

British Association of Oral Surgeons

Charity No: 1112164
Company No: 04294946

Report and Financial Statements
For the year ended 31 December 2020

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British Association of Oral Surgeons

**Report of the Trustees
For the Year ended 31 December 2020**

The Trustees present their report with the financial statements for the company for the year ended 31 December 2020.

Reference and Administrative Details

Charity Number: 1112164

Company Number: 04294946

Registered Office: 46 Kenton Road, Newcastle Upon Tyne, Tyne and Wear, NE3 4LY

Bankers: Royal Bank of Scotland

Secretary: Adrian Thorp

Trustees: The Trustees serving during the year and since the year-end were as follows:

Paul Coulthard (President)
Rhian Jones (Treasurer)
Adrian Thorpe (Secretary)
Julie Burke (President Elect)
Rebecca Hierons (Past President)
Edmund Bailey
Martin Curran
Adrian Curtis
Rachel Evans
Kelly Gillan
Judith Jones
Divya Keshani
Richard Moore
Gavin Wilson (Co-opted)
Helen Peterson (Co-opted)

BRITISH ASSOCIATION OF ORAL SURGEONS

Report of the Trustees

For the Year ended 31 December 2020

The Trustees of the British Association of Oral Surgeons (BAOS) present their annual report and financial statements of the charity for the year ended 31 December 2020.

The financial statements comply with the Charities and Trustee Investment Act 2005, the Charities Accounts Regulations 2006 (as amended), the Companies Act 2006, the Memorandum and Articles of Association and Accounting and Reporting by Charities; Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (Charities SORP FRS102).

Objectives and Activities

Our purpose is to promote the advancement of education research and the development of Oral Surgery in the British Isles and to encourage and assist postgraduate education study and research of Oral Surgery by arranging regular lectures and demonstrations, encouraging the publication of articles and promoting the advancement of theory and practice.

Achievements and Performance

As for everyone, 2020 was an unprecedented year. Several successful regional study days were held in the early part of the year, but once the National Lockdown was implemented in March 2020, all subsequent planned study days were cancelled. As an organisation, BAOS was at the forefront of providing information and advice to our members and to dental colleagues during the Covid-19 pandemic. Our focus was on ensuring patients had access to essential oral surgery services nationwide and BAOS Council members were instrumental in advising the relevant authorities regarding the safe delivery of care.

In addition, without our regional study days and conference, we had to find a way to engage with our members. We have therefore held monthly webinars on a variety of subjects with some high profile National and International Speakers. These have been extremely well received and may well be an avenue we continue to utilise going forward.

Financial Review

The financial statements follow on pages 8 to 12. These statements are prepared in terms of the Statement of Recommended Practice 2005 – Accounting and Reporting by Charities and the Companies Act 2006.

Reserves Policy

BAOS had free reserves at 31 December 2020 of £252,553 (2019: £180,144). The Trustees consider that the charity should hold sufficient reserves to cover six months' running costs to cover unanticipated cost increases or income deficiencies out with the normal budgetary expectations. Any excess funds will be used by Trustees to increase the profile of the Association, to carry out national audit projects to improve patient safety and quality assurance in Oral Surgery and to subsidise events with a view to increasing the Associations membership.

BRITISH ASSOCIATION OF ORAL SURGEONS

Report of the Trustees (continued)

For the Year ended 31 December 2020

Plans for Future Years

As we move forwards out of the pandemic, we are beginning to make plans for our next annual conference and our Teaching and Learning Course. Both of these events were postponed during 2020/2021. We have rebooked the Annual Conference for November 2022, and the Teaching and Learning Course for May 2022. We feel these dates are realistic in that the pandemic will be further under control and our members will be more comfortable in attending face-to-face learning opportunities.

Reference and Administrative Details

The information relating to the British Association of Oral Surgeons is contained on page 1. The Trustees who served during the year and to the date of this report are listed.

Structure, Governance and Management

Governing Document

British Association of Oral Surgeons is a charitable organisation and is governed by its Constitution dated 26 September 2001 (Revised September 2014). It is a registered charity with the Charity Commission for England and Wales.

Trustee induction and training

New Trustees are briefed on their legal obligations under charity law, the content of the Memorandum and Articles of Association, the committee and decision-making processes and the recent financial performance of the charity. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of the role.

Organisation

The Board of Trustees administers the charity and meets regularly throughout the year.

Risk Management

The Trustees are satisfied that the major risks to which the charity is exposed have been reviewed and procedures have been established to manage these risks.

Coronavirus Pandemic

As an organisation, our most significant risk in 2020 has been the Covid-19 pandemic. The necessary cancellation of all face-to-face meetings, study days and our conference, has necessitated a new way of working and studying. We have been fortunate in the fact that moving our study days, council meetings and conference, did not incur any charges as all venues were happy to re-arrange dates under the circumstance. We will be re-arranging the cancelled events as and when it is safe to do so.

BRITISH ASSOCIATION OF ORAL SURGEONS

Report of the Trustees (continued)

For the Year ended 31 December 2020

Structure, Governance and Management (continued)

Coronavirus Pandemic (continued)

As our outgoings have been significantly reduced in 2020, we are financially in a stable position and our focus in 2021/2022 will be delivering as much high quality educational opportunities for our membership as possible, either via remote webinars or face to face meetings as appropriate

Investment Policy –

BAOS is a charitable company and there are no restrictions or limitations to the investment powers of the Trustees within the articles of association. An on-going review of the BAOS financial position has shown that there is consistently a surplus of funds in the charity's current account.

At this time BAOS Council feels that there should be little or no risk attached to the investment plan. As we have a surplus of funds, we are investigating appropriate investment options to ensure the secure investment of funds which we will then be able to access when needed in the future, as and when we start organising planned events.

In the future if further investments are necessary then the service of an independent financial advisor will have to be retained and an ethical investment strategy developed. This policy will be reviewed after a further year.

BRITISH ASSOCIATION OF ORAL SURGEONS

Report of the Trustees

For the Year ended 31 December 2020

Statement of Trustees' Responsibilities

The Trustees of the British Association of Oral Surgeons 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 Practices).

Charity law requires the Trustees to prepare financial statements for each financial year, which gives a true and fair view of the state of affairs of the charitable organisation and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing those financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue business

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Statement of Recommended Practice 2005 – Accounting and Reporting by Charities and 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.

By order of the Board



Treasurer
Rhian Jones

Date 6/9/21

BRITISH ASSOCIATION OF ORAL SURGEONS
Independent Examiner's Report to the Trustees
For the Year ended 31 December 2020

I report on the accounts of the charity for the year ended 31 December 2020 which are set out in the pages 8 to 12.

Respective responsibilities of Trustees and examiner

The Trustees (who are also Directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of The Institute of Chartered Accountants of Scotland.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 43 of the 1993 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination is carried out in accordance with the General Directions given by the Charity Commission Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeks explanations from the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

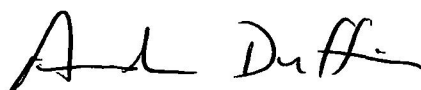
Independent examiner's statement

In the course of my examination, no matter has come to my attention

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with Section 386 of the Companies Act 2006 and,
- to prepare accounts with accord the accounting records and comply with the accounting requirements of Section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met, or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Andrew Duffin – Chartered Accountant

M 27162
68 South Trinity Road
Edinburgh

15th September 2021

BRITISH ASSOCIATION OF ORAL SURGEONS

Statement of Financial Activities

(Incorporating Income and Expenditure Account)

For the year ended 31 December 2020

	Notes	Unrestricted Funds	Total 2020	Total 2019
Income and endowments				
Charitable activities	3	118,142	118,142	313,292
Investments	4	197	197	942
Total		<u>118,339</u>	<u>118,339</u>	<u>314,234</u>
Expenditure				
Charitable activities	5	45,930	45,930	235,581
Total		<u>45,930</u>	<u>45,930</u>	<u>235,581</u>
Net movement in funds		<u>72,409</u>	<u>72,409</u>	<u>78,653</u>
Reconciliation of funds				
Total funds brought forward	8	180,144	180,144	101,491
Total funds carried forward		<u>252,553</u>	<u>255,553</u>	<u>180,144</u>

The results set out in the income and expenditure account above derive wholly from the continuing operations of the company.

All of the activities listed within 2020 related wholly to the unrestricted fund.

BRITISH ASSOCIATION OF ORAL SURGEONS

Balance Sheet

As at 31 December 2020

	Notes	2020 £	2019 £
Current Assets			
Debtors: amounts falling due within one year	6	368	6,955
Cash at bank and in hand		<u>253,235</u>	<u>190,368</u>
		253,603	197,324
Current Liabilities			
Creditors: amounts falling due within one year	7	<u>1,050</u>	<u>17,180</u>
Net Current Assets		<u>252,553</u>	<u>180,144</u>
Total Assets less Current Liabilities		<u>252,553</u>	<u>180,144</u>
Capital and Reserves			
Unrestricted Fund	8	<u>252,553</u>	<u>180,144</u>
Total Funds		<u>252,553</u>	<u>180,144</u>

The Company is entitled to exemption for audit under section 477 of the Companies Act 2006 for the year ended 31 December 2020.

The members have not required the Company to obtain an audit of its financial statements for the year ended 31 December 2020 in accordance with section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibilities for:

- (a) ensuring that the Company keep accounting records which comply with Sections 386 and 387 of the Companies Act 2006; and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the Company as at the end of each financial year and of its profit and loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to the financial statements, so far as acceptable to the Company.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the Small Companies Regime and in accordance with FRS102 SORP.

The financial statements were approved by the Board of Directors on 6/9/21 and were signed on its behalf by:



Treasurer
Rhian Jones

BRITISH ASSOCIATION OF ORAL SURGEONS

Notes to the Financial Statements

For the year ended 31 December 2020

1. Legal Status

The Company is limited by guarantee and does not have share capital.

According to the Memorandum of Association of the Company, every member undertakes to contribute to the assets of the Company in the event of its being wound up while they are a member, such amount as to be required and not exceeding £1.

2. Accounting Policies

a) Basis of Accounting

The financial statements are prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (Charities SORP FRS102) (effective 1 January 2015), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and Companies Act 2006.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant policy note.

b) Income

Subscriptions and all other income are stated at the amounts receivable in the year.

c) Expenditure

All expenditure is included on an accruals basis and has been directly attributed to one of the financial categories of resources expended in the Income and Expenditure Account and Statement of Financial Activities. The expenditure also includes irrecoverable VAT.

d) Debtors

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

e) Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will likely result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any discounts due.

BRITISH ASSOCIATION OF ORAL SURGEONS

Notes to the Financial Statements (continued)

For the year ended 31 December 2020

2. Accounting Policies (continued)

f) Taxation

No provision for corporation tax is necessary as the company has charitable status and does not trade. The company suffers input VAT on some of its expenditure which it does not recover.

3. Income from charitable activities

	2020 £	2019 £
Unrestricted Fund		
Membership	97,819	93,669
Conferences and courses	10,705	208,659
Journal and video income	7,498	6,328
Other income	2,122	4,636
	<u>118,142</u>	<u>313,292</u>

4. Investments

	2020 £	2019 £
Bank Interest	<u>197</u>	<u>942</u>

5. Charitable activities

	2020 £	2019 £
Unrestricted Fund		
Conferences and courses	14,463	112,085
Meeting rooms and catering	459	17,352
Oral Surgery Journal	21,000	50,962
Facility costs	2,603	43,413
Professional and legal services	83	13
Accountancy fee	1,300	1,820
Printing and stationery	-	24
Website	788	814
Insurance	283	230
Computer systems	837	432
General expenses	608	3,850
Bank Charges	1,209	1,363
Membership refunds	2,302	-
	<u>45,930</u>	<u>235,581</u>

BRITISH ASSOCIATION OF ORAL SURGEONS

Notes to the Financial Statements (continued)

For the year ended 31 December 2020

6. Debtors

	2020 £	2019 £
Conference deposits	-	6,683
Prepayments	368	273
	<u>368</u>	<u>6,955</u>

7. Creditors

	2020 £	2019 £
Accruals	1,050	15,477
Conference deposits	-	1,903
	<u>1,050</u>	<u>17,380</u>

8. Statement of Funds

	At 31 December 2019 £	Incoming Resources £	Resources Expended £	At 31 December 2020 £
Unrestricted Fund	180,144	118,339	(45,930)	252,553
Total	<u>180,144</u>	<u>118,339</u>	<u>(45,930)</u>	<u>252,553</u>

The Unrestricted Fund represents the funds which the company is free to use in accordance with its charitable activities.