,909	455,803
Investments	13	439,805	628,467
		1,195,350	1,203,983
Current assets			
Stocks	14	-	2,115
Debtors	15	318,350	127,194
Cash at bank and in hand		379,486	334,574
		697,836	463,883
Creditors: amounts falling due within one year	16	(971,928)	(562,985)
Net current liabilities		(274,092)	(99,102)
Total net assets		921,258	1,104,881
Charity funds			
Unrestricted funds	18	921,258	1,104,881
Total funds		921,258	1,104,881

BASIS REGISTRATION LIMITED
(A company limited by guarantee)
REGISTERED NUMBER: 01365343

BALANCE SHEET (CONTINUED)
AS AT 31 DECEMBER 2021

The entity was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the entity to obtain an audit for the year in question in accordance with section 476 of the Companies Act 2006.

However, an audit is required in accordance with section 144 of the Charities Act 2011.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

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

The financial statements were approved and authorised for issue by the Trustees on 27 April 2022 and signed on their behalf by:

Mr D W A Burgess

The notes on pages 15 to 30 form part of these financial statements.

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2021

	2021 £	2020 (As restated) £
Cash flows from operating activities		
Net cash generated in operating activities	18,807	113,417
Cash flows from investing activities		
Dividends, interests and rents from investments	24,911	25,649
Purchase of intangible assets	(175,923)	(119,713)
Purchase of tangible fixed assets	(8,635)	-
Purchase of new investments	(14,248)	(15,535)
Proceeds from sale of other investments	200,000	-
Net cash provided by/(used in) investing activities	26,105	(109,599)
Cash flows from financing activities		
Net cash provided by financing activities	-	-
Change in cash and cash equivalents in the year	44,912	3,818
Cash and cash equivalents at the beginning of the year	334,574	330,756
Cash and cash equivalents at the end of the year	379,486	334,574

The notes on pages 15 to 30 form part of these financial statements

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021

1. General information

The charity is a private charitable company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is St Monica's House, 39 Windmill Lane, Ashbourne, Derbyshire, DE6 1EY.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Basis Registration Limited meets the definition of a public benefit entity under FRS 102.

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

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

2.2 Going concern

The Trustees have considered the appropriateness of the going concern basis of the preparation of the financial statements by considering a period of at least 12 months from the date of the approval of these financial statements. The Trustees are of the opinion that there are adequate resources available to continue trading for a period of at least 12 months.

On behalf of the directors of BASIS Registration Limited, the members of the Finance and Remuneration Committee have reviewed and challenged the overall financial performance of the company during 2021, and the financial structure of the company on 31st December 2021. The directors recognise that the loss that was incurred during the 2021 financial year resulted from a combination of the Covid-19 pandemic impact on performance during 2020 and 2021, together with a change of methodology on the calculation of deferred income to more accurately recognise revenue. The directors additionally recognise the creation of a material Intangible Asset value in respect of the business transformation to a digital operational structure, projections show the likely beneficial impact of this investment, and the directors and the CEO are aware of the need for this investment to deliver early results. That notwithstanding, the directors are satisfied that the company has sufficient reserves to meet its commitments for the foreseeable future and is a going concern.

2.3 Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021**

2. Accounting policies (continued)

2.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

2.5 Government grants

Grants are accounted under the accruals model as permitted by FRS 102. Grants received during the year are recorded as other income and arise from the government job retention scheme.

Grants of a revenue nature are recognised in the Statement of comprehensive income in the same period as the related expenditure.

The deferred element of grants is included in creditors as deferred income.

2.6 Research and development

Development costs are capitalised within intangible assets where they can be identified with a specific product or project anticipated to produce future benefits, and are amortised on the straight line basis over the anticipated life of the benefits arising from the completed product or project.

Deferred research and development costs are reviewed annually, and where future benefits are deemed to have ceased or to be in doubt, the balance of any related research and development is written off to the Statement of financial activities.

2.7 Intangible assets and amortisation

Intangible assets costing £NIL or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Intangible assets are initially recognised at cost. After recognition, under the cost model, intangible assets are measured at cost less any accumulated amortisation and any accumulated impairment losses.

Amortisation is provided on intangible assets at rates calculated to write off the cost of each asset on a straight-line basis over its expected useful life.

The estimated useful lives are as follows:

Amortisation is provided on the following basis:

Computer software	- 25 % Straight line
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021**

2. Accounting policies (continued)

2.8 Tangible fixed assets and depreciation

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Land and Buildings are measured under the revaluation model. After recognition, tangible fixed assets whose fair value can be measured reliably shall be carried at a revalued amount, being their fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Revaluations are made with sufficient regularity to ensure that the carrying amount does not differ materially from that which would be determined using fair value at the end of the reporting date.

Fair values are determined from market-based evidence by appraisal that is normally undertaken by professionally qualified valuers. If there is no market-based evidence of fair value because of the specialised nature of the tangible fixed asset and it is rarely sold, except as part of a contributing business, a Charity may need to estimate fair value using an income or depreciated replacement cost approach.

At each reporting date the Charity assesses whether there is any indication of impairment. If such indication exists, the recoverable amount of the asset is determined to be the higher of its fair value less costs to sell and its value in use. An impairment loss is recognised where the carrying amount exceeds the recoverable amount.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following basis:

Computer equipment	-	33% Straight line
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No depreciation is provided for Land and Buildings on the basis of the property having a high residual value. Annual impairment reviews are undertaken.

A full year's depreciation is provided for the year of addition and none in the year of disposal.

2.9 Investments

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance sheet date, unless the value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and presented as 'Gains/(Losses) on investments' in the Statement of financial activities.

Investments in subsidiaries are valued at cost less provision for impairment.

2.10 Stocks

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021**

2. Accounting policies (continued)

2.11 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.12 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.13 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

2.14 Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2.15 Pensions

The Charity operates a Workplace Pension Scheme with Scottish Widows.

2.16 Fund accounting

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

Investment income, gains and losses are allocated to the appropriate fund.

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021

3. Income from charitable activities

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Auditing and compliance	354,510	354,510	407,393
Examination and training	336,333	336,333	350,975
Professional register	618,377	618,377	637,967
Sundry income	19	19	42,162
	<u>1,309,239</u>	<u>1,309,239</u>	<u>1,438,497</u>

Sundry income includes £NIL (2020:£40,061) in respect of grants received under the Government's Coronavirus Job Retention Scheme.

4. Investment income

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Income from investment properties	10,450	10,450	9,405
Income from listed investments	14,213	14,213	16,244
Bank interest receivable	248	248	52
	<u>24,911</u>	<u>24,911</u>	<u>25,701</u>

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021

5. Analysis of expenditure on charitable activities

Summary by fund type

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Management	1,234,067	1,234,067	950,778
Auditing and compliance	86,638	86,638	100,579
Education and training	92,365	92,365	85,949
Professional register	59,603	59,603	205,919
Support costs	42,190	42,190	43,536
	<u>1,514,863</u>	<u>1,514,863</u>	<u>1,386,761</u>

6. Analysis of expenditure by activities

	Activities undertaken directly 2021 £	Total funds 2021 £	Total funds 2020 £
Management	1,234,067	1,234,067	950,778
Auditing and compliance	86,638	86,638	100,579
Education and training	92,365	92,365	85,949
Professional register	59,603	59,603	205,919
Support costs	42,190	42,190	43,536
	<u>1,514,863</u>	<u>1,514,863</u>	<u>1,386,761</u>

7. Auditors' remuneration

	2021 £	2020 £
Fees payable to the Charity's auditor for the audit of the Charity's annual accounts	<u>7,500</u>	<u>5,750</u>

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021

8. Staff costs

	2021 £	2020 £
Wages and salaries	669,316	641,446
Social security costs	70,349	59,233
Contribution to defined contribution pension schemes	66,033	55,322
	<u>805,698</u>	<u>756,001</u>

The key management personnel of the charity in charge of directing and controlling, running and operating the charity on a day to day basis comprise the trustees, the Chief Executive Officer and the senior management team. The total remuneration (including employers NI, pension contributions and benefits in kind) received by key management personnel for the year was £249,488 (2020: £439,336).

During the year redundancy payments totalling £0 (2020:£11,893) were made to 0 (2020: 5) employees.

During the year ex-gratia payments totalling £7,987 (2020: £0) were made to 1 employee.

The average number of persons employed by the Charity during the year was as follows:

	2021 No.	2020 No.
Employees	<u>27</u>	<u>27</u>

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	2021 No.	2020 No.
In the band £90,001 - £100,000	-	1
In the band £100,001 - £110,000	1	-

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021

9. Trustees' remuneration and expenses

During the year, one or more Trustees has been paid remuneration or has received other benefits from an employment with the Charity. Under the Charity's constitution, remuneration can be paid at trustees discretion for the roles of Chair and Treasurer. The value of Trustees' remuneration and other benefits was as follows:

		2021	2020
		£	£
Mr D W A Burgess	Remuneration	10,033	6,664
Mr M T Wearden	Remuneration	7,000	-

During the year ended 31 December 2021, expenses totalling £1,360 were reimbursed or paid directly to 3 Trustees (2020 - £1,332 to 6 Trustees).

10. Taxation

The Charity's activities fall within the exemptions afforded by the provisions of the Corporation Tax Act 2010. Accordingly, there is no taxation charge in these accounts.

11. Intangible assets

	Computer software £
Cost	
At 1 January 2021	119,713
Additions	175,923
At 31 December 2021	295,636
Net book value	
At 31 December 2021	295,636
At 31 December 2020	119,713

Intangible assets relate to a development project that has been bought into use after the year end and as such no amortisation has been charged during the year

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021

12. Tangible fixed assets

	Freehold property £	Computer equipment £	Total £
Cost or valuation			
At 1 January 2021	452,943	214,695	667,638
Additions	-	8,635	8,635
At 31 December 2021	<u>452,943</u>	<u>223,330</u>	<u>676,273</u>
Depreciation			
At 1 January 2021	-	211,835	211,835
Charge for the year	-	4,529	4,529
At 31 December 2021	<u>-</u>	<u>216,364</u>	<u>216,364</u>
Net book value			
At 31 December 2021	<u>452,943</u>	<u>6,966</u>	<u>459,909</u>
At 31 December 2020	<u>452,943</u>	<u>2,860</u>	<u>455,803</u>

The Freehold Property is not depreciated; in the opinion of the Trustees, the market value of the Freehold Property is in excess of its costs.

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021**

13. Fixed asset investments

	Investments in subsidiary companies £	Listed investments £	Total £
Cost or valuation			
At 1 January 2021	-	628,467	628,467
Additions	100	-	100
Disposals	-	(200,000)	(200,000)
Revaluations	-	11,238	11,238
	<u>100</u>	<u>439,705</u>	<u>439,805</u>
At 31 December 2021	<u>100</u>	<u>439,705</u>	<u>439,805</u>
Net book value			
At 31 December 2021	<u>100</u>	<u>439,705</u>	<u>439,805</u>
At 31 December 2020	<u>-</u>	<u>628,467</u>	<u>628,467</u>

The listed investments shown above are held at valuation.

The investments in subsidiary companies are held at cost.

Principal subsidiaries

The following was a subsidiary undertaking of the Charity:

Name	Company number	Registered office or principal place of business	Class of shares	Holding
BASIS Classroom Limited	13523066	St Monica's House	Ordinary	100%

The financial results of the subsidiary for the year were:

Name	Net assets £
BASIS Classroom Limited	100

During the year, the Charity entered into a joint venture, ROSA Registration Limited, a company limited by guarantee.

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021

14. Stocks

	2021 £	2020 £
Learning materials	-	2,115
	<u> </u>	<u> </u>

15. Debtors

	2021 £	2020 £
Due within one year		
Trade debtors	282,802	66,735
Other debtors	1,070	960
Prepayments and accrued income	34,478	59,499
	<u> </u>	<u> </u>
	318,350	127,194
	<u> </u>	<u> </u>

16. Creditors: Amounts falling due within one year

	2021 £	2020 £
Trade creditors	45,249	80,707
Amounts owed to group undertakings	100	-
Other taxation and social security	121,653	48,699
Other creditors	3,155	7,049
Accruals and deferred income	801,771	426,530
	<u> </u>	<u> </u>
	971,928	562,985
	<u> </u>	<u> </u>
	2021 £	2020 £
Deferred income at 1 January 2021	403,031	361,655
Resources deferred during the year	749,958	403,031
Amounts released from previous periods	(403,031)	(361,655)
	<u> </u>	<u> </u>
	749,958	403,031
	<u> </u>	<u> </u>

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021

17. Prior year adjustments

A prior year adjustment has been made in relation to the capitalisation of the BASIS digital development project.

In the statement of financial activities, the net movement in funds has been restated to £84,577 from £26,864.

In the balance sheet, the unrestricted funds carried forward has been restated to £1,104,881 from £1,047,168.

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021**

18. Statement of funds

Statement of funds - current year

	Balance at 1 January 2021 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 31 December 2021 £
Unrestricted funds					
General Funds - all funds	1,104,881	1,334,150	(1,514,863)	(2,910)	921,258

Statement of funds - prior year

	Balance at 1 January 2020 £	Income £	As restated Expenditure £	Gains/ (Losses) £	Balance at 31 December 2020 £
Unrestricted funds					
General Funds - all funds	1,020,304	1,464,198	(1,386,761)	7,140	1,104,881

19. Summary of funds

Summary of funds - current year

	Balance at 1 January 2021 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 31 December 2021 £
General funds	1,104,881	1,334,150	(1,514,863)	(2,910)	921,258

Summary of funds - prior year

	Balance at 1 January 2020 £	Income £	As restated Expenditure £	Gains/ (Losses) £	Balance at 31 December 2020 £
General funds	1,020,304	1,464,198	(1,386,761)	7,140	1,104,881

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021

20. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2021 £	Total funds 2021 £
Tangible fixed assets	459,909	459,909
Intangible fixed assets	295,636	295,636
Fixed asset investments	439,805	439,805
Current assets	697,836	697,836
Creditors due within one year	(971,928)	(971,928)
Total	<u>921,258</u>	<u>921,258</u>

Analysis of net assets between funds - prior year

	Unrestricted funds 2020 £	Total funds 2020 £
Tangible fixed assets	455,803	455,803
Intangible fixed assets	119,713	119,713
Fixed asset investments	628,467	628,467
Current assets	463,883	463,883
Creditors due within one year	(562,985)	(562,985)
Total	<u>1,104,881</u>	<u>1,104,881</u>

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021**

21. Reconciliation of net movement in funds to net cash flow from operating activities

	2021 £	2020 £
Net income/expenditure for the year (as per Statement of Financial Activities)	(183,623)	84,577
Adjustments for:		
Depreciation charges	4,529	6,815
Net gains/losses on investments	2,910	(7,140)
Dividends, interests and rents from investments	(24,911)	(25,649)
Decrease in stocks	2,115	-
Increase in debtors	(191,156)	(10,655)
Increase in creditors	408,943	65,469
Net cash provided by operating activities	18,807	113,417

22. Analysis of cash and cash equivalents

	2021 £	2020 £
Cash in hand	379,486	334,574

23. Analysis of changes in net debt

	At 1 January 2021 £	Cash flows £	At 31 December 2021 £
Cash at bank and in hand	334,574	44,912	379,486
	334,574	44,912	379,486

24. Pension commitments

The Charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. The pension cost charge represents contributions payable by the charity to the fund and amounted to £61,889 (2020: £55,322). Contributions of £1,307 (2020: £7,049) were payable to the fund at the balance sheet date and are included in creditors.

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021**

25. Operating lease commitments

At 31 December 2021 the Charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2021 £	2020 £
Not later than 1 year	21,661	13,546
Later than 1 year and not later than 5 years	21,840	10,380
	43,501	23,926

Lease payments totalling £30,583 (2020: £10,044) have been recognised as an expense during the year.

26. Related party transactions

During the year the following transactions took place at arm's length between the charity and related parties:

Payments for PR services of £2,802 (2020: £2,317) were made to G Dodgson. At the balance sheet date £972 (2020: £nil) remained outstanding.

Payments for Amenity subscription fees of £2,600 (2020: £1,000) were made to a company in which J Moverley is a director in common.

Sales of £1,768 and purchases of £340 (2020: £40,147 and £360) respectively were made to companies in which S Everett is a director in common. At balance sheet date £1,735 (2020: £nil) remained due from these companies.

Sales of £340 (2020: £nil) were made to companies in which D W Burgess is a director in common.

Purchases of £4,362 (2020: £nil) were made to R Fenwick in relation to Exam Chairman fees.

BASIS (REGISTRATION) LIMITED

England & Wales - Charity number 1077006

Accounts

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

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BASIS REGISTRATION LIMITED
(A company limited by guarantee)

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 DECEMBER 2020**

Trustees	Mr D W A Burgess, Chair (appointed 23 July 2020) Mrs M May, Treasurer and Vice Chair Mr D J Bench, Trustee (appointed 23 July 2020) Dr S Bolton (resigned 23 July 2020) Mr D L Cairns, Trustee Mr C E Clarke (resigned 23 July 2020) Rev G J Dodgson, Trustee Mrs S A Everett, Trustee Mr R Fenwick, Trustee (appointed 7 February 2020) Mr C Godwin, Trustee (appointed 7 February 2020) Mrs E Hamer, Trustee Mrs J Hewitt (appointed 7 February 2020) Mrs S F Melrose, Trustee Ms S J Mukherjee (resigned 23 July 2020) Prof J Moverley, Trustee Mr C Sprigg, Trustee Mr P J Taylor, Trustee Mrs S Twining, Trustee (appointed 23 July 2020) Mr C W Wright Mr A S Richardson (resigned 23 July 2020)
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Company registered number	01365343
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Charity registered number	1077006
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Registered office	St Monica's House 39 Windmill Lane Ashbourne Derbyshire DE6 1EY
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Company secretary	Mr SP Jacob
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Chief executive officer	Mr SP Jacob
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Independent auditors	Smith Cooper Audit Limited Chartered Accountants St Helen's House King Street Derby DE1 3EE
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BASIS REGISTRATION LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2020

Structure, governance and management

Governing document

The charity is controlled by its governing document, the Articles of Association, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Risk management

The Trustees identify and regularly review the risks to which the charity is exposed and ensure that controls are in place to provide appropriate and reasonable assurance against fraud and error.

There are individual Trustees nominated to provide over-sight on all matters pertaining to Human Resources, Pensions and Health and Safety.

BASIS, through its external Chartered Accountant, produces monthly income and expenditure accounts and balance sheets comparing performance against budget; the annual financial statements are externally audited.

The reserves of the charity are cautiously invested in a mix of retail funds, using external professional advice.

Board members

There were five changes to the membership of the Board of Trustees in 2020 and four resignations.

Committee structure

The Committees are:

- The FACTS Advisory Committee
- The Finance and Remuneration Committee
- The Logistics Committee
- The Professional Standards Committee
- The PROMPT Committee
- The Northern Ireland Committee
- The Membership Committee

All the above Committees meet on a number of occasions in the year and their proceedings are formally minuted and reported to the Board.

Public Benefit

In setting our activities and planning our activities our Trustees have given careful consideration to the Charity Commission's public benefit guidance.

Our main activities and who we try to help are described below. All our charitable activities focus on helping British agriculture, the amenity industry, horticulture and forestry by raising standards through establishing best practice within the plant protection industries with a focus on the sale and supply, safe storage and transport of professional plant protection products and a recognised means of assessing staff working in the sector.

The benefits of the work of BASIS are the education of future and current agronomists, the management of well-crafted and delivered Continuing Professional Development schemes for agronomists, plant nutrition advisers and professional pest controllers and the auditing of distributor and manufacturer's professional plant protection products storage premises.

Establishing best practise in the use, sale and distribution of Professional Plant Protection Products encourages the uptake of alternatives to professional plant protection products, use of integrated approaches (e.g. Integrated Pest Management (IPM) and Integrated Farm Management (IFM)). The benefits of which are the protection of public, operator and consumer health and reduced impact of professional plant protection products on biodiversity, water and the environment.

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2020

Objectives and activities

The purpose of BASIS is to benefit the public by advancing standards in the advice and use of professional plant protection products and plant nutrition throughout the United Kingdom for the safety of the public and the environment to promote and encourage improved standards, the safe and efficient distribution, contract application, handling and storage of Plant Protection Products, techniques and technology, molecular technology, biotechnology, plant nutrition, bio-pesticide products and in the advice and usage of such products in agriculture, horticulture, forestry, industrial, public health and other relevant industry sectors.

We do this by providing advanced education for professional advisers and farmers in agriculture, horticulture and related industries with the objective of raising standards in the following:

- the advice and use of professional plant protection products and fertilisers in agriculture and horticulture
- the advice and use of products for the control of pests in industrial, food preparation, food storage and domestic premises
- the advice and use of herbicides for weed control on roads, railways, sports grounds and other public and private spaces
- the promotion of Integrated Pest Management (IPM) techniques within the UK's National Action Plan framework for action to achieve the sustainable use of pesticides

Our activities include:

- organising education and training programmes up to and including Quality Assurance Agency (QAA) level 7 (including BASIS Diploma in Crop Protection)
- the creation and maintenance of a portfolio of examinations which are accredited through QAA for higher education and are regularly updated
- the organisation and provision of examinations for advisors throughout the United Kingdom

We have established and maintain Professional Registers for advisors to join and maintain their Professional Register status through Continuing Professional Development.

BASIS also seeks to advance education and professional standards in the storage and distribution of professional plant protection products and fertilisers. We do this by providing training programmes for store keepers, by operating a statutorily-recognised store inspection scheme and conducting annual store inspections.

In seeking to raise standards we work with government departments including DEFRA, Fire Authorities, the Environment Agency and various industry organisations.

Achievements and performance

Overview

As a designated awarding body responsible for implementing training and certification for those involved in land management, BASIS promotes Integrated Pest Management (IPM) in all settings and across all aspects of its charitable reach. We believe that training and professional development is the key stone to delivering successful IPM programmes. All our training modules have IPM as a core element and we include assessment of candidates against its principles.

During 2020 the BASIS Trustee Board and Executive developed, and initiated, a 5-year strategy to assist its members, and wider stakeholders, to be equipped to deliver advice as the farming sector enters a 7-year transition away from EU-based rules. The strategy supports its members to progress towards a system in which farmers are paid to improve the environment, improve animal health and welfare, and reduce carbon emissions.

Storage and Distribution

During 2020, BASIS inspected 562 (2019 - 579) registered Plant Protection Product stores, of which 98% (2019- 99.6%) reached the required standard.

Additionally, BASIS provides independent annual onsite and remote audits to verify that professional use rodenticides are only sold to certified users meeting the point of sale requirements for the Campaign for Responsible Rodenticide Use (CRRU). 695 premises received point of sale audits in 2020 (2019 - 596).

Annual assessment for amenity contractors resulted in 82 Amenity Assured Contractors (2019 - 88) being

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2020

audited and 191 Lawn Assured Scheme members being audited in 2020 (2019 – 167).

Training and Education

Advancing education is a key charitable objective. In 2020, 1,537 individuals benefitted directly from BASIS training and assessment. Additionally, 24 agronomists were awarded the BASIS Diploma in Crop Protection - our highest award, bringing the total number of agronomists with the Diploma to 321.

Much effort was made during the year to prepare the training syllabuses to reflect legislative changes following EU exit. Additionally, all of our training modules successfully underwent a re-validation exercise in May 2020. Re-validation ensures our provision continues to offer appropriate learning opportunities and outcomes, currency of curriculum and takes account of delivery experiences and feedback from students.

Continuing Professional Development (CPD) and the Professional Registers Numbers on the BASIS Professional Register stood at 5,641 (2019 - 5,889) at the end of 2020. 4,455 (2019 - 7,200) events were allocated CPD points in 2020 with almost all CPD activity moving online. BASIS itself introduced an online CPD portal, BASIS Classroom, which hosts CPD training events created by industry for the BASIS Professional Register membership.

FACTS Qualified Adviser membership stood at 3,342 (2019 - 3,532) and FACTS Subscribers stood at 493 (2019 - 270) paid up members at the end of 2020. An assessment for all FACTS Qualified advisers (FQAs) continued to provide demonstrable quality assurance of professional standards and is now an established compulsory annual membership requirement for FQAs to maintain their status. The theme of the 2021/22 annual assessment will be 'Ways of improving fertiliser (mineral and organic) application accuracy' which assesses the requirement for calibration and tray testing of fertiliser and manure spreaders and an evaluation of the yield and financial costs of inaccurate application.

PROMPT and Amenity Registers

During the year PROMPT membership remained largely unchanged at 5,282 (2019 - 5,364) and members of the BASIS Amenity Training Register reduced to 143 (2019 - 347).

Financial review

Reserves

In keeping with the Charities Commission guidance on reserves, the Board of BASIS has a policy to hold unrestricted reserves, in order to ensure the continued activities of the company in times of reduced income. The policy, agreed in 2009, was to hold at least six months of the cost of running the business in reserves to meet unexpected demands on the charity which for 2020 is at least £750k. Currently, unrestricted reserves are £1,047,168 representing 72% of the total resources expended in 2020 (2019: 67%). The reserves policy is reviewed annually.

Income

Total income from the charitable activities of BASIS remained almost unchanged at £1,438,497 in 2020. Growth in registration fees offset a decrease in examination and training income due to the effect of the restrictions to movement in Q2 and Q3 in response to the Covid-19 pandemic leading to fewer candidates receiving training and assessment.

The charity received Job Retention Scheme grant funding of £40,061 in 2020.

All funds have been allocated to support charitable and general operational expenditure.

Costs

Total expenditure decreased by £80,539 - a decrease of 5% from 2019 as expenditure reduced broadly commensurate with the income.

In response to increased efficiency in internal processes, and a contraction of trading activities during the Covid-19 pandemic, a full review of the business needs and organisational requirements was undertaken. The subsequent organisational restructure resulted in a reduction in administration staff from eleven to seven and a

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2020

renewed focus on building a multi-skilled team capable of working across all departments.

The year saw a continuation of a major project, BASIS 2020, to upgrade our digital operations. A decision was made early in the year to accelerate the programme to support our membership by digitising key services and presenting them in covid secure formats.

Our staff are key to the success of the project and a programme of training is underway to develop our team to ensure that BASIS continues to meet its charitable objectives and thereby benefit the industry that it serves.

Salaries form the single largest element of expenditure. A Technical Manager was appointed during the year. Average full-time equivalent staff numbers reduced to 19 during 2020.

Investments

The majority of BASIS reserves are held as investments; these increased by £25,701 in the year.

Risks

An annual risk management review helps identify and manage issues that could impair our ability to achieve our charitable objectives or adversely impact the organisation in other ways.

Trustees are ultimately responsible for risk management and the BASIS Finance and Remuneration committee oversees the Risk Register which records issues and tracks how they are addressed on an ongoing basis.

Health and Safety

The health and safety of our staff, volunteers, tenants and visitors is paramount. An internal Health and Safety Committee, an external consultant together with a named Trustee oversee activity in this area.

Our People

The Board is grateful for the dedication of the BASIS staff, who have, again, worked hard to provide a service to members, the industry and the wider public.

Tangible Fixed Assets

Following an independent valuation of St Monica's House dated 10 March 2020 its value was restated to market value as at 31 December 2019. The next tri-annual valuation is due to take place in 2023.

Statement as to disclosure of information to auditors

In so far as the trustees are aware:

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

Plans for future periods

The charity intends to develop the business to continue to meet its objectives and the future demands of the UK agricultural, horticultural and allied industries.

Trustees' responsibilities statement

The trustees, who are also directors for the purposes of company law, are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2020

Covid 19

The introduction of new processes has enabled BASIS to continue to offer its audits, training and professional development products and services in covid secure formats. This rapid adoption of video conferencing software and online proctoring services has been pivotal in enabling the charity to continue to meet its objects and maintain quality assurance standards.

The BASIS Board of Trustees operate a register to identify and manage risks and plan mitigating actions. The response to counter the effects on the charity's objects from a pandemic are to build and maintain sufficient reserves. Accordingly, the charity is financially stable enough to meet its obligations and continue its business for the foreseeable future.

With further implementation of digital processes, and the continued launch of digital assets to support our members expected to continue throughout 2021, there is every expectation that BASIS will endure and deliver on its aims and activities over the next 12 months.

In preparing these financial statements, the trustees are required to:

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

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

Auditor

A resolution to reappoint Smith Cooper Audit Limited as auditor for 2021 will be put to the Annual General Meeting.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

Approved by order of the members of the board of Trustees on 28 April 2021 and signed on their behalf by:

Mr SP Jacob
Company Secretary

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF BASIS REGISTRATION LIMITED

Opinion

We have audited the financial statements of Basis Registration Limited (the 'charitable company') for the year ended 31 December 2020 which comprise the Statement of financial activities, the Balance sheet, the Statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2020 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

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

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF BASIS REGISTRATION LIMITED
(CONTINUED)

Other information

The Trustees are responsible for the other information. The other information comprises the information included in the Annual report, other than the financial statements and our Auditors' report thereon. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

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

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

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

Responsibilities of trustees

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

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

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF BASIS REGISTRATION LIMITED
(CONTINUED)

Auditors' responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

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

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

- Enquiry of management and those charged with governance around actual and potential litigation and claims;
- Reviewing minutes of meetings of those charged with governance where available;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations.
- Performing audit work over the risk of management override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for bias.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

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

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF BASIS REGISTRATION LIMITED
(CONTINUED)

Use of our report

This report is made solely to the charitable company's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an Auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members, as a body, for our audit work, for this report, or for the opinions we have formed.

Smith Cooper Audit Limited

Chartered Accountants
Statutory auditors
St Helen's House
King Street
Derby
DE1 3EE

Date:

Smith Cooper Audit Limited are eligible to act as auditors in terms of section 1212 of the Companies Act 2006.

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 DECEMBER 2020

	Note	Unrestricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Income from:				
Charitable activities	3	1,438,497	1,438,497	1,476,533
Investments	4	25,701	25,701	26,038
Total income		1,464,198	1,464,198	1,502,571
Expenditure on:				
Charitable activities	5	1,444,474	1,444,474	1,525,013
Total expenditure		1,444,474	1,444,474	1,525,013
Net income/(expenditure) before net gains on investments		19,724	19,724	(22,442)
Net gains on investments		7,140	7,140	33,712
Net movement in funds		26,864	26,864	11,270
Reconciliation of funds:				
Total funds brought forward		1,020,304	1,020,304	1,009,034
Net movement in funds		26,864	26,864	11,270
Total funds carried forward		1,047,168	1,047,168	1,020,304

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 14 to 26 form part of these financial statements.

BASIS REGISTRATION LIMITED
(A company limited by guarantee)
REGISTERED NUMBER: 01365343

BALANCE SHEET
AS AT 31 DECEMBER 2020

	Note	2020 £	2019 £
Fixed assets			
Tangible assets	11	517,803	462,618
Investments	12	628,467	605,792
		1,146,270	1,068,410
Current assets			
Stocks	13	2,115	2,115
Debtors	14	127,194	116,539
Cash at bank and in hand		334,574	330,756
		463,883	449,410
Creditors: amounts falling due within one year	15	(562,985)	(497,516)
Net current liabilities		(99,102)	(48,106)
Total net assets		1,047,168	1,020,304
Charity funds			
Restricted funds	16	-	-
Unrestricted funds	16	1,047,168	1,020,304
Total funds		1,047,168	1,020,304

The entity was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the entity to obtain an audit for the year in question in accordance with section 476 of the Companies Act 2006.

However, an audit is required in accordance with section 144 of the Charities Act 2011.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

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

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

Mr W Burgess
 (Chair of Trustees)
 Date:

The notes on pages 14 to 26 form part of these financial statements.

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2020

	Note	2020 £	2019 £
Cash flows from operating activities			
Net cash generated in operating activities	19	86,704	(25,201)
Cash flows from investing activities			
Dividends, interests and rents from investments		25,649	24,429
Purchase of tangible fixed assets		(93,000)	(8,385)
Purchase of new investments		(15,535)	(13,307)
Net cash (used in)/provided by investing activities		(82,886)	2,737
Cash flows from financing activities			
Repayments of borrowing		-	(49,653)
Net cash provided by/(used in) financing activities		-	(49,653)
Change in cash and cash equivalents in the year		3,818	(72,117)
Cash and cash equivalents at the beginning of the year		330,756	402,873
Cash and cash equivalents at the end of the year	20	334,574	330,756

The notes on pages 14 to 26 form part of these financial statements

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

1. General information

The charity is a private charitable company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is St Monica's House, 39 Windmill Lane, Ashbourne, Derbyshire, DE6 1EY.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Basis Registration Limited meets the definition of a public benefit entity under FRS 102.

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

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

2.2 Going concern

The Trustees have considered the appropriateness of the going concern basis of the preparation of the financial statements by considering a period of at least 12 months from the date of the approval of these financial statements. The Trustees are of the opinion that there are adequate resources available to continue trading for a period of at least 12 months.

2.3 Income

Register income (Professional Register, FACTS Qualified Adviser and Subscriber schemes and PROMPT) is recognised upon receipt, as any point prior to this the Charity is uncertain of receiving the funds.

All other income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

2.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020**

2. Accounting policies (continued)

2.4 Expenditure (continued)

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

2.5 Government grants

Grants are accounted under the accruals model as permitted by FRS 102. Grants received during the year are recorded as other income and arise from the government job retention scheme.

Grants of a revenue nature are recognised in the Statement of comprehensive income in the same period as the related expenditure.

The deferred element of grants is included in creditors as deferred income.

2.6 Tangible fixed assets and depreciation

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Land and Buildings are measured under the revaluation model. After recognition, tangible fixed assets whose fair value can be measured reliably shall be carried at a revalued amount, being their fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Revaluations are made with sufficient regularity to ensure that the carrying amount does not differ materially from that which would be determined using fair value at the end of the reporting date.

Fair values are determined from market-based evidence by appraisal that is normally undertaken by professionally qualified valuers. If there is no market-based evidence of fair value because of the specialised nature of the tangible fixed asset and it is rarely sold, except as part of a contributing business, a Charity may need to estimate fair value using an income or depreciated replacement cost approach.

At each reporting date the Charity assesses whether there is any indication of impairment. If such indication exists, the recoverable amount of the asset is determined to be the higher of its fair value less costs to sell and its value in use. An impairment loss is recognised where the carrying amount exceeds the recoverable amount.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following basis:

Computer equipment	-	33% Straight line
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No depreciation is provided for Land and Buildings on the basis of the property having a high residual value. Annual impairment reviews are undertaken.

A full year's depreciation is provided for the year of addition and none in the year of disposal.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020**

2. Accounting policies (continued)

2.7 Investments

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance sheet date, unless the value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and presented as 'Gains/(Losses) on investments' in the Statement of financial activities.

2.8 Stocks

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks.

2.9 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.10 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.11 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

2.12 Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2.13 Pensions

The charity operates a Workplace Pension Scheme with Scottish Widows.

2.14 Fund accounting

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

Investment income, gains and losses are allocated to the appropriate fund.

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

3. Income from charitable activities

	Unrestricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Registration fees	407,393	407,393	416,050
Examination and training income	271,112	271,112	314,261
NSK training income	64,359	64,359	66,158
Professional Register	431,583	431,583	394,992
PROMPT (Pest Control)	88,320	88,320	96,094
Approved trainers	15,504	15,504	10,978
Wildlife Aware	18,172	18,172	8,067
Sundry Income	42,162	42,162	2,678
FACTS Annual Scheme	99,892	99,892	167,255
Total 2020	1,438,497	1,438,497	1,476,533

Sundry income includes £40,061 in respect of grants received under the Government's Coronavirus Job Retention Scheme.

4. Investment income

	Unrestricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Income from investment properties	9,405	9,405	9,310
Income from listed investments	16,244	16,244	15,119
Bank interest receivable	52	52	1,609
	25,701	25,701	26,038

BASIS REGISTRATION LIMITED
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

5. Analysis of expenditure on charitable activities

Summary by fund type

	Unrestricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Management	1,008,491	1,008,491	950,850
Training & Exams	85,949	85,949	148,878
Professional Register	12,071	12,071	28,181
Assessment of Premises	88,033	88,033	99,879
PROMPT	87,776	87,776	95,056
Amenity Contractors	12,546	12,546	34,735
FACTS Annual Scheme	106,072	106,072	105,693
Support Costs	43,536	43,536	61,741
Total 2020	1,444,474	1,444,474	1,525,013

6. Analysis of expenditure by activities

	Activities undertaken directly 2020 £	Total funds 2020 £	Total funds 2019 £
Management	1,008,491	1,008,491	950,850
Training & Exams	85,949	85,949	148,878
Professional Register	12,071	12,071	28,181
Assessment of Premises	88,033	88,033	99,879
PROMPT	87,776	87,776	95,056
Amenity Contractors	12,546	12,546	34,735
FACTS Annual Scheme	106,072	106,072	105,693
Support Costs	43,536	43,536	61,741
	1,444,474	1,444,474	1,525,013

BASIS REGISTRATION LIMITED
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

7. Auditors' remuneration

	2020 £	2019 £
Fees payable to the Charity's auditor for the audit of the Charity's annual accounts	5,750	5,750

8. Staff costs

	2020 £	2019 £
Wages and salaries	668,159	603,770
Social security costs	59,233	43,924
Contribution to defined contribution pension schemes	55,322	59,176
	782,714	706,870

The key management personnel of the charity in charge of directing and controlling, running and operating the charity on a day to day basis comprise the trustees, the Chief Executive Officer and the senior management team. The total remuneration (including employers NI, pension contributions and benefits in kind) received by key management personnel for the year was £439,336 (2019: £393,735).

During the year redundancy payments totalling £11,893 were made to 5 employees.

The average number of persons employed by the Charity during the year was as follows:

	2020 No.	2019 No.
Employees	27	24

The average headcount expressed as full-time equivalents was:

	2020 No.	2019 No.
Administration	19	21

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	2020 No.	2019 No.
In the band £90,001 - £100,000	1	1

9. Trustees' remuneration and expenses

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

During the year, one or more Trustees has been paid remuneration or has received other benefits from an employment with the Charity. Under the Charity's constitution remuneration can be paid at trustees discretion for the roles of Chair and Treasurer. The value of Trustees' remuneration and other benefits was as follows:

		2020	2019
		£	£
D W A Burgess	Remuneration	6,664	-

During the year ended 31 December 2020, expenses totalling £1,332 were reimbursed or paid directly to 6 Trustees (2019 - £5,202 to 6 Trustees).

10. Taxation

The Charity's activities fall within the exemptions afforded by the provisions of the Corporation Tax Act 2010. Accordingly, there is no taxation charge in these accounts.

11. Tangible fixed assets

	Freehold property £	Computer equipment £	Total £
Cost			
At 1 January 2020	452,943	214,695	667,638
Additions	-	93,000	93,000
At 31 December 2020	452,943	307,695	760,638
Depreciation			
At 1 January 2020	-	205,020	205,020
Charge for the year	-	37,815	37,815
At 31 December 2020	-	242,835	242,835
Net book value			
At 31 December 2020	452,943	64,860	517,803
At 31 December 2019	452,943	9,675	462,618

The Freehold Property is not depreciated; in the opinion of the Trustees, the market value of the Freehold Property is in excess of its costs.

BASIS REGISTRATION LIMITED
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020**

12. Fixed asset investments

	Listed investments £
Cost or valuation	
At 1 January 2020	605,792
Revaluations	22,675
At 31 December 2020	628,467
Net book value	
At 31 December 2020	628,467
<i>At 31 December 2019</i>	<i>605,792</i>

All investments shown above are held at valuation.

13. Stocks

	2020 £	2019 £
Learning materials	2,115	2,115

14. Debtors

	2020 £	2019 £
Due within one year		
Trade debtors	66,735	77,132
Other debtors	960	3,089
Prepayments and accrued income	59,499	36,318
	127,194	116,539

15. Creditors: Amounts falling due within one year

	2020 £	2019 £
Trade creditors	80,707	56,492
Other taxation and social security	48,699	34,065
Other creditors	7,049	23,948

BASIS REGISTRATION LIMITED
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

15. Creditors: Amounts falling due within one year (continued)

	2020 £	2019 £
Accruals and deferred income	426,530	383,011
	562,985	497,516
	2020 £	2019 £
Deferred income at 1 January 2020	361,655	353,525
Resources deferred during the year	403,031	361,655
Amounts released from previous periods	(361,655)	(353,525)
	403,031	361,655

BASIS REGISTRATION LIMITED
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020**

16. Statement of funds

Statement of funds - current year

	Balance at 1 January 2020 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 31 December 2020 £
Unrestricted funds					
General Funds - all funds	1,020,304	1,464,198	(1,444,474)	7,140	1,047,168

Statement of funds - prior year

	Balance at 1 January 2019 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 31 December 2019 £
Unrestricted funds					
General Funds	1,009,034	1,502,571	(1,525,013)	33,712	1,020,304

17. Summary of funds

Summary of funds - current year

	Balance at 1 January 2020 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 31 December 2020 £
General funds	1,020,304	1,464,198	(1,444,474)	7,140	1,047,168

Summary of funds - prior year

	Balance at 1 January 2019 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 31 December 2019 £
General funds	1,009,034	1,502,571	(1,525,013)	33,712	1,020,304

BASIS REGISTRATION LIMITED
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

18. Analysis of net assets between funds

Analysis of net assets between funds - current period

	Unrestricted funds 2020 £	Total funds 2020 £
Tangible fixed assets	517,803	517,803
Fixed asset investments	628,467	628,467
Current assets	463,883	463,883
Creditors due within one year	(562,985)	(562,985)
Total	<u>1,047,168</u>	<u>1,047,168</u>

Analysis of net assets between funds - prior period

	Unrestricted funds 2019 £	Total funds 2019 £
Tangible fixed assets	462,618	462,618
Fixed asset investments	605,792	605,792
Current assets	449,410	449,410
Creditors due within one year	(497,516)	(497,516)
Total	<u>1,020,304</u>	<u>1,020,304</u>

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020**

19. Reconciliation of net movement in funds to net cash flow from operating activities

	2020 £	2019 £
Net income for the period (as per Statement of Financial Activities)	26,864	11,270
Adjustments for:		
Depreciation charges	37,815	11,368
Net gains/losses on investments	(7,140)	(33,712)
Impairment of tangible fixed assets	-	(22,944)
Dividends, interests and rents from investments	(25,649)	(24,429)
Decrease in stocks	-	1,038
Decrease/(increase) in debtors	(10,655)	24,408
Increase/(decrease) in creditors	65,469	(4,066)
Accrued expenses	-	11,866
Net cash provided by/(used in) operating activities	86,704	(25,201)

20. Analysis of cash and cash equivalents

	2020 £	2019 £
Cash in hand	334,574	330,756

21. Analysis of changes in net debt

	At 1 January 2020 £	Cash flows £	At 31 December 2020 £
Cash at bank and in hand	330,756	3,818	334,574
	330,756	3,818	334,574

22. Pension commitments

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. The pension cost charge represents contributions payable by the charity to the fund and amounted to £55,322 (2019 - £59,176). Contributions of £7,049 (2019: £13,394) were payable to the fund at the balance sheet date and are included in creditors.

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020**

23. Operating lease commitments

At 31 December 2020 the Charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2020 £	2019 £
Not later than 1 year	13,546	10,044
Later than 1 year and not later than 5 years	10,380	4,859
	<u>23,926</u>	<u>14,903</u>

Lease payments totalling £10,044 (2019: £16,269) have been recognised as an expense during the year.

24. Related party transactions

During the year the following transactions took place at arm's length between the charity and related parties:

Payments for PR services of £2,317 (2019: £2,203) were made to Geoff Dodgson.

Sales of £40,147 and purchases of £360 (2019: £34,813 and £6,697) respectively were made to companies Sabra Everett is a director and also a trustee of the Charity.

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

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BASIS REGISTRATION LIMITED
(A company limited by guarantee)

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 DECEMBER 2020**

Trustees	Mr D W A Burgess, Chair (appointed 23 July 2020) Mrs M May, Treasurer and Vice Chair Mr D J Bench, Trustee (appointed 23 July 2020) Dr S Bolton (resigned 23 July 2020) Mr D L Cairns, Trustee Mr C E Clarke (resigned 23 July 2020) Rev G J Dodgson, Trustee Mrs S A Everett, Trustee Mr R Fenwick, Trustee (appointed 7 February 2020) Mr C Godwin, Trustee (appointed 7 February 2020) Mrs E Hamer, Trustee Mrs J Hewitt (appointed 7 February 2020) Mrs S F Melrose, Trustee Ms S J Mukherjee (resigned 23 July 2020) Prof J Moverley, Trustee Mr C Sprigg, Trustee Mr P J Taylor, Trustee Mrs S Twining, Trustee (appointed 23 July 2020) Mr C W Wright Mr A S Richardson (resigned 23 July 2020)
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**Company registered
number** 01365343

**Charity registered
number** 1077006

Registered office St Monica's House
39 Windmill Lane
Ashbourne
Derbyshire
DE6 1EY

Company secretary Mr SP Jacob

Chief executive officer Mr SP Jacob

Independent auditors Smith Cooper Audit Limited
Chartered Accountants
St Helen's House
King Street
Derby
DE1 3EE

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2020

Structure, governance and management

Governing document

The charity is controlled by its governing document, the Articles of Association, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Risk management

The Trustees identify and regularly review the risks to which the charity is exposed and ensure that controls are in place to provide appropriate and reasonable assurance against fraud and error.

There are individual Trustees nominated to provide over-sight on all matters pertaining to Human Resources, Pensions and Health and Safety.

BASIS, through its external Chartered Accountant, produces monthly income and expenditure accounts and balance sheets comparing performance against budget; the annual financial statements are externally audited.

The reserves of the charity are cautiously invested in a mix of retail funds, using external professional advice.

Board members

There were five changes to the membership of the Board of Trustees in 2020 and four resignations.

Committee structure

The Committees are:

- The FACTS Advisory Committee
- The Finance and Remuneration Committee
- The Logistics Committee
- The Professional Standards Committee
- The PROMPT Committee
- The Northern Ireland Committee
- The Membership Committee

All the above Committees meet on a number of occasions in the year and their proceedings are formally minuted and reported to the Board.

Public Benefit

In setting our activities and planning our activities our Trustees have given careful consideration to the Charity Commission's public benefit guidance.

Our main activities and who we try to help are described below. All our charitable activities focus on helping British agriculture, the amenity industry, horticulture and forestry by raising standards through establishing best practice within the plant protection industries with a focus on the sale and supply, safe storage and transport of professional plant protection products and a recognised means of assessing staff working in the sector.

The benefits of the work of BASIS are the education of future and current agronomists, the management of well-crafted and delivered Continuing Professional Development schemes for agronomists, plant nutrition advisers and professional pest controllers and the auditing of distributor and manufacturer's professional plant protection products storage premises.

Establishing best practise in the use, sale and distribution of Professional Plant Protection Products encourages the uptake of alternatives to professional plant protection products, use of integrated approaches (e.g. Integrated Pest Management (IPM) and Integrated Farm Management (IFM)). The benefits of which are the protection of public, operator and consumer health and reduced impact of professional plant protection products on biodiversity, water and the environment.

BASIS REGISTRATION LIMITED
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2020

Objectives and activities

The purpose of BASIS is to benefit the public by advancing standards in the advice and use of professional plant protection products and plant nutrition throughout the United Kingdom for the safety of the public and the environment to promote and encourage improved standards, the safe and efficient distribution, contract application, handling and storage of Plant Protection Products, techniques and technology, molecular technology, biotechnology, plant nutrition, bio-pesticide products and in the advice and usage of such products in agriculture, horticulture, forestry, industrial, public health and other relevant industry sectors.

We do this by providing advanced education for professional advisers and farmers in agriculture, horticulture and related industries with the objective of raising standards in the following:

- the advice and use of professional plant protection products and fertilisers in agriculture and horticulture
- the advice and use of products for the control of pests in industrial, food preparation, food storage and domestic premises
- the advice and use of herbicides for weed control on roads, railways, sports grounds and other public and private spaces
- the promotion of Integrated Pest Management (IPM) techniques within the UK's National Action Plan framework for action to achieve the sustainable use of pesticides

Our activities include:

- organising education and training programmes up to and including Quality Assurance Agency (QAA) level 7 (including BASIS Diploma in Crop Protection)
- the creation and maintenance of a portfolio of examinations which are accredited through QAA for higher education and are regularly updated
- the organisation and provision of examinations for advisors throughout the United Kingdom

We have established and maintain Professional Registers for advisors to join and maintain their Professional Register status through Continuing Professional Development.

BASIS also seeks to advance education and professional standards in the storage and distribution of professional plant protection products and fertilisers. We do this by providing training programmes for store keepers, by operating a statutorily-recognised store inspection scheme and conducting annual store inspections.

In seeking to raise standards we work with government departments including DEFRA, Fire Authorities, the Environment Agency and various industry organisations.

Achievements and performance

Overview

As a designated awarding body responsible for implementing training and certification for those involved in land management, BASIS promotes Integrated Pest Management (IPM) in all settings and across all aspects of its charitable reach. We believe that training and professional development is the key stone to delivering successful IPM programmes. All our training modules have IPM as a core element and we include assessment of candidates against its principles.

During 2020 the BASIS Trustee Board and Executive developed, and initiated, a 5-year strategy to assist its members, and wider stakeholders, to be equipped to deliver advice as the farming sector enters a 7-year transition away from EU-based rules. The strategy supports its members to progress towards a system in which farmers are paid to improve the environment, improve animal health and welfare, and reduce carbon emissions.

Storage and Distribution

During 2020, BASIS inspected 562 (2019 - 579) registered Plant Protection Product stores, of which 98% (2019- 99.6%) reached the required standard.

Additionally, BASIS provides independent annual onsite and remote audits to verify that professional use rodenticides are only sold to certified users meeting the point of sale requirements for the Campaign for Responsible Rodenticide Use (CRRU). 695 premises received point of sale audits in 2020 (2019 - 596).

Annual assessment for amenity contractors resulted in 82 Amenity Assured Contractors (2019 - 88) being

BASIS REGISTRATION LIMITED
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2020

audited and 191 Lawn Assured Scheme members being audited in 2020 (2019 – 167).

Training and Education

Advancing education is a key charitable objective. In 2020, 1,537 individuals benefitted directly from BASIS training and assessment. Additionally, 24 agronomists were awarded the BASIS Diploma in Crop Protection - our highest award, bringing the total number of agronomists with the Diploma to 321.

Much effort was made during the year to prepare the training syllabuses to reflect legislative changes following EU exit. Additionally, all of our training modules successfully underwent a re-validation exercise in May 2020. Re-validation ensures our provision continues to offer appropriate learning opportunities and outcomes, currency of curriculum and takes account of delivery experiences and feedback from students.

Continuing Professional Development (CPD) and the Professional Registers Numbers on the BASIS Professional Register stood at 5,641 (2019 - 5,889) at the end of 2020. 4,455 (2019 - 7,200) events were allocated CPD points in 2020 with almost all CPD activity moving online. BASIS itself introduced an online CPD portal, BASIS Classroom, which hosts CPD training events created by industry for the BASIS Professional Register membership.

FACTS Qualified Adviser membership stood at 3,342 (2019 - 3,532) and FACTS Subscribers stood at 493 (2019 - 270) paid up members at the end of 2020. An assessment for all FACTS Qualified advisers (FQAs) continued to provide demonstrable quality assurance of professional standards and is now an established compulsory annual membership requirement for FQAs to maintain their status. The theme of the 2021/22 annual assessment will be 'Ways of improving fertiliser (mineral and organic) application accuracy' which assesses the requirement for calibration and tray testing of fertiliser and manure spreaders and an evaluation of the yield and financial costs of inaccurate application.

PROMPT and Amenity Registers

During the year PROMPT membership remained largely unchanged at 5,282 (2019 - 5,364) and members of the BASIS Amenity Training Register reduced to 143 (2019 - 347).

Financial review

Reserves

In keeping with the Charities Commission guidance on reserves, the Board of BASIS has a policy to hold unrestricted reserves, in order to ensure the continued activities of the company in times of reduced income. The policy, agreed in 2009, was to hold at least six months of the cost of running the business in reserves to meet unexpected demands on the charity which for 2020 is at least £750k. Currently, unrestricted reserves are £1,047,168 representing 72% of the total resources expended in 2020 (2019: 67%). The reserves policy is reviewed annually.

Income

Total income from the charitable activities of BASIS remained almost unchanged at £1,438,497 in 2020. Growth in registration fees offset a decrease in examination and training income due to the effect of the restrictions to movement in Q2 and Q3 in response to the Covid-19 pandemic leading to fewer candidates receiving training and assessment.

The charity received Job Retention Scheme grant funding of £40,061 in 2020.

All funds have been allocated to support charitable and general operational expenditure.

Costs

Total expenditure decreased by £80,539 - a decrease of 5% from 2019 as expenditure reduced broadly commensurate with the income.

In response to increased efficiency in internal processes, and a contraction of trading activities during the Covid-19 pandemic, a full review of the business needs and organisational requirements was undertaken. The subsequent organisational restructure resulted in a reduction in administration staff from eleven to seven and a

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2020

renewed focus on building a multi-skilled team capable of working across all departments.

The year saw a continuation of a major project, BASIS 2020, to upgrade our digital operations. A decision was made early in the year to accelerate the programme to support our membership by digitising key services and presenting them in covid secure formats.

Our staff are key to the success of the project and a programme of training is underway to develop our team to ensure that BASIS continues to meet its charitable objectives and thereby benefit the industry that it serves.

Salaries form the single largest element of expenditure. A Technical Manager was appointed during the year. Average full-time equivalent staff numbers reduced to 19 during 2020.

Investments

The majority of BASIS reserves are held as investments; these increased by £25,701 in the year.

Risks

An annual risk management review helps identify and manage issues that could impair our ability to achieve our charitable objectives or adversely impact the organisation in other ways.

Trustees are ultimately responsible for risk management and the BASIS Finance and Remuneration committee oversees the Risk Register which records issues and tracks how they are addressed on an ongoing basis.

Health and Safety

The health and safety of our staff, volunteers, tenants and visitors is paramount. An internal Health and Safety Committee, an external consultant together with a named Trustee oversee activity in this area.

Our People

The Board is grateful for the dedication of the BASIS staff, who have, again, worked hard to provide a service to members, the industry and the wider public.

Tangible Fixed Assets

Following an independent valuation of St Monica's House dated 10 March 2020 its value was restated to market value as at 31 December 2019. The next tri-annual valuation is due to take place in 2023.

Statement as to disclosure of information to auditors

In so far as the trustees are aware:

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

Plans for future periods

The charity intends to develop the business to continue to meet its objectives and the future demands of the UK agricultural, horticultural and allied industries.

Trustees' responsibilities statement

The trustees, who are also directors for the purposes of company law, are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2020

Covid 19

The introduction of new processes has enabled BASIS to continue to offer its audits, training and professional development products and services in covid secure formats. This rapid adoption of video conferencing software and online proctoring services has been pivotal in enabling the charity to continue to meet its objects and maintain quality assurance standards.

The BASIS Board of Trustees operate a register to identify and manage risks and plan mitigating actions. The response to counter the effects on the charity's objects from a pandemic are to build and maintain sufficient reserves. Accordingly, the charity is financially stable enough to meet its obligations and continue its business for the foreseeable future.

With further implementation of digital processes, and the continued launch of digital assets to support our members expected to continue throughout 2021, there is every expectation that BASIS will endure and deliver on its aims and activities over the next 12 months.

In preparing these financial statements, the trustees are required to:

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

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

Auditor

A resolution to reappoint Smith Cooper Audit Limited as auditor for 2021 will be put to the Annual General Meeting.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

Approved by order of the members of the board of Trustees on 28 April 2021 and signed on their behalf by:

Mr SP Jacob
Company Secretary

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF BASIS REGISTRATION LIMITED

Opinion

We have audited the financial statements of Basis Registration Limited (the 'charitable company') for the year ended 31 December 2020 which comprise the Statement of financial activities, the Balance sheet, the Statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2020 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

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

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF BASIS REGISTRATION LIMITED
(CONTINUED)

Other information

The Trustees are responsible for the other information. The other information comprises the information included in the Annual report, other than the financial statements and our Auditors' report thereon. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

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

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

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

Responsibilities of trustees

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

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

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF BASIS REGISTRATION LIMITED
(CONTINUED)

Auditors' responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

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

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

- Enquiry of management and those charged with governance around actual and potential litigation and claims;
- Reviewing minutes of meetings of those charged with governance where available;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations.
- Performing audit work over the risk of management override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for bias.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

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

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF BASIS REGISTRATION LIMITED
(CONTINUED)

Use of our report

This report is made solely to the charitable company's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an Auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members, as a body, for our audit work, for this report, or for the opinions we have formed.

Smith Cooper Audit Limited

Chartered Accountants
Statutory auditors
St Helen's House
King Street
Derby
DE1 3EE

Date:

Smith Cooper Audit Limited are eligible to act as auditors in terms of section 1212 of the Companies Act 2006.

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 DECEMBER 2020

	Note	Unrestricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Income from:				
Charitable activities	3	1,438,497	1,438,497	1,476,533
Investments	4	25,701	25,701	26,038
Total income		1,464,198	1,464,198	1,502,571
Expenditure on:				
Charitable activities	5	1,444,474	1,444,474	1,525,013
Total expenditure		1,444,474	1,444,474	1,525,013
Net income/(expenditure) before net gains on investments		19,724	19,724	(22,442)
Net gains on investments		7,140	7,140	33,712
Net movement in funds		26,864	26,864	11,270
Reconciliation of funds:				
Total funds brought forward		1,020,304	1,020,304	1,009,034
Net movement in funds		26,864	26,864	11,270
Total funds carried forward		1,047,168	1,047,168	1,020,304

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 14 to 26 form part of these financial statements.

BASIS REGISTRATION LIMITED
(A company limited by guarantee)
REGISTERED NUMBER: 01365343

BALANCE SHEET
AS AT 31 DECEMBER 2020

	Note	2020 £	2019 £
Fixed assets			
Tangible assets	11	517,803	462,618
Investments	12	628,467	605,792
		1,146,270	1,068,410
Current assets			
Stocks	13	2,115	2,115
Debtors	14	127,194	116,539
Cash at bank and in hand		334,574	330,756
		463,883	449,410
Creditors: amounts falling due within one year	15	(562,985)	(497,516)
Net current liabilities		(99,102)	(48,106)
Total net assets		1,047,168	1,020,304
Charity funds			
Restricted funds	16	-	-
Unrestricted funds	16	1,047,168	1,020,304
Total funds		1,047,168	1,020,304

The entity was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the entity to obtain an audit for the year in question in accordance with section 476 of the Companies Act 2006.

However, an audit is required in accordance with section 144 of the Charities Act 2011.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

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

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

Mr W Burgess
 (Chair of Trustees)
 Date:

The notes on pages 14 to 26 form part of these financial statements.

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2020

	Note	2020 £	2019 £
Cash flows from operating activities			
Net cash generated in operating activities	19	86,704	(25,201)
Cash flows from investing activities			
Dividends, interests and rents from investments		25,649	24,429
Purchase of tangible fixed assets		(93,000)	(8,385)
Purchase of new investments		(15,535)	(13,307)
Net cash (used in)/provided by investing activities		(82,886)	2,737
Cash flows from financing activities			
Repayments of borrowing		-	(49,653)
Net cash provided by/(used in) financing activities		-	(49,653)
Change in cash and cash equivalents in the year		3,818	(72,117)
Cash and cash equivalents at the beginning of the year		330,756	402,873
Cash and cash equivalents at the end of the year	20	334,574	330,756

The notes on pages 14 to 26 form part of these financial statements

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

1. General information

The charity is a private charitable company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is St Monica's House, 39 Windmill Lane, Ashbourne, Derbyshire, DE6 1EY.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Basis Registration Limited meets the definition of a public benefit entity under FRS 102.

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

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

2.2 Going concern

The Trustees have considered the appropriateness of the going concern basis of the preparation of the financial statements by considering a period of at least 12 months from the date of the approval of these financial statements. The Trustees are of the opinion that there are adequate resources available to continue trading for a period of at least 12 months.

2.3 Income

Register income (Professional Register, FACTS Qualified Adviser and Subscriber schemes and PROMPT) is recognised upon receipt, as any point prior to this the Charity is uncertain of receiving the funds.

All other income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

2.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020**

2. Accounting policies (continued)

2.4 Expenditure (continued)

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

2.5 Government grants

Grants are accounted under the accruals model as permitted by FRS 102. Grants received during the year are recorded as other income and arise from the government job retention scheme.

Grants of a revenue nature are recognised in the Statement of comprehensive income in the same period as the related expenditure.

The deferred element of grants is included in creditors as deferred income.

2.6 Tangible fixed assets and depreciation

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Land and Buildings are measured under the revaluation model. After recognition, tangible fixed assets whose fair value can be measured reliably shall be carried at a revalued amount, being their fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Revaluations are made with sufficient regularity to ensure that the carrying amount does not differ materially from that which would be determined using fair value at the end of the reporting date.

Fair values are determined from market-based evidence by appraisal that is normally undertaken by professionally qualified valuers. If there is no market-based evidence of fair value because of the specialised nature of the tangible fixed asset and it is rarely sold, except as part of a contributing business, a Charity may need to estimate fair value using an income or depreciated replacement cost approach.

At each reporting date the Charity assesses whether there is any indication of impairment. If such indication exists, the recoverable amount of the asset is determined to be the higher of its fair value less costs to sell and its value in use. An impairment loss is recognised where the carrying amount exceeds the recoverable amount.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following basis:

Computer equipment	-	33% Straight line
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No depreciation is provided for Land and Buildings on the basis of the property having a high residual value. Annual impairment reviews are undertaken.

A full year's depreciation is provided for the year of addition and none in the year of disposal.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020**

2. Accounting policies (continued)

2.7 Investments

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance sheet date, unless the value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and presented as 'Gains/(Losses) on investments' in the Statement of financial activities.

2.8 Stocks

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks.

2.9 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.10 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.11 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

2.12 Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2.13 Pensions

The charity operates a Workplace Pension Scheme with Scottish Widows.

2.14 Fund accounting

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

Investment income, gains and losses are allocated to the appropriate fund.

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020**

3. Income from charitable activities

	Unrestricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Registration fees	407,393	407,393	416,050
Examination and training income	271,112	271,112	314,261
NSK training income	64,359	64,359	66,158
Professional Register	431,583	431,583	394,992
PROMPT (Pest Control)	88,320	88,320	96,094
Approved trainers	15,504	15,504	10,978
Wildlife Aware	18,172	18,172	8,067
Sundry Income	42,162	42,162	2,678
FACTS Annual Scheme	99,892	99,892	167,255
Total 2020	1,438,497	1,438,497	1,476,533

Sundry income includes £40,061 in respect of grants received under the Government's Coronavirus Job Retention Scheme.

4. Investment income

	Unrestricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Income from investment properties	9,405	9,405	9,310
Income from listed investments	16,244	16,244	15,119
Bank interest receivable	52	52	1,609
	25,701	25,701	26,038

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

5. Analysis of expenditure on charitable activities

Summary by fund type

	Unrestricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Management	1,008,491	1,008,491	950,850
Training & Exams	85,949	85,949	148,878
Professional Register	12,071	12,071	28,181
Assessment of Premises	88,033	88,033	99,879
PROMPT	87,776	87,776	95,056
Amenity Contractors	12,546	12,546	34,735
FACTS Annual Scheme	106,072	106,072	105,693
Support Costs	43,536	43,536	61,741
Total 2020	1,444,474	1,444,474	1,525,013

6. Analysis of expenditure by activities

	Activities undertaken directly 2020 £	Total funds 2020 £	Total funds 2019 £
Management	1,008,491	1,008,491	950,850
Training & Exams	85,949	85,949	148,878
Professional Register	12,071	12,071	28,181
Assessment of Premises	88,033	88,033	99,879
PROMPT	87,776	87,776	95,056
Amenity Contractors	12,546	12,546	34,735
FACTS Annual Scheme	106,072	106,072	105,693
Support Costs	43,536	43,536	61,741
	1,444,474	1,444,474	1,525,013

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020**

7. Auditors' remuneration

	2020 £	2019 £
Fees payable to the Charity's auditor for the audit of the Charity's annual accounts	5,750	5,750

8. Staff costs

	2020 £	2019 £
Wages and salaries	668,159	603,770
Social security costs	59,233	43,924
Contribution to defined contribution pension schemes	55,322	59,176
	782,714	706,870

The key management personnel of the charity in charge of directing and controlling, running and operating the charity on a day to day basis comprise the trustees, the Chief Executive Officer and the senior management team. The total remuneration (including employers NI, pension contributions and benefits in kind) received by key management personnel for the year was £439,336 (2019: £393,735).

During the year redundancy payments totalling £11,893 were made to 5 employees.

The average number of persons employed by the Charity during the year was as follows:

	2020 No.	2019 No.
Employees	27	24

The average headcount expressed as full-time equivalents was:

	2020 No.	2019 No.
Administration	19	21

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	2020 No.	2019 No.
In the band £90,001 - £100,000	1	1

9. Trustees' remuneration and expenses

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

During the year, one or more Trustees has been paid remuneration or has received other benefits from an employment with the Charity. Under the Charity's constitution remuneration can be paid at trustees discretion for the roles of Chair and Treasurer. The value of Trustees' remuneration and other benefits was as follows:

		2020	2019
		£	£
D W A Burgess	Remuneration	6,664	-

During the year ended 31 December 2020, expenses totalling £1,332 were reimbursed or paid directly to 6 Trustees (2019 - £5,202 to 6 Trustees).

10. Taxation

The Charity's activities fall within the exemptions afforded by the provisions of the Corporation Tax Act 2010. Accordingly, there is no taxation charge in these accounts.

11. Tangible fixed assets

	Freehold property £	Computer equipment £	Total £
Cost			
At 1 January 2020	452,943	214,695	667,638
Additions	-	93,000	93,000
At 31 December 2020	452,943	307,695	760,638
Depreciation			
At 1 January 2020	-	205,020	205,020
Charge for the year	-	37,815	37,815
At 31 December 2020	-	242,835	242,835
Net book value			
At 31 December 2020	452,943	64,860	517,803
At 31 December 2019	452,943	9,675	462,618

The Freehold Property is not depreciated; in the opinion of the Trustees, the market value of the Freehold Property is in excess of its costs.

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020**

12. Fixed asset investments

	Listed investments £
Cost or valuation	
At 1 January 2020	605,792
Revaluations	22,675
At 31 December 2020	628,467
Net book value	
At 31 December 2020	628,467
<i>At 31 December 2019</i>	<i>605,792</i>

All investments shown above are held at valuation.

13. Stocks

	2020 £	2019 £
Learning materials	2,115	2,115

14. Debtors

	2020 £	2019 £
Due within one year		
Trade debtors	66,735	77,132
Other debtors	960	3,089
Prepayments and accrued income	59,499	36,318
	127,194	116,539

15. Creditors: Amounts falling due within one year

	2020 £	2019 £
Trade creditors	80,707	56,492
Other taxation and social security	48,699	34,065
Other creditors	7,049	23,948

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

15. Creditors: Amounts falling due within one year (continued)

	2020 £	2019 £
Accruals and deferred income	426,530	383,011
	562,985	497,516
	2020 £	2019 £
Deferred income at 1 January 2020	361,655	353,525
Resources deferred during the year	403,031	361,655
Amounts released from previous periods	(361,655)	(353,525)
	403,031	361,655

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020**

16. Statement of funds

Statement of funds - current year

	Balance at 1 January 2020 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 31 December 2020 £
Unrestricted funds					
General Funds - all funds	1,020,304	1,464,198	(1,444,474)	7,140	1,047,168

Statement of funds - prior year

	Balance at 1 January 2019 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 31 December 2019 £
Unrestricted funds					
General Funds	1,009,034	1,502,571	(1,525,013)	33,712	1,020,304

17. Summary of funds

Summary of funds - current year

	Balance at 1 January 2020 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 31 December 2020 £
General funds	1,020,304	1,464,198	(1,444,474)	7,140	1,047,168

Summary of funds - prior year

	Balance at 1 January 2019 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 31 December 2019 £
General funds	1,009,034	1,502,571	(1,525,013)	33,712	1,020,304

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

18. Analysis of net assets between funds

Analysis of net assets between funds - current period

	Unrestricted funds 2020 £	Total funds 2020 £
Tangible fixed assets	517,803	517,803
Fixed asset investments	628,467	628,467
Current assets	463,883	463,883
Creditors due within one year	(562,985)	(562,985)
Total	<u>1,047,168</u>	<u>1,047,168</u>

Analysis of net assets between funds - prior period

	Unrestricted funds 2019 £	Total funds 2019 £
Tangible fixed assets	462,618	462,618
Fixed asset investments	605,792	605,792
Current assets	449,410	449,410
Creditors due within one year	(497,516)	(497,516)
Total	<u>1,020,304</u>	<u>1,020,304</u>

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020**

19. Reconciliation of net movement in funds to net cash flow from operating activities

	2020 £	2019 £
Net income for the period (as per Statement of Financial Activities)	26,864	11,270
Adjustments for:		
Depreciation charges	37,815	11,368
Net gains/losses on investments	(7,140)	(33,712)
Impairment of tangible fixed assets	-	(22,944)
Dividends, interests and rents from investments	(25,649)	(24,429)
Decrease in stocks	-	1,038
Decrease/(increase) in debtors	(10,655)	24,408
Increase/(decrease) in creditors	65,469	(4,066)
Accrued expenses	-	11,866
Net cash provided by/(used in) operating activities	86,704	(25,201)

20. Analysis of cash and cash equivalents

	2020 £	2019 £
Cash in hand	334,574	330,756

21. Analysis of changes in net debt

	At 1 January 2020 £	Cash flows £	At 31 December 2020 £
Cash at bank and in hand	330,756	3,818	334,574
	330,756	3,818	334,574

22. Pension commitments

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. The pension cost charge represents contributions payable by the charity to the fund and amounted to £55,322 (2019 - £59,176). Contributions of £7,049 (2019: £13,394) were payable to the fund at the balance sheet date and are included in creditors.

BASIS REGISTRATION LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020**

23. Operating lease commitments

At 31 December 2020 the Charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2020 £	2019 £
Not later than 1 year	13,546	10,044
Later than 1 year and not later than 5 years	10,380	4,859
	23,926	14,903

Lease payments totalling £10,044 (2019: £16,269) have been recognised as an expense during the year.

24. Related party transactions

During the year the following transactions took place at arm's length between the charity and related parties:

Payments for PR services of £2,317 (2019: £2,203) were made to Geoff Dodgson.

Sales of £40,147 and purchases of £360 (2019: £34,813 and £6,697) respectively were made to companies Sabra Everett is a director and also a trustee of the Charity.



BASIS Registration Limited

**Audit Findings Report
Year ended 31 December 2020**

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1. INTRODUCTION

The purpose of this report is to update management and those charged with governance of BASIS Registration Limited and to meet the requirements of International Standard in Auditing (UK & Ireland) 260.

We are responsible for forming and expressing an opinion on the statutory financial statements.

The matters dealt with in this report came to our attention during the course of our normal audit procedures which are primarily designed for the purpose of expressing our opinion on the statutory financial statements of the companies.

Our audit work is complete, subject to the outstanding matters in Section 6. We expect an unmodified audit report to be issued assuming no matters arise from completion of the outstanding work.

This report has been prepared for the sole use of the charity and must not be shown to third parties without our prior consent. No responsibilities are accepted by Smith Cooper Audit Limited towards any party acting or refraining from action as a result of this report.

2. AUDIT SUMMARY AND SIGNIFICANT RISKS

Our work combines substantive and other procedures, including direct verification of balances and transactions, which included obtaining confirmation from third parties where we considered this to be necessary. No significant limitations of scope were placed on our audit.

We do not seek to certify that the financial statements are 100% accurate, rather we use the concept of 'materiality' to plan our sample sizes and also to decide whether any errors or misstatements discovered during the audit require adjustment.

The assessment of materiality is a matter of professional judgement but overall, the matter is material if its omission or misstatement would reasonably influence the economic decisions of a user of the financial statements. Whether adjustments are material to the "true and fair" view, can only be judged in the particular circumstances of the items and their impact on the financial statements to which they relate. Materiality has been considered having due regard to the overall financial statement totals, the relevant individual balance, the type of transaction and the disclosures.

The following significant risk areas were identified at the planning stage of the audit and any matters arising in relation to these identified risks are commented on in Section 3 below. Our audit fieldwork has not identified any additional areas of significant risk.

Revenue recognition - This is a risk as defined under auditing standards, unless it can be rebutted.

Management override - This is a risk identified by auditing standards that cannot be rebutted. This relates to the fact that Management can influence judgement areas of the results of a business.

Going concern - COVID-19 has caused significant market upheaval and uncertainty for business. Many businesses have faced mandatory closures and reduced customer demand due to lockdown measures. We have to consider what scenarios and sensitivities have been included by management in the assessment of going concern; whether management have considered a sufficient range of scenarios, flexing business model appropriately; how plausible or remote the scenarios forecast are. And whether management have considered:

- The impact of any further wave of outbreaks and closures, or the loss of key members of staff;
- Risks to future viability arising, for example, from a change to business model or in consumer tastes due to the pandemic;
- The risk of breaches of covenants or regulatory requirements;

3. KEY MATTERS ARISING DURING THE COURSE OF THE AUDIT

Matters arising	Resolution
Revenue Recognition <u>Accrued income</u> On review of invoices raised in January that relates to the year under review, £8,086 of potential accrued income has been identified. <u>Deferred income</u> On review of invoices raised within the year that relate to periods after 31st December 2020, an additional £44,823 of deferred income has been identified. <u>PROMPT/Wildlife Aware</u> It was noted during testing that income received in December 2020 for the PROMPT and Wildlife Aware schemes are not being deferred, despite relating to periods after 31st December 2020.	An adjustment has been made to the final financial statements for this amount. An adjustment has been made to the final financial statements for this amount. Income related to after 31st December 2020 has now been deferred.
Accrued Expenses On review of purchase invoices paid after 31st December 2020, invoices totaling £23,499 have been identified as relating to expenses incurred in the year under review which have not been accrued.	An adjustment has been made to the final financial statements for this amount.
Prepaid Expenses On review of purchase invoices paid before 31st December 2020, invoices totaling £32,233 have been identified as relating to expenses incurred after the year under review which have not been prepaid. On review of items already prepaid, an overstatement of £7,667 was identified with regards to the accreditation prepayment. The net effect on prepayments is an understatement of £24,566	An adjustment has been made to the final financial statements for this amount.

4. SUMMARY OF UNADJUSTED DIFFERENCES

The auditor is required to communicate all misstatements which we identified as a result of our audit process and which were not adjusted, other than those considered to be clearly trivial in size or nature, to the company's management. Trivial was deemed to be £1,400.

Our audit approach is based on consideration of audit materiality. We determine materiality for the purpose of the company's statutory reporting by our judgment as to what adjustments would influence the reader's perception of the financial statements. We do not therefore seek to review all immaterial amounts.

The aggregate impact of adjusted and unadjusted misstatements is summarised in Appendix A.

5. OUTSTANDING MATTERS

- Finalisation of accounts including Trustee report and sign off of going concern
- Letter of representation – to send out with the accounts
- Going concern review – Forecasts and latest management accounts received
- Post balance sheet review – latest management accounts received
- Trustee's declarations of interests and finalisation of audit work on related parties.

6. ETHICAL CONSIDERATIONS

Provision of non-audit services

Under the FRC Ethical Standard, the provision of audit and non-audit services to you by Smith Cooper (SC) gives rise to a potential threat to independence. The following table shows how the threats to this independence are protected against:

Work Done	Threat to Independence	Safeguard
Preparation of statutory accounts	Self-review	SC prepares the accounts using the management accounts, which involves inputting the figures into Caseware and generating the statutory accounts. Disclosures to be included which are prepared by SC e.g. operating lease disclosures are reviewed by a senior member of the SC audit department who are not involved with the assignment.
Proposing adjusting journals	Management	The accounts and adjusting journals are all to be discussed with informed management before finalising the accounts.
Management accounts	Self-review	The accounts team have prepared the management accounts based on the information provided by management. The accounts department are separate from the audit department.
Provision of payroll services	Self-review	The monthly payroll is prepared by the payroll team, which are a separate team from the audit department.

These have all been discussed with informed management. Informed management includes Stephen Jacob (CEO).

7. FRAUD, ERROR, LAWS AND REGULATIONS

In accordance with International Auditing Standards, we planned our audit so that we have a reasonable expectation of detecting material misstatements in the financial statements or accounting records (including any material misstatements resulting from fraud, error or non-compliance with law or regulations.)

However, we acknowledge that no internal control structure, no matter how effective, can eliminate the possibility that errors or irregularities may occur and remain undetected. In addition, because we use selective testing in our audit, we cannot guarantee that errors or irregularities if present, will be detected. Accordingly, our audit should not be relied upon to disclose all such misstatements or frauds, errors or instances of non-compliance as may exist.

It is ultimately the directors' responsibility to safeguard assets and to design and implement internal control systems to prevent and detect fraud, error and non-compliance with laws and regulations and to assess the risk any such matters may have on the accuracy of the financial statements.

As part of our audit procedures we made enquiries of management to obtain their assessment of the risk that fraud may cause a significant account balance to contain a material misstatement. We have reviewed and discussed the accounting and internal controls systems management has put in place to address these risks and to prevent and detect error. However, management should ensure that these matters are considered and reviewed on a regular basis.

Management have confirmed to us that they are not aware of any actual or potential fraud, error or breaches of laws and regulations which may affect the financial statements.

We have included appropriate paragraphs in the letter of representation, with regard to fraud, error, laws and regulations. The letter will require the approval of the Directors together with financial statements.

Management override of controls

In addition to the procedures above, we are required to design and perform audit procedures to respond to the risk of management's override of controls. No instances of management override have come to our attention as a result of this work.

8. INTERNAL CONTROLS

The purpose of our audit is to form an opinion on the financial statements. As part of our audit we have considered internal controls in order to design and undertake our audit procedures only. Our audit does not express an opinion on the overall effectiveness of internal controls and therefore should not be relied upon to disclose all errors or weaknesses in systems and processes nor irregularities or errors not material in relation to the financial statements.

During the course of the audit certain control improvements were identified as follows:

Assessment

- **Significant deficiency – findings fundamental to the management of risk.**
- **Deficiency – findings which are minor to the management of risk but would strengthen existing practice.**

The following matters were identified in the current year:

Area and observation	Risk	Recommendation
Employee document retention 1 instance noted of employee identification documents not being retained in the personnel file.	<i>Non compliance with employment law, specifically ensuring an employee's right to work documentation is retained.</i>	<i>Documents should be retained in line with statutory minimum requirements.</i>
Coronavirus job retention scheme document It was noted that 2 of the employees selected for testing had not responded to the notice that they were being placed on furlough.	<i>Non compliance with the coronavirus job retention scheme may result in the grant being clawed back.</i>	<i>Ensure that if the scheme is used again in the future that the appropriate documentation is obtained.</i>
Trustee expenses Out of a sample of 20, it was noted that VAT had been reclaimed on 3 purchases but there was no supporting documentation for this VAT, such as receipt.	<i>Purchase VAT may be incorrectly claimed on the VAT returns.</i>	<i>Ensure that supporting documentation for expense claims is retained where applicable.</i>
Declarations of interest Declarations were not available for all trustees	<i>There is a risk unidentified related party transactions could arise.</i>	<i>All declarations to be obtained and maintained each year.</i>

APPENDIX A – SUMMARY OF UNADJUSTED DIFFERENCES

No further unadjusted differences.