

**COMPANY REGISTRATION NUMBER: 01365343**  
**CHARITY REGISTRATION NUMBER: 1077006**

**BASIS Registration Limited**  
**Company Limited by Guarantee**  
**Financial Statements**  
**31 December 2017**

# **BASIS Registration Limited**

## **Company Limited by Guarantee**

### **Financial Statements**

**Year ended 31 December 2017**

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# **BASIS Registration Limited**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report)**

**Year ended 31 December 2017**

The trustees, who are also the directors for the purposes of company law, present their report and the financial statements of the charity for the year ended 31 December 2017.

#### **Reference and administrative details**

<b>Registered charity name</b>	BASIS Registration Limited
<b>Charity registration number</b>	1077006
<b>Company registration number</b>	01365343
<b>Principal office and registered office</b>	St Monica's House 39 Windmill Lane Ashbourne Derbyshire DE6 1EY

#### **The trustees**

Mr C Clarke	Chairman
Mrs M May	Treasurer /Vice Chair
Mr D Cairns	
Mrs S Everett	
Mr G Dodgson	
Mrs S Melrose	
Mr P Mitton	
Prof J Moverley	
Mr P Taylor	
Mr N Von Westenholz	Resigned 14 January 2017
Ms S Mukherjee	Appointed 21 April 2017
Mr A Richardson	
Dr S Bolton	
Mr T Bradshaw	
Mr C Sprigg	
Mr C Wright	

**Company secretary** Mr SP Jacob

**Auditor** Smith Cooper Limited  
Chartered accountant & statutory auditor  
St Helen's House  
King Street  
Derby  
DE1 3EE

**Chief executive officer** Mr SP Jacob

# **BASIS Registration Limited**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 31 December 2017**

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

##### *Governing document*

The charity is controlled by its governing document, the Articles of Association, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

##### *Risk management*

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

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

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

The reserves of the charity are cautiously invested in a mix of equities, bonds, and property funds, using external professional advice.

##### *Board members*

There was one change to the membership of the Board of Trustees in 2017.

##### *Committee structure*

The Committees are:

- The Education and Training Committee
- The FACTS Advisory Committee
- The Finance and Remuneration Committee
- The Logistics 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*

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

The benefits of BASIS' work are the education of future and current agronomists, the management of well-crafted and delivered Continuing Professional Development schemes for agronomists, plant nutrition advisors and professional pest controllers and the auditing of distributor and manufacturers pesticide and storage premises.

Establishing best practice in the use, sale and distribution of Professional Plant Protection Products encourages the use of integrated approaches (e.g. Integrated Pest management (IPM) and Integrated Farm Management (IFM)). Benefits of which are the protection of public, operator and consumer health and reduced impact of pesticides on biodiversity, water and the environment.

# **BASIS Registration Limited**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 31 December 2017**

#### **Objectives and activities**

The purpose of BASIS is to benefit the public by advancing standards in the advice and use of pesticides and fertilisers throughout the United Kingdom and overseas for the safety of the public and the environment to promote and encourage improved standards, the safe and efficient distribution, contact 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 advisors and farmers in agriculture, horticulture and related industries with the objective of raising standards in the following:

- the advice and use of pesticides 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

Our activities include:

- organising education and training programmes up to and including QAA level 7 (including BASIS Diploma in Crop Protection)
- the creation and maintenance of a portfolio of examinations which are accredited through QAA for higher education and are regularly updated
- the organisation and provision of examinations for advisors throughout the United Kingdom 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 pesticides and fertilisers. We do this by providing training programmes for store keepers, by operating a statutorily-recognised store inspection scheme and conducting annual store inspections.

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

# **BASIS Registration Limited**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

#### **Year ended 31 December 2017**

#### **Achievements and performance**

##### *Overview*

BASIS' turnover reduced 4% in 2017 to £1,375,076.

Following the introduction of the Plant Protection Products (Sustainable Use) Regulations 2012 BASIS has sought to positively influence its implementation - a matter of significant importance to our stakeholders.

*Continuing Professional Development (CPD) and the Professional Registers* Numbers on the BASIS Professional Register stood at 5,676 at the end of 2017. Over 6,700 events were allocated CPD points in 2017.

FACTS Qualified Adviser membership stood at 3,144 and FACTS Subscribers stood at 491 paid up members at the end of 2017.

##### *Storage and Distribution*

During 2017, BASIS inspected 568 registered Pesticide stores, of which 99.3% reached the required standard. Additionally, 83 Amenity Assured Standard members were audited. The board is grateful to all those who gave their time and expertise to the assessment process. We believe that this is a valuable defence against criticisms of our industry and increasingly accepted by third parties, such as the Environment Agency, Fire Authorities and HSE (with whom BASIS have a number of MOU's), in place of their own inspections lessening the burden on stores without weakening standards.

##### *Training and Education*

BASIS assessed 160 Full Time Equivalent (FTE) students during 2017 across its 51 modules accredited via Harper Adams University. An indirect benefit of the accreditation is that BASIS candidates can accrue academic credits towards the Harper Adams University Graduation Diploma in Agronomy with Environmental Management. 11 agronomists graduated in 2017. In total of 2,347 candidates took BASIS assessments in 2017, 1,035 of which were online assessments.

##### *PROMPT and Amenity Registers*

During the year PROMPT membership rose to 4,514, growth was particularly strong on the Associate Rodenticide Category of membership demonstrating pest controllers increasing acceptance and response to product stewardship surrounding the purchase and use of Anticoagulant Rodenticide products. BASIS supported the Amenity Forum in presenting to the industry at updating events held the length and breadth of the UK. There were 367 people on the BASIS Amenity Training Register at the end of 2017.

# **BASIS Registration Limited**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 31 December 2017**

#### **Financial review**

##### *Reserves*

In keeping with the Charities Commission guidance on reserves, the Board of BASIS has a policy to hold unrestricted reserves, in order to ensure the continued activities of the company in times of reduced income. The policy, agreed in 2009, was to hold at least six months of the cost of running the business in reserves to meet unexpected demands on the charity which for 2018 is at least £750k. Currently, unrestricted reserves are £993k representing 81% of the total resources expended in 2017 and is an increase from 2016 when reserves were equivalent to 60% of the total resources expended. The reserves policy is reviewed annually.

##### *Income*

Total income from the charitable activities of BASIS decreased by 4% to £1,375,076 in 2017.

Exams and training income decreased by 22% due to a budgeted decline in demand for users of professional use rodenticides to acquire proof of competence, which in turn lead to a consolidation of candidate numbers following exceptional growth in 2016. As planned, the FACTS Annual Scheme merged with the BASIS Professional Register and income returned to reflect a full membership year resulting in a 60% increase over 2016.

Income from the Professional Register grew in line with inflation.

##### *Costs*

Costs were kept under control and ended the year almost identical to 2016 at £1,220,455.

##### *Investments*

The majority of BASIS reserves are held as investments; these increased by £27,769 in the year and generated income of £8,663.

##### *Risks*

The BASIS Finance and Remuneration committee manages the principle risks and uncertainty within the business and operates a Risk Register to record and assist in tracking issues and addressing problems as they arise. The Risk Register is reviewed on an ongoing basis.

##### *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 15 January 2017 its value was restated to market value as at 31 December 2016. The next tri-annual valuation is due to take place in 2020.

#### **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 relevant audit information and to establish that the auditors are aware of that information.

# **BASIS Registration Limited**

## **Company Limited by Guarantee**

### **Independent Auditor's Report to the Members of BASIS Registration Limited**

**Year ended 31 December 2017**

#### **Plans for future periods**

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

#### **Trustees' responsibilities statement**

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

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

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

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

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

#### **Auditor**

The 2018 audit is due to be subject to a tendering process.

#### **Small company provisions**

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

The trustees' annual report was approved on 17 April 2018 and signed on behalf of the board of trustees by:

Mr SP Jacob  
Company Secretary



# **BASIS Registration Limited**

## **Company Limited by Guarantee**

### **Independent Auditor's Report to the Members of BASIS Registration Limited**

**Year ended 31 December 2017**

#### **Opinion**

We have audited the financial statements of BASIS Registration Limited (the 'charity') for the year ended 31 December 2017 which comprise the statement of financial activities (including income and expenditure account), statement of financial position, 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 FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

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

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 December 2017 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;
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### **Basis for opinion**

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

#### **Conclusions relating to going concern**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

# **BASIS Registration Limited**

## **Company Limited by Guarantee**

### **Independent Auditor's Report to the Members of BASIS Registration Limited**

*(continued)*

**Year ended 31 December 2017**

#### **Other information**

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

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

We have nothing to report in this regard.

#### **Opinions on other matters prescribed by the Companies Act 2006**

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

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

#### **Matters on which we are required to report by exception**

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

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

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- the charitable company has not kept adequate accounting records; 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.

# **BASIS Registration Limited**

## **Company Limited by Guarantee**

### **Independent Auditor's Report to the Members of BASIS Registration Limited**

*(continued)*

**Year ended 31 December 2017**

#### **Responsibilities of trustees**

As explained more fully in the trustees' responsibilities statement, the trustees (who are also the directors 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 charity'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 charity or to cease operations, or have no realistic alternative but to do so.

#### **Auditor's responsibilities for the audit of the financial statements**

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

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

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

# **BASIS Registration Limited**

## **Company Limited by Guarantee**

### **Independent Auditor's Report to the Members of BASIS Registration Limited** *(continued)*

#### **Year ended 31 December 2017**

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

James Delve (Senior Statutory Auditor)

For and on behalf of  
Smith Cooper Limited  
Chartered accountant & statutory auditor

St Helen's House  
King Street  
Derby  
DE13EE

17 April 2018

**BASIS Registration Limited**  
**Company Limited by Guarantee**  
**Statement of Financial Activities**  
**(including income and expenditure account)**

**31 December 2017**

		2017		2016
	Note	Unrestricted funds £	Total funds £	Total funds £
<b>Income and endowments</b>				
Charitable activities	5	1,375,076	<b>1,375,076</b>	1,427,302
Investment income	6	19,730	<b>19,730</b>	18,494
<b>Total income</b>		<u>1,394,806</u>	<u><b>1,394,806</b></u>	<u>1,445,796</u>
<b>Expenditure</b>				
Expenditure on charitable activities	7	1,223,385	<b>1,222,385</b>	1,331,776
<b>Total expenditure</b>		<u>1,222,385</u>	<u><b>1,222,385</b></u>	<u>1,331,776</u>
Net gains on investments	8	20,639	<b>20,639</b>	57,276
<b>Net income and net movement in funds</b>		<u>193,060</u>	<u><b>193,060</b></u>	<u>171,296</u>
<b>Reconciliation of funds</b>				
Total funds brought forward		799,529	<b>799,529</b>	628,233
<b>Total funds carried forward</b>		<u>992,589</u>	<u><b>992,589</b></u>	<u>799,529</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The notes on pages 14 to 20 form part of these financial statements.

# BASIS Registration Limited

## Company Limited by Guarantee

### Statement of Financial Position

31 December 2017

		2017		2016
		£	£	£
<b>Fixed assets</b>				
Tangible fixed assets	12		443,991	453,254
Investments	13		577,080	549,401
			<u>1,021,071</u>	<u>1,002,655</u>
<b>Current assets</b>				
Stocks		4,883		6,326
Debtors	14	169,176		132,463
Cash at bank and in hand		383,262		360,849
		<u>557,321</u>		<u>499,638</u>
<b>Creditors: amounts falling due within one year</b>	15	438,813		543,639
<b>Net current assets</b>			<u>118,508</u>	<u>(44,001)</u>
<b>Total assets less current liabilities</b>			<u>1,139,579</u>	<u>958,654</u>
<b>Creditors: amounts falling due after more than one year</b>	16		146,990	159,125
<b>Net assets</b>			<u>992,589</u>	<u>799,529</u>
<b>Funds of the charity</b>				
Unrestricted funds			<u>992,589</u>	<u>799,529</u>
<b>Total charity funds</b>	17		<u>992,589</u>	<u>799,529</u>

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

These financial statements were approved by the board of trustees and authorised for issue on 17 April 2018, and are signed on behalf of the board by:

Mr C Clarke  
Trustee

The notes on pages 14 to 20 form part of these financial statements.

# BASIS Registration Limited

## Company Limited by Guarantee

### Statement of Cash Flows

Year ended 31 December 2017

	2017 £	2016 £
<b>Cash flows from operating activities</b>		
Net income	193,060	171,296
<i>Adjustments for:</i>		
Depreciation of tangible fixed assets	22,715	35,572
Impairment of tangible fixed assets	–	22,944
Net gains on investments	(20,639)	(57,276)
Dividends, interest and rents from investments	(18,923)	(18,493)
Other interest receivable and similar income	(807)	(1)
Interest payable and similar charges	–	(1,050)
Accrued expenses	1,146	191
<i>Changes in:</i>		
Stocks	1,443	1,633
Trade and other debtors	(36,713)	(2,308)
Trade and other creditors	(106,461)	75,339
Cash generated from operations	34,821	228,897
Interest paid	–	1,050
Interest received	807	1
Net cash from operating activities	<u>35,628</u>	<u>228,898</u>
<b>Cash flows from investing activities</b>		
Dividends, interest and rents from investments	18,923	18,493
Purchase of tangible assets	(13,452)	(15,075)
Purchases of other investments	(7,040)	(7,961)
Net cash used in investing activities	<u>(1,569)</u>	<u>(4,543)</u>
<b>Cash flows from financing activities</b>		
Repayments of borrowings	(11,646)	(11,156)
Net cash used in financing activities	<u>(11,646)</u>	<u>(11,156)</u>
<b>Net increase in cash and cash equivalents</b>	<b>22,413</b>	<b>213,199</b>
<b>Cash and cash equivalents at beginning of year</b>	<b>360,849</b>	<b>147,650</b>
<b>Cash and cash equivalents at end of year</b>	<b><u>383,262</u></b>	<b><u>360,849</u></b>

The notes on pages 14 to 20 form part of these financial statements.

**BASIS Registration Limited**  
**Company Limited by Guarantee**  
**Notes to the Financial Statements**  
**Year ended 31 December 2017**

**1. General information**

The charity is a private company limited by guarantee, incorporated and 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. Statement of compliance**

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Charities Act 2011.

**3. Accounting policies**

**1 Basis of preparation**

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

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

**2 Going concern**

There are no material uncertainties about the charity's ability to continue.

**3 Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

**4 Incoming resources**

Register income (Professional Register, FACTS Qualified Advisor and Subscriber schemes and PROMPT) is recognised upon receipt, as any point prior to this the Charity is uncertain of receiving the funds.

All other income streams are recognised when, upon entitlement, it is probable that the income will be received, and the amount can be measured reliably.



# **BASIS Registration Limited**

## **Company Limited by Guarantee**

### **Notes to the Financial Statements** *(continued)*

#### **Year ended 31 December 2017**

### **3. Accounting policies** *(continued)*

#### **5 Resources expended**

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

#### **6 Tangible fixed assets**

Tangible fixed assets are stated at cost less accumulated depreciation and accumulated impairment charges. Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

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.

#### **7 Investments**

Investments held as fixed assets are revalued at mid-market value at the balance sheet date and the gain or loss taken to the statement of financial activities.

#### **8 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 largely independent of the cash inflows from other assets or groups of assets.

For impairment testing of goodwill, the goodwill acquired in a business combination is, from the acquisition date, allocated to each of the cash-generating units that are expected to benefit from the synergies of the combination, irrespective of whether other assets or liabilities of the charity are assigned to those units.

#### **9 Stock**

Stock is valued at the lower of cost and net realisable value.

# BASIS Registration Limited

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31 December 2017

#### 3. Accounting policies *(continued)*

##### 10 Pension costs

The company operates a Workplace Pension Scheme with Scottish Widows.

#### 4. Limited by guarantee

The company is limited by guarantee.

#### 5. Charitable activities

	Unrestricted Funds £	Total Funds 2017 £	Unrestricted Funds £	Total Funds 2016 £
Registration fees	315,376	<b>315,376</b>	320,115	320,115
Examination and training income	346,866	<b>346,866</b>	441,899	441,899
NSK training income	86,406	<b>86,406</b>	99,057	99,057
Professional Register	374,564	<b>374,564</b>	356,807	356,807
PROMPT (Pest Control)	70,432	<b>70,432</b>	74,968	74,968
Approved trainers	10,680	<b>10,680</b>	10,115	10,115
Wildlife Aware	15,952	<b>15,952</b>	14,894	14,894
Barrie Orme Shield donations	–	–	800	800
Sundry income	1,711	<b>1,711</b>	230	230
FACTS annual scheme	153,089	<b>153,089</b>	94,985	94,985
Dairy PRO	–	–	13,432	13,432
	<u>1,375,076</u>	<u><b>1,375,076</b></u>	<u>1,427,302</u>	<u>1,427,302</u>

#### 6. Investment income

	Unrestricted Funds £	Total Funds 2017 £	Unrestricted Funds £	Total Funds 2016 £
Income from investment properties	10,260	<b>10,260</b>	10,140	10,140
Income from listed investments	8,663	<b>8,663</b>	8,353	8,353
Bank interest receivable	807	<b>807</b>	1	1
	<u>19,730</u>	<u><b>19,730</b></u>	<u>18,494</u>	<u>18,494</u>

# BASIS Registration Limited

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 December 2017

#### 7. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Total Funds 2017 £	Unrestricted Funds £	Total Funds 2016 £
Management	751,193	<b>751,193</b>	868,004	868,004
Training and Exams	117,366	<b>117,366</b>	161,744	161,744
Professional Register	30,872	<b>30,872</b>	10,120	10,120
Assessment of Premises	67,553	<b>67,553</b>	63,239	63,239
PROMPT	96,058	<b>96,058</b>	83,711	83,711
BACCS Contractors	5,105	<b>5,105</b>	4,499	4,499
FACTS Annual Scheme	101,941	<b>101,941</b>	98,263	98,263
Dairy Pro	–	–	2,396	2,396
BASIS RAMPS	–	–	(1,050)	(1,050)
Support Costs	52,297	<b>52,297</b>	40,850	40,850
	<u>1,222,385</u>	<u><b>1,222,385</b></u>	<u>1,331,776</u>	<u>1,331,776</u>

#### 8. Net gains on investments

	Unrestricted Funds £	Total Funds 2017 £	Unrestricted Funds £	Total Funds 2016 £
Gains/(losses) on listed investments	<u>20,639</u>	<u><b>20,639</b></u>	<u>57,276</u>	<u>57,276</u>

#### 9. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2017 £	2016 £
Wages and salaries	<b>535,382</b>	584,630
Social security costs	<b>33,434</b>	39,810
Employer contributions to pension plans	<b>59,047</b>	60,839
	<u><b>627,863</b></u>	<u>685,279</u>

The key management personnel of the charity in charge of directing and controlling, running and operating the charity on a day to day basis comprise the trustees, the Chief Executive Officer and the senior management team. The total remuneration (including employers NI, pension contributions and benefits in kind) received by key management personnel for the year was £311,155 (2016:£378,652). The total remuneration for the year includes termination payments of £nil (2016:£80,000).

The average head count of employees during the year was 24 (2016: 24). The average number of full-time equivalent employees during the year is analysed as follows:

	2017 No.	2016 No.
Administration	<u>22</u>	<u>23</u>

# BASIS Registration Limited

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 December 2017

#### 9. Staff costs *(continued)*

The number of employees whose remuneration for the year fell within the following bands, were:

	<b>2017</b>	2016
	<b>No.</b>	No.
£70,000 to £79,999	<u>1</u>	<u>1</u>

#### 10. Trustee remuneration and expenses

There was no trustees' remuneration or other benefits for the year ended 31st December 2017 (2016 - £nil).

#### Trustees' expenses

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Trustees' expenses	<u>5,466</u>	<u>3,325</u>

#### 11. Taxation

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

#### 12. Tangible fixed assets

	Land and buildings £	Equipment £	<b>Total £</b>
<b>Cost</b>			
At 1 January 2017	430,000	293,493	<b>723,493</b>
Additions	–	13,452	<b>13,452</b>
<b>At 31 December 2017</b>	<u>430,000</u>	<u>306,945</u>	<u><b>736,945</b></u>
<b>Depreciation</b>			
At 1 January 2017	–	270,239	<b>270,239</b>
Charge for the year	–	22,715	<b>22,715</b>
<b>At 31 December 2017</b>	<u>–</u>	<u>292,954</u>	<u><b>292,954</b></u>
<b>Carrying amount</b>			
<b>At 31 December 2017</b>	<u>430,000</u>	<u>13,991</u>	<u><b>443,991</b></u>
At 31 December 2016	<u>430,000</u>	<u>23,254</u>	<u>453,254</u>

The Freehold Property is not depreciated; in the opinion of the Trustees, the market value of the Freehold Property is in excess of its cost.

# BASIS Registration Limited

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31 December 2017

#### 13. Investments

	Listed investments £
<b>Cost or valuation</b>	
At 1 January 2017	549,401
Additions	7,040
Other movements	20,639
<b>At 31 December 2017</b>	<u>577,080</u>
<b>Carrying amount</b>	
<b>At 31 December 2017</b>	<u>577,080</u>
At 31 December 2016	<u>549,401</u>

All investments shown above are held at valuation.

#### 14. Debtors

	2017 £	2016 £
Trade debtors	124,400	106,256
Prepayments and accrued income	44,079	24,756
Other debtors	697	1,451
	<u>169,176</u>	<u>132,463</u>

#### 15. Creditors: amounts falling due within one year

	2017 £	2016 £
Bank loans and overdrafts	11,645	11,156
Trade creditors	29,464	28,685
Accruals and deferred income	359,877	401,434
Social security and other taxes	27,295	53,940
Other creditors	10,532	48,424
	<u>438,813</u>	<u>543,639</u>

#### 16. Creditors: amounts falling due after more than one year

	2017 £	2016 £
Bank loans and overdrafts	<u>146,990</u>	<u>159,125</u>

# BASIS Registration Limited

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 December 2017

#### 16. Creditors: amounts falling due after more than one year *(continued)*

The portion of the loan repayable within one year is disclosed under note 15. The loan is secured by debenture.

#### 17. Analysis of charitable funds

##### Unrestricted funds

	At 1 Jan 2017	Income	Expenditure	Gains and losses	At 31 Dec 2017
	£	£	£	£	£
General funds	799,529	1,394,806	(1,222,385)	20,639	992,589

#### 18. Operating lease commitments

The total future minimum lease payments under non-cancellable operating leases are as follows:

	2017	2016
	£	£
Later than 1 year and not later than 5 years	30,600	30,163

#### 19. Related parties

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

Payments for recruitment services of £1,220 were made to Ware Anthony Rust Limited (In Administration) who employed Geoff Dodgson as a senior consultant.

Payments for education and training services of £7,319 were made to AgriTopics Limited a company owned by Patrick Mitton.

Payments for PR services of £3,316 were made to Geoff Dodgson.

Sales of £53,753 were made to a company with a director who is also trustee of the charity.

**BASIS Registration Limited**  
**Company Limited by Guarantee**  
**Management Information**  
**Year ended 31 December 2017**

**The following pages do not form part of the financial statements.**

**BASIS Registration Limited**  
**Company Limited by Guarantee**  
**Detailed Statement of Financial Activities**  
**31 December 2017**

	2017 £	2016 £
<b>Income and endowments</b>		
<b>Charitable activities</b>		
Registration fees	315,376	320,115
Examination and training income	346,866	441,899
NSK training income	86,406	99,057
Professional Register	374,564	356,807
PROMPT (Pest Control)	70,432	74,968
Approved trainers	10,680	10,115
Wildlife Aware	15,952	14,894
Barrie Orme Shield donations	–	800
Sundry income	1,711	230
FACTS annual scheme	153,089	94,985
Dairy PRO	–	13,432
	<b>1,375,076</b>	<b>1,427,302</b>
 <b>Investment income</b>		
Income from investment properties	10,260	10,140
Income from listed investments	8,663	8,353
Bank interest receivable	807	1
	<b>19,730</b>	<b>18,494</b>
 <b>Total income</b>	<b>1,394,806</b>	<b>1,445,796</b>



# BASIS Registration Limited

## Company Limited by Guarantee

### Detailed Statement of Financial Activities *(continued)*

31 December 2017

	2017 £	2016 £
<b>Expenditure on charitable activities</b>		
<b>Management</b>		
<b><i>Activities undertaken directly</i></b>		
Salaries	535,382	584,630
Employer's NIC	33,434	39,810
Pension costs	59,047	60,839
Equipment leasing	38,384	37,671
Rates	3,873	2,539
Light & heat	7,562	8,447
Office, building & equipment maintenance	52,207	64,497
Insurance	6,967	6,892
Consumables	1,971	3,560
Vehicle leasing	17,267	18,502
Marketing & PR	26,288	32,228
Telephone	9,578	8,626
Postage, stationery, IT consumables & hosting	30,799	36,202
Depreciation	22,715	58,516
Miscellaneous	18,840	5,017
CEO expenses	4,824	7,001
M&T manager and assistant expenses	1,467	1,427
Staff training, recruitment & HR	16,713	26,267
FACTS Annual Scheme Transfer	(73,200)	(72,000)
PROMPT Annual Transfer	(63,900)	(62,700)
BK Orme Shield	975	33
	<u>751,193</u>	<u>868,004</u>
<b>Training and Exams</b>		
<b><i>Activities undertaken directly</i></b>		
Exams and training expenses	80,230	81,713
NSK expenses	11,621	21,204
Exams and training meetings	13,848	5,494
Accreditation	11,667	53,333
	<u>117,366</u>	<u>161,744</u>
<b>Professional Register</b>		
<b><i>Activities undertaken directly</i></b>		
Professional register expenses	30,872	10,310
Audit CPD - scanners	—	(190)
	<u>30,872</u>	<u>10,120</u>
<b>Assessment of Premises</b>		
<b><i>Activities undertaken directly</i></b>		
Stores registration fees	31,750	33,101
Stores travel	17,664	15,857
Stores miscellaneous	18,139	14,281
	<u>67,553</u>	<u>63,239</u>

# BASIS Registration Limited

## Company Limited by Guarantee

### Detailed Statement of Financial Activities *(continued)*

31 December 2017

	2017 £	2016 £
<b>PROMPT</b>		
<i>Activities undertaken directly</i>		
PROMPT expenses	<u>96,058</u>	<u>83,711</u>
<b>BACCS Contractors</b>		
<i>Activities undertaken directly</i>		
Amenity assessment costs	<u>5,105</u>	<u>4,499</u>
<b>FACTS Annual Scheme</b>		
<i>Activities undertaken directly</i>		
ECOPT	<u>25,000</u>	25,000
FACTS miscellaneous	<u>76,941</u>	<u>73,263</u>
	<u>101,941</u>	<u>98,263</u>
<b>Dairy Pro</b>		
<i>Activities undertaken directly</i>		
Dairy PRO expenses	<u>—</u>	<u>2,396</u>
<b>BASIS RAMPS</b>		
<i>Activities undertaken directly</i>		
BASIS RAMPS contribution	<u>—</u>	<u>(1,050)</u>
<b>Governance Costs</b>		
Accountancy fees	<u>23,209</u>	20,933
Legal and other professional fees	<u>6,909</u>	2,375
Costs of trustees' meetings	<u>5,222</u>	2,381
Trustee expenses	<u>5,466</u>	3,325
Interest and fees - bank loans & overdraft	<u>11,491</u>	<u>11,836</u>
	<u>52,297</u>	<u>40,850</u>
<b>Total expenditure</b>	<u>1,222,385</u>	<u>1,331,776</u>
Gains/(losses) on listed investments	<u>20,639</u>	<u>57,276</u>
<b>Net income</b>	<u>193,060</u>	<u>171,296</u>