

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
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**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
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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
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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.

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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
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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
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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
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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
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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
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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
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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
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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
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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
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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
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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
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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
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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
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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
	805,698	756,001

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	27	27

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	-

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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
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**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
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**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.

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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
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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
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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
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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.

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**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
	<hr/> 43,501 <hr/>	<hr/> 23,926 <hr/>

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.