

**Company Registration No.** 7266955  
**Charity No.** 1140616

**British Association of Urological Nurses**

**Company Limited by Guarantee**

**Unaudited financial statements  
for the year ended 31 March 2021**

**British Association of Urological Nurses  
Company Limited by Guarantee  
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**British Association of Urological Nurses  
Company Limited by Guarantee  
Trustees' Annual Report (Incorporating the Director's Report)  
For the year ended 31 March 2021**

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The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2021.

**Reference and administrative details**

**Registered charity name** British Association of Urological Nurses  
**Charity number** 1140616  
**Company number** 7266955

**Trustees** Jane Brocksom  
Theresa Neale  
Emma Chappel  
Tina Gehring  
Deborah Victor  
Sarah Hillery  
Sharon Arkless (Resigned on 12 October 2021)  
Juliana Taylor (Resigned 16 November 2020)  
Rachel Skews (Appointed 16 November 2020)  
Pauline Bagnall (Appointed 16 November 2020)

**President** Clare Waymont

**Secretary** Emma Chappel

**Registered office** 71 Queen Victoria Street  
London  
England  
EC4V 4BE

**Principle office** Fitwise Management Limited  
Blackburn House  
Seafield  
West Lothian  
EH477AQ

**Solicitors** J F Dawson  
34 Tisworth Road  
Beaconsfield  
Buckinghamshire  
HP9 1TP

**Independent examiner** Kenneth McDowell CA  
Saffery Champness LLP  
Edinburgh Quay  
133 Fountainbridge  
Edinburgh  
EH3 9BA

### **Structure, governance and management**

The British Association of Urological Nurses (BAUN) is both a company limited by guarantee, incorporated on 27th May 2010, and a registered charity with effect from 01 March 2011. BAUN was founded in 1995, 2020 is BAUN's 25th year of the association, it is a professional membership association for the promotion of education in urological nursing and urological patient care.

The BAUN Trustees are the management group responsible for the daily management of the association and consists currently of members who are both directors under the companies act, as well as trustees under the charities act. It acts as both the professional body in the provision of education to its members and the business arm of the association. BAUN council derives its authority from the membership and from the ratification of the business plan at the association's annual general meeting. Annual General Meetings are held on a yearly basis during annual conference.

BAUN Trustees host council meetings four times per year. Trustees are elected onto the council by postal or electronic ballot by the full voting membership. The officers of the association are elected by the current trustees. The office of president is elected by postal or electronic ballot of all members of the association. BAUN council must comprise of at least 3 trustees.

### **Objectives and activities**

The charity's objects are specifically restricted to the promotion of the advancement of education in Urological Nursing and Urological patient care.

Every trustee is personally responsible and accountable for the prudent management of the assets of the association and is required to work prudently in the interests of the charity. An annual return of accounts and activities is required and provided in the production of proper accounting records which disclose the reasonable accuracy, at any time during the financial year, the financial position of the charity. All such records relating to financial statements must comply with existing legislation and the association meets all its obligations in this respect.

The aims of the association a charitable company, limited by guarantee as set out in the memorandum and articles of the association require the trustees / directors to discharge their responsibilities under the charities act 1996 and the companies Act 1996.

The BAUN aims are to: -

- 1) Help to improve the care of urological patients in all healthcare settings
- 2) Organise conferences, courses of instruction, exhibitions, lectures and other educational activities
- 3) Provide and procure educational materials including guidelines, websites, newsletters and an international urological nursing journal for BAUN members
- 4) Provide personal development opportunities for BAUN Members through involvement in running the association
- 5) Work collaboratively with other organisations and exchange information and advice with them to the benefit of patients
- 6) Promote, encourage, carry out or commission research, surveys, studies or other work, making the useful results available
- 7) Alone or with other organisations nationally and internationally seek to influence the urological healthcare agenda

**Objectives and activities (continued)**

The BAUN Values are:

- |   |   |
|---|---|
| B | Business efficiency (Continuous improvement)                                |
| A | Accountability (Transparency / Trustees)                                    |
| U | Urological Nursing Vision (holistic needs of all members -novice to expert) |
| N | National Representation / Networking (raising profile)                      |

**The President's objectives for 2020 – 2021 were as follows:**

1. To achieve financial stability of the association – Ensure robust business planning that is measurable and explore other routes of funding and income generation.
2. Ensure development of Trustees to create cohesive partnerships and support succession planning – Embed trustee training relating to finance, risk assessment and strategic planning.
3. Identify the current urology nurse workforce and grow the membership to support self-development and leadership – Work in partnership with other organisations and explore ways to encourage new nurses to urology.
4. Continued development of the Education Framework for Urological Nurses (EFUN) to include initial induction of nurses into the speciality and established practitioners – Working in partnership with EAUN and ANZUNS.
5. Ensure BAUN is embedded within the national healthcare agenda - Collaborate with key stakeholders and other organisations (local, national and international), to explore how BAUN can provide expertise and leadership.
6. Influence the development of (long term) project(s) to meet the aim of association in collaboration with others.
7. Raise BAUN profile – Develop strategic influence by using Political awareness.
8. Identify organisations motivated to work collaboratively to the benefit of patients in line with national agenda (NHSi) /and horizon scanning (NHS England/NICE)
9. Influence and develop communications strategy within the association
10. Develop governance processes to enable a pro- active approach and reduce risks to the association
11. Clarify and agree key performance targets for Management team and identifying reporting arrangements.

**British Association of Urological Nurses  
Company Limited by Guarantee  
Trustees' Annual Report (Incorporating the Director's Report) (continued)  
For the year ended 31 March 2021**

**Achievements and performance**

**Core Activities**

In addition to the President objectives the Core Activities of the association continue. These include the delivery of:

1. Annual Conference
2. Educational Programme
3. BAUN Newsletter
4. BAUN Journal - International Journal of urological Nursing.

BAUN annual conference and exhibition has had to adapt to continue to mirror the success of previous years. We saw our first fully virtual conference on 16th & 17th November 2020 which was an outstanding success with 499 registered delegates.

It generated constructive and positive feedback which we have used to generate a programme for 2021. BAUN operates in partnership with industry and largely due to this, we were able to offer this first virtual conference with no charge to our members.

The past year has continued to be challenging in unprecedented circumstances. All BAUN business activity has remained virtual since March 2020. Due to the continued uncertainty of the pandemic the decision to move to a virtual platform for conference 2020 was unanimously agreed by all trustees in August 2020. The decision was taken with the sole aim to continue to provide our members with education and development and to encourage national networking.

**Achievements and performance (continued)**

At the beginning of 2021 BAUN looked into delivering educational events via webinars for 2021 with further events planned for 2022. Other education was delivered jointly with industry. BAUN engages with Industry to facilitate study events including chairing duties and programme development year on year.

All BAUN business activity since January 2021 continues to take place via zoom meetings. These meetings are held monthly and have ensured the financial and business planning of the association with on going dedication and commitment of all trustees. It has to be acknowledged however that the success of BAUN relies on the development and cohesive relationships within the trustee team and this will require future planning as to how this can be achieved via a virtual platform.

BAUN will continue to be an active association despite the best efforts of a pandemic. Times ahead for BAUN will be challenging but the association remains resilient and adaptable and will aim to continue to thrive and grow for the future.

The association produces a quarterly newsletter to its members, which provides up to date news on topical issues. It generates income from advertising which finances the cost of producing the newsletter. This continues to be popular with members and enable a 2-way form of regular communication. In 2020 this has moved to an electronic newsletter distributed via email to all out members. This has seen no negative response from members or industry and fits in with BAUN's responsibility to reflect global awareness of waste reduction.

The association provides the publication of The International Journal of Urological Nursing (IJUN) to its members. The membership fees are used to finance the cost of publishing the Journal. The journal is flourishing worldwide and there are plans to continue to promote and develop this. A review and subsequent new contract is in the process of being agreed. Trustees are committed to ensure that the journal continues to be fit for purpose and meet the needs of the members and non- members of the association.

**Achievements and performance (continued)**

From 2014 there has been an annual business planning process in place which outlines key association priorities and activities and resources allocated to achieve them. The process of business planning has within the last 12 months become more mature and Trustees are held responsible for their goals and objectives. This is in line with the BAUN values.

BAUN continues to be active on Twitter, LinkedIn and Facebook with an increase in activity of followers over the last 12 months. BAUN continues to develop its website, attracting visitors both nationally and internationally. Website activity is especially high at times of launching study days and annual conference. The website helps to project BAUN's image and branding, which requires regular and consistent updating. In response to GDPR essential investment has been undertaken to ensure the site is in line with these regulations. There have been no data breaches at the time of writing.

BAUN membership has continued to grow. Members are emailed on a monthly basis with a report from the President which includes activities and updates on clinical issues. Members are notified of future study days, education events and encouraged to attend these free events. The Trustees actively see and encourage the members to take on new educational opportunities and become more involved with the association through writing, speaking or joining as a Trustee. A corporate introduction to study days has been developed to ensure consistency in messaging.

BAUN works with Urology UK, a partnership to promote and raise the profile of Urology in collaboration with BAUS, BJUI, and links with industry and charity partners to access parliament. Connections with European (EAUN) and worldwide (ANZUNS) Urological Nursing associations are highly valued; collaboration and attendance at conferences and communication is promoted.



## **Financial Review**

For the year beginning 01 April 2020, the opening unrestricted funds started the year with a deficit balance of £10,375 and ended the year with a balance of £1,821 as a result of a £12,196 surplus for the year.

Overall the charity started 01 April 2020 with Net assets balance of £9,382 and ended the 31st March 2021 with a Net asset balance of £ 21,908

The restricted funds included;

Bruce Turner Legacy Fund           £18,981

Catherine Atkin Memorial Fund   £1,106

Despite BAUN starting the financial year with a yearend forecasted unrestricted deficit of £50,153, we ended with a final surplus for the year of £12,196. One of the biggest contributors to this was the overall drop in irrecoverable VAT due to the physical conference being moved to 2021 - adjustments on this meant no additional VAT payable to HMRC this year, and a slight refund on the previous year.

BAUN managed to keep hold of some of the contributions from companies received for the full face to face conference for BAUN 2020, this enabled us to keep and carry funds over which will go towards bookings for conference 2021.

At the beginning of the financial year for 2020/21 it was envisaged that BAUN would continue to keep monies in the investment, this is a low risk approach as outlined in BAUN M&A's. The balance of funds invested with St James Place Wealth Management was £27,829 as at 31st March 2020. Due to cash flow problems earlier in the financial year trustees agreed to release £10,000 of the trust funds to go back into the unrestricted funds to enable BAUN to continue its day to day running and ensure timely payments of expenses.

The charity continues to hold the Bruce Turner and the Catherine Atkin Memorial Fund monies in the Unit Trust Investment. Donated money to Bruce Turner continues to be available to support the winner of the Bruce Turner award and past winners. The funds have remained fairly static as a result of reduced activity. Both monies remain allocated against the restricted funds held by the association.

Conference 2020 due to the continuing Pandemic restrictions resulted in being converted from a face to face to virtual. A number of meetings were held and the decision taken to move to a full e conference virtual event to ensure that the conference could go ahead safely whilst attempting to protect the financial viability of the association.

### **Financial review (continued)**

Conference was free to delegates and whilst successful in terms of delegate numbers, and received valued financial support from industry through exhibitors and sponsorship resulted in a £ 36,295 surplus. The reduction in surplus was as a result of the reduction in conference charges due to converting to a virtual. Whilst conference remains successful BAUN has continued to see a reduction in the surplus gained year on year.

The IJUN, whilst a key benefit to our membership, is where a high proportion of the membership fees goes. Whilst we continued to received, a small return from the journal sales which is encouraging it continues to remain one of our highest outgoings. Discussions have taken place to achieve reduction in costs and move to it on line, this to take place from April 2021.

Changing the delivery of the newsletter to using online, helped reduce postage and printing costs which proved to be beneficial and brought in £7,000 above the initially forecast.

BAUN continued to closely monitor the cash flow situation and took actions to avoid this dropping. Actions included; maximising credit terms and agreeing payment plans where possible.

The management company representing us continued to help us draws up cash flow projections on a 2 weekly basis, and regular meetings were held going forward. In conjunction with our management company plans were drawn to identify where cost savings could be made and income could be generated. These included;

Representation at events continued to be virtual, whilst Trustee meetings continued to be run using virtual meetings. This enabled cost savings on travel, hotel, and meeting rooms

The increase in subscriptions for all membership categories took effective from 1 April 2020 and encouragingly membership continue to remain static.

Commercial Membership costs increased, along with increases in commercial activity charges.

The Launch of conference 2020 was bought forward to help with income generation. The close monitoring of the cash flow enabled changes to plans for Conference in November 2020.

### **Going concern**

The financial statements are prepared on a going concern basis as the Trustees believe that the organisation will have sufficient funds to meet its ongoing financial obligations for at least twelve months from the signing of these financial statements. Annual projections are continuing to be looked at to the end of March 2023 and beyond. This will help to inform decisions for conference 2021, plan for cost savings and look to alternative income generation routes required for us to go forward. Although there have been cash flow difficulties this year further impacted by Covid 19 the Trustees felt it would be possible to ensure that the association returns to a breakeven position which was achieved.

## **Risk management**

BAUN trustees and directors have previously discussed the nature of BAUN potential risks however to ensure continuous improvement it was identified in the President goals the need to identify BAUN:

- a) risks to the charity as part of its business planning and financial forecast process
- b) develop a risk register
- c) Identify actions to reduce risks
- d) Prioritise risks by means of a scoring system
- e) Process for review on a quarterly basis.

A monthly financial reporting process ensures that the directors and trustees are kept up to date with income and expenditure and are in a good position to pick up quickly on financial trends. Insurance is taken out to cover activity especially in respect to the annual conference.

## **President Activities**

### **Education**

Initiation of BAUN Members engagement including

1. Trustee scoping exercise – Association management models, models of conference delivery and long-term association models
2. Continued virtual EFUN meetings with President, chairs and incoming officers of urological nursing association – Progress to initiating core components of framework
3. GIRFT Academy – membership representation on all work streams

### **Research / Audit**

1. Continued collaboration with Bladder cancer charities (Fight bladder cancer / Action on Bladder Cancer.) to support development of patient information and drive need for workforce study – Exemplar project
2. Joint BAUN/ EAUN paper (IJUN) to share data internationally – published 2021
3. Urology Trade association and Urology Users and professionals group involvement
4. DRIPP – device related infection prevention practices collaborative working with IPS, ACA, NAVIS, ASAP, 2 work streams - Vascular access and urinary catheters

### **Leadership**

1. Clarified roles for all Trustees including executive and lead roles.
2. Initiated the development of a BAUN communications Strategy which continues to be refined.  
Introduction of: -
3. Annual Team building activity to maintain and continuously improve a high performing BAUN Trustee team - not achieved 2021 due to virtual working
4. Frequent structure for executive meetings to maintain momentum of continuous development
5. Build on Annual business planning process to consider strategic goals (3 years)
6. Continuous development of Trustees training in line with needs of the individual Trustees.
7. BAUN Leadership Feedback pilot, positive feedback received.
8. Awards Steering group continues to raise awareness of Bruce Turner and other awards and fundraising
9. Review process for identification of reporting on KPIs for Trustees and Management Company prior to consideration of renewal of contract
10. Active risk register (include Website security)

### **Plans for 2021 - 22**

Strategic Plan in addition to the delivery of BAUN Core activities:

1. Continued development of educational framework for urology nurses. Work with ANZONS and EAUN to formulate components of framework
2. Consider opportunities to undertake further study internationally (SUNA).
3. Contribute to Summit (for key enablers ) to review data analysis, develop recommendations and options for implementation of Urology nursing Curriculum framework (EFUN).
4. Share with national societies / key collaborators / stakeholders.
5. Fundraising strategy developed and exploration of external expertise support to deliver this.
6. GIRFT and GIRFT Academy- BAUN involvement for preparation of deep dives 2021. Clinical Lead to update at BAUN Conference Nov 2021.
7. Act on recommendations from Parliamentary roundtable with aim to have a greater number of clinical nurse specialists (CNS) made available to urology teams, with more CNSs also trained to specialise in bladder cancer.

**Plans for 2021 - 22 (continued)**

8. A comprehensive study should be carried out of nurses working with bladder cancer patients; exploring nurse titles, roles and workload – Exemplar project.
9. Continued collaboration with Bladder cancer charities (Fight bladder cancer / Action on Bladder Cancer).
10. A comprehensive study should be carried out of nurses working with bladder cancer patients; exploring nurse titles, roles and workload. The delay in progress the result of a pandemic.
11. Continued collaboration with Bladder cancer charities (Fight bladder cancer / Action on Bladder Cancer).
12. CaUTIs - Build on Links with IPS re national CaUTI project and DRIPP.
13. Undertake BAUN Leadership feedback Annually at end of President first year and embed into communications strategy.
14. Provide Trustee opportunity to utilise Leadership feedback for purpose of professional development and an opportunity to utilise for revalidation.
15. Continue to evaluate Trustees development plan and make appropriate additions.
16. Consider the strategy to build on the work of the Bruce Turner Steering group for the Continuous development of the whole BAUN awards portfolio.
17. Agree Management Company KPIs (Renewal Contract for consideration).
18. Agree draft communications strategy.
19. A risk register is in place.
20. Explore governance arrangements (Need to consider accessing professional advice).

**Trustee's 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 the 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 judgements 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.

**Small company provisions**

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies' exemption. The trustee's annual report was approved on and signed on behalf of the board of trustees by: -



Clare Waymont  
BAUN President 2020-2022  
25 January 2022

I report to the charity trustees on my examination of the financial statements of the Charity for the year ended 31 March 2021.

**Respective responsibilities of trustees and examiner**

As the charity's trustees of the Company (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

**Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. 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 seeking explanations from you as 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**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

- accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
- the accounts do not accord with those records; or
- the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

**British Association of Urological Nurses  
Company Limited by Guarantee  
Independent examiner's report (continued)  
For the year ended 31 March 2021**

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**Use of our report**

This report is made solely to the charitable company's members and the trustees, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our examination has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an independent examiner's 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, the charitable company's members and trustees as a body, for our examination, for this report, or for the opinions we have formed.



**Kenneth McDowell CA  
Saffery Champness LLP  
Chartered Accountants**

26 January 2022

Edinburgh Quay  
133 Fountainbridge  
Edinburgh  
EH3 9BA



**British Association of Urological Nurses**

**Statement of Financial Activities (including Income and Expenditure account)**  
**For the year ended 31 March 2021**

		Unrestricted funds	Restricted funds	Total funds 2021	Total funds 2020
	Notes	£	£	£	£
<b>Income and endowments</b>					
Donations and legacies	3	21,668	330	21,998	55,900
Charitable activities	4	151,643	-	151,643	326,798
Investment income	5	-	-	-	170
<b>Total income</b>		<u>173,311</u>	<u>330</u>	<u>173,641</u>	<u>382,868</u>
<b>Expenditure on:</b>					
British Association of Urological Nurses	6	164,577	-	164,577	439,027
Other expenditure		-	-	-	-
<b>Total expenditure</b>		<u>164,577</u>	<u>-</u>	<u>164,577</u>	<u>439,027</u>
 Net gains on investments	 9	 (3,462)	 -	 (3,462)	 1,820
<b>Net income</b>		<u>12,196</u>	<u>330</u>	<u>12,526</u>	<u>(57,979)</u>
 Transfers between funds		 -	 -	 -	 -
<b>Net movement in funds</b>		<u>12,196</u>	<u>330</u>	<u>12,526</u>	<u>(57,979)</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		(10,375)	19,757	9,382	67,361
<b>Total funds carried forward</b>		<u>1,821</u>	<u>20,087</u>	<u>21,908</u>	<u>9,382</u>

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

All income and expenditure derive from continuing activities.

British Association of Urological Nurses

Statement of financial position  
For the year ended 31 March 2021

		2021		2020	
	Notes	£	£	£	£
Fixed assets					
Tangible fixed assets	8		170		200
Investments	9		<u>21,291</u>		<u>27,829</u>
			21,461		28,029
Current assets					
Debtors	10	38,785		66,850	
Cash at bank and in hand		<u>65,400</u>		<u>42,455</u>	
British Association of Urological Nurses		104,184		109,305	
Creditors: amounts falling due within one year	11	<u>103,737</u>		<u>127,952</u>	
Net current (liabilities)/assets			<u>447</u>		<u>(18,647)</u>
Total assets less current liabilities			<u>21,908</u>		<u>9,382</u>
Net assets			<u>21,908</u>		<u>9,382</u>
Funds of the charity					
Restricted funds			20,087		19,757
Unrestricted funds			<u>1,821</u>		<u>(10,375)</u>
Total charity funds	12		<u>21,908</u>		<u>9,382</u>

For the financial year ended 31 March 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the board of trustees and authorised for issue on and are signed on its behalf by:

T. Neale

Theresa Neale

Trustee

Company Registration No. 07266955

25 January 2022

**Notes to the financial statements  
For the year ended 31 March 2021**

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**1. Accounting Policies**

**Company information**

The charity is a private company limited by guarantee, registered in England and Wales and a registered charity in England. The address of the registered office is Brambles Bere Farm Lane, North Boarhunt, Fareham, PO1 7 6JJ, England.

**1.1 Accounting convention**

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

The charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

The financial statements are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

**1.2 Going Concern**

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

**1.3 Income and expenditure**

Income representing membership subscriptions, sales of conference tickets and exhibition space, interest and branch income receivable is accounted for on an accruals basis. Donations and gift aid claims are recognised on receipt of proceeds.

Resources expended are included in the statement of financial activities on an accruals basis.

All costs have been directly attributed to one of the functional categories of resources expended in the statement of financial activities as follows:

**Charitable activities**

These are costs relating to expenditure on preserving and maintaining the assets of the charity and the associated trade.

**Other expenditure**

These are costs associated with the running of the regional branches of the charity.

**1.4 Cash and cash equivalents**

Cash at bank and in hand are basic financial assets and include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

**Notes to the financial statements**  
**For the year ended 31 March 2021**

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**1. Accounting Policies (continued)**

**1.5 Tangible assets**

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

**Depreciation**

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Equipment	15% reducing balance
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**Investments**

Unlisted equity investments are initially recorded at cost, and subsequently measured at fair value. If fair value cannot be reliably measured, assets are measured at cost less impairment.

Listed investments are measured at fair value with changes in fair value being recognised in income or expenditure.

**Impairment of fixed assets**

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that are largely independent of the cash inflows from other assets or groups of assets.

**1.6 Financial instruments**

The company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the company's balance sheet when the company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

**1. Accounting Policies (continued)**

**Basic financial assets**

**Derecognition of financial liabilities**

**1.7 Fund accounting**

The funds of the charity are held in unrestricted and restricted funds. Unrestricted funds represent funds which can be used in accordance with the charitable objectives at the discretion of the trustees. Restricted funds represent funds which must be used in accordance with the specific objectives that were laid out by those parties providing the funds to the charity.

**1.8 Taxation**

The company is a registered charity and is not liable for United Kingdom income tax or corporation tax on charitable activities.

**2. Limited by guarantee**

British Association of Urological Nurses is a company limited by guarantee and accordingly does not have share capital. Every member of the company undertakes to contribute such amount as may be required not exceeding £10 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.

Notes to the financial statements  
For the year ended 31 March 2021

**3. Income from donations and legacies**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>Legacies</b>		
Bruce Turner legacy income	180	604
Catherine Atkin Memorial Fund income	150	660
<b>Sponsorship</b>		
Awards sponsorship	3,000	4,505
Education meeting sponsorship	-	177
Trustees meeting sponsorship	8,668	-
<b>Other grant income</b>	10,000	-
	<u>21,998</u>	<u>5,946</u>

**4. Charitable activities**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
AGM and conference income	-	284,685
E-Conference sponsorship	65,288	-
Study days and workshop	-	20,463
Advertising income	27,659	21,650
Members subscriptions	43,280	39,781
Corporate subscriptions	15,415	10,173
	<u>151,643</u>	<u>376,752</u>

**5. Investment income**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Bank interest receivable	-	170

**Notes to the financial statements**  
**For the year ended 31 March 2021**

**6. Expenditure on charitable activities**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>Charitable activities</b>		
Conference expenses	38,694	246,472
E-Conference expenses	28,993	-
Study days & workshops	-	31,093
Newsletter	7,971	17,844
Membership	35,727	46,075
Direct mailing & website costs	1,787	1,530
Support costs	51,405	96,013
	<u>164,577</u>	<u>439,027</u>

**Support costs**

General office	5,012	1,689
Governance costs	2,665	2,995
Administration	26,556	29,112
Printing, postage, advertising & stationery	334	7,341
Book-keeping	14,816	19,138
Irrecoverable VAT	(862)	17,748
Travel & subsistence	706	15,855
Insurance	1,722	2,099
Depreciation	30	35
Commission	306	-
Bad debt write off	120	-
	<u>51,405</u>	<u>96,013</u>

**7. Independent examination fees**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Fees payable to the independent examiner for:		
Independent examination of the financial statements	<u>2,665</u>	<u>2,995</u>

**8. Tangible Fixed Assets**

	<b>Fixtures &amp; fittings</b>	<b>Total</b>
	<b>£</b>	<b>£</b>
<b>Cost:</b>		
At 1 April 2020 and 31 March 2021	<u>1,012</u>	<u>1,012</u>
<b>Depreciation:</b>		
At 1 April 2020	812	812
Charge for the period	<u>30</u>	<u>30</u>
At 31 March 2021	842	842
<b>Net Book Value:</b>		
As at 31 March 2021	<u>170</u>	<u>170</u>
As at 31 March 2020	<u>200</u>	<u>200</u>

**Notes to the financial statements  
For the year ended 31 March 2021**

**9. Investments**

	<b>Other investments</b>
	<b>£</b>
Valuation 1 April 2020	27,829
Fair value movements	3,462
Disposals	<u>(10,000)</u>
Valuation 31 March 2021	<u><u>21,291</u></u>

**10. Debtors**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Trade debtors	11,276	26,389
Prepayments	23,195	40,381
Other debtors	4,314	80
	<u>38,785</u>	<u>66,850</u>

**11. Creditors: amounts falling due within one year**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Trade creditors	30,206	30,347
Accruals & deferred income	73,379	96,610
Social security & other taxes	0	746
Other creditors	152	249
	<u>103,737</u>	<u>127,952</u>

**Analysis of deferred income account**

Memberships	26,186	18,765
Conference	44,528	74,755
	<u>70,714</u>	<u>93,520</u>

During the year brought forward deferred income of £93,520 was released to the statement of financial activities and a further £70,714 of income was deferred.



**Notes to the financial statements**  
**For the year ended 31 March 2021**

**12. Analysis of charitable funds**

	As at 1 April 2020	Income	Expenditure	Transfers	Gains and losses	As at 31 March 2021
	£	£	£	£	£	£
<b>Unrestricted funds</b>						
General funds	(10,575)	173,311	(164,547)	3,462	-	1,651
Designated funds - Fixed assets	200		(30)			170
	(10,375)	173,311	(164,577)	3,462	-	1,821
<b>Restricted funds</b>						
Bruce Turner Legacy Fund	18,801	180	-	-	-	18,981
Catherine Atkin Memorial	956	150	-	-	-	1,106
	19,757	330	-	-	-	20,087
	<u>9,382</u>	<u>173,641</u>	<u>(164,577)</u>	<u>3,462</u>	<u>-</u>	<u>21,908</u>

Bruce Turner Legacy Fund: This fund is a restricted fund to be used for training.

Catherine Atkin Memorial fund: This fund is to be used for support the EFUN Educational project

**13. Transactions with trustees**

No trustees received remuneration in the year.

Travel and subsistence expenses reimbursed to trustees or paid directly to third parties totalled  
£ Nil (2020: £1,348).

**14. Analysis of net assets between funds**

	Unrestricted funds	Restricted funds	Total Funds 2021	Total Funds 2020
	£	£	£	£
Tangible fixed assets	170	-	170	200
Investments	1,204	20,087	21,291	27,829
Current assets	104,184	-	104,184	109,305
Creditors less than 1 year	(103,737)	-	(103,737)	(127,952)
<b>Net assets</b>	<u>1,821</u>	<u>20,087</u>	<u>21,908</u>	<u>9,382</u>

**15. Company limited by guarantee**

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up while he or she is a member, or within one year after he or she ceases to be a member, is limited to £1.

**16. Going concern**

During the financial year the charity, like many entities throughout the UK, continues to be affected by the COVID 19 pandemic.

At the date of approval, the trustees have prepared and approved up to date management accounts, budgets and cash flow projections which include key income and cost assumptions that the trustees consider reasonable and prudent.

Having considered the matters above the trustees are of the view that, at the date of approval of the financial statements, the charity will have sufficient resources to continue to operate and meet debts as they fall due for the foreseeable future. The financial statements have therefore been drawn up on a going concern basis.