

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
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**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
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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
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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
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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
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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.

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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

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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
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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 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
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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 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
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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

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
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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
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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
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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
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**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
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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>

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**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
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**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
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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
	<hr/>
At 31 December 2023	616,747
	<hr/>
Amortisation	
At 1 January 2023	101,716
Charge for the year	154,187
	<hr/>
At 31 December 2023	255,903
	<hr/>
Net book value	
At 31 December 2023	360,844
	<hr/> <hr/>
At 31 December 2022	305,152
	<hr/> <hr/>

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

BASIS REGISTRATION LIMITED
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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
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**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.

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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
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**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	<u>785,038</u>	<u>2,597,497</u>	<u>(2,875,863)</u>	<u>15,170</u>	<u>521,842</u>

Statement of funds - prior year

	<i>Balance at 1 January 2022 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Gains/ (Losses) £</i>	<i>Balance at 31 December 2022 £</i>
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>

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	<u>785,038</u>	<u>2,597,497</u>	<u>(2,875,863)</u>	<u>15,170</u>	<u>521,842</u>

Summary of funds - prior year

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

BASIS REGISTRATION LIMITED
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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	<u>521,842</u>	<u>521,842</u>

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	<u>785,038</u>	<u>785,038</u>

BASIS REGISTRATION LIMITED
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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.

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**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.