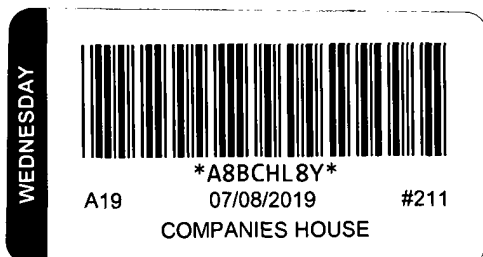


5
COMPANY REGISTRATION NUMBER: 01365343
CHARITY REGISTRATION NUMBER: 1077006

BASIS Registration Limited
Company Limited by Guarantee
Financial Statements
31 December 2018



BASIS Registration Limited

Company Limited by Guarantee

Financial Statements

Year ended 31 December 2018

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BASIS Registration Limited

Company Limited by Guarantee

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

Year ended 31 December 2018

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 2018.

Reference and administrative details

Registered charity name	BASIS Registration Limited
Charity registration number	1077006
Company registration number	01365343
Principal office and registered office	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 R Fenwick	Appointed 04 December 2018
Mr G Dodgson	
Mrs E Hamer	Appointed 17 July 2018
Mrs S Melrose	
Mr P Mitton	Resigned 17 July 2018
Prof J Moverley	
Mr P Taylor	
Ms S Mukherjee	
Mr A Richardson	
Dr S Bolton	
Mr T Bradshaw	Resigned 17 April 2018
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
DE13EE

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 2018

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 retail funds, using external professional advice.

Board members

There was one change to the membership of the Board of Trustees in 2018 and two resignations.

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

In setting our activities and planning our activities our Trustees have given careful consideration to the Charity Commission's public benefit guidance.

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

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

Establishing best practise in the use, sale and distribution of Professional Plant Protection Products encourages the uptake of alternatives to pesticides, use of integrated approaches (e.g. Integrated Pest Management (IPM) and Integrated Farm Management (IFM)) the benefits of which are the protection of public, operator and consumer health and reduced impact of 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 2018

Objectives and activities

The purpose of BASIS is to benefit the public by advancing standards in the advice and use of pesticides and fertilisers 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 Quality Assurance Agency (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 2018

Achievements and performance

Overview

BASIS Registration Limited was set up in 1978 to establish and assess standards in the pesticide industry relating to storage, transport and competence of staff. Since then BASIS has extended operations considerably.

On 26 April 2018 BASIS celebrated four decades of service to the industry which highlights the importance that the industry broadly attaches to the services that the organisation delivers.

Membership is at the heart of all BASIS operations. The year saw the relationship strengthened with the formation of a Membership Committee with some 31 candidates standing for 10 places. This new body will provide a new communication channel between the membership and BASIS management and Trustees.

Operational efficiency is critical to delivering value to our membership and meeting our charitable objectives. Thus, the year saw the commencement of the BASIS 2020 project which seeks to invest in our digital capability, improve internal processes and meet member's needs. The project will take three years to complete.

Storage and Distribution

During 2018, BASIS inspected 588 (2017 - 568) registered Plant Protection Product stores, of which 98.6% (2017 - 99.3%) reached the required standard. New to BASIS was the auditing of professional use rodenticide products at the point of sale. Uptake of the new audit was encouraging with 567 premises registering in the first year.

Additionally, 83 Amenity Assured Standard members were audited.

Training and Education

Advancing education is a key charitable objective. In 2018, 2,397 individuals benefitted directly from BASIS training and assessment. Additionally, 26 agronomists were awarded the BASIS Diploma in Crop Protection - our highest award.

Keeping pace with the current trend of automation and data exchange in crop protection and manufacturing technologies will lead to a full review of our training modules in 2019. Future training modules will be developed to meet technological innovation as well as revisions to political and environmental policy.

Continuing Professional Development (CPD) and the Professional Registers

Numbers on the BASIS Professional Register stood at 5,738 (2017 - 5,554) at the end of 2018. Over 8,400 (2017 - 6,700) events were allocated CPD points in 2018.

FACTS Qualified Adviser membership stood at 3,821 (2017 - 3,477) and FACTS Subscribers stood at 456 (2017 - 537) paid up members at the end of 2018. An annual online assessment for crop nutrition advisers, introduced during 2018, will ensure that crop nutrition advisers stay current with industry innovation and regulatory change.

PROMPT and Amenity Registers

During the year PROMPT membership rose to over 5,000 (2017 - 4,514), a significant milestone for the pest management industry which reflects that over 50% of the UK's pest technicians are qualified and keeping their knowledge current. We predict further growth of the continuing professional development scheme in 2019 as the National Pest Technicians Association advocates BASIS registration for all its members.

BASIS Registration Limited

Company Limited by Guarantee

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

Year ended 31 December 2018

There were 347(2017 - 456) people on the BASIS Amenity Training Register at the end of 2018.

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 2019 is at least £750k. Currently, unrestricted reserves are £1,009k representing 72% of the total resources expended in 2018 and is a decrease from 2017 when reserves were equivalent to 81% of the total resources expended. The reserves policy is reviewed annually.

Income

Total income from the charitable activities of BASIS increased by 3% to £1,413,361 in 2018. This was generated from the auditing of Professional Plant Protection stores, the provision of education and training services and membership fees for operating the Professional Registers.

All funds have been allocated to support charitable and general operational expenditure.

Costs

Total expenditure increased by £170k - an increase of 14% over 2017 as the year saw the start of a major project, BASIS 2020 to upgrade our digital operation. The investment is aimed at improving membership and candidate services and increasing internal efficiency. Our focus this year has been on installing fibre optic broadband to increase connectivity, reduce costs and increase business resilience by using resources available through cloud computing. A hardware updating programme equipping our staff with the devices they need to carry out their roles will be completed in 2019. This investment is the foundation of a three-year investment programme to realise the full potential of digital technology within the charity.

Salaries form the single largest element of expenditure. As a result of a strategic appointment as part of our digital programme plus several promotions, salaries overall rose by 19%. Average full-time equivalent staff numbers remained static at 22 during 2018.

Investments

The majority of BASIS reserves are held as investments; as of 31/12/18 their value had decreased by £18,307 in the year but generated income of £17,230.

BASIS Registration Limited

Company Limited by Guarantee

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

Year ended 31 December 2018

Risks

An annual risk management review helps identify and manage issues that could impair our ability to achieve our charitable objectives or adversely impact the organisation in other ways.

Trustees are ultimately responsible for risk management and the BASIS Finance and Remuneration committee oversees the Risk Register which records issues and tracks how they are addressed on an ongoing basis.

Health and Safety

The health and safety of our staff, volunteers, tenants and visitors is paramount. An internal Health and Safety Committee, an external consultant together with a named Trustee oversee activity in this area.

Our People

The Board is grateful for the dedication of the BASIS staff, who have, again, worked hard to provide a service to members, the industry and the wider public.

Tangible Fixed Assets

Following an independent valuation of St Monica's House dated 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 any relevant audit information and to establish that the auditors are aware of that information.

Plans for future periods

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

Trustees' responsibilities statement

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

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

BASIS Registration Limited

Company Limited by Guarantee

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

Year ended 31 December 2018

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 2019 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 9 April 2019 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 2018

Opinion

We have audited the financial statements of BASIS Registration Limited (the 'charity') for the year ended 31 December 2018 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 2018 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 2018

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 Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report.

BASIS Registration Limited

Company Limited by Guarantee

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

(continued)

Year ended 31 December 2018

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 2018

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.

Use of our report

This report is made solely to the charitable company's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's Trustees those matters we are required to state to them in an Auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Company and the Company's members, as a body, for our audit work, for this report, or for the opinions we have formed.

Smith Cooper Audit Limited

James Delve (Senior Statutory Auditor)

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

St Helen's House
King Street
Derby
DE13EE

9 April 2019

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

31 December 2018

		2018		2017
	Note	Unrestricted funds £	Total funds £	Total funds £
Income and endowments				
Charitable activities	5	1,413,361	1,413,361	1,375,076
Investment income	6	29,471	29,471	19,730
Total income		<u>1,442,832</u>	<u>1,442,832</u>	<u>1,394,806</u>
Expenditure				
Expenditure on charitable activities	7	1,392,877	1,392,877	1,222,385
Total expenditure		<u>1,392,877</u>	<u>1,392,877</u>	<u>1,222,385</u>
Net losses/(gains) on investments	8	33,510	33,510	(20,639)
Net income and net movement in funds		<u>16,445</u>	<u>16,445</u>	<u>193,060</u>
Reconciliation of funds				
Total funds brought forward		992,589	992,589	799,529
Total funds carried forward		<u>1,009,034</u>	<u>1,009,034</u>	<u>992,589</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 15 to 21 form part of these financial statements.

BASIS Registration Limited

Company Limited by Guarantee

Statement of Financial Position

31 December 2018

		2018	2017
		£	£
Fixed assets			
Tangible fixed assets	12	442,657	443,991
Investments	13	558,773	577,080
		<u>1,001,430</u>	<u>1,021,071</u>
Current assets			
Stocks		3,153	4,883
Debtors	14	140,947	169,176
Cash at bank and in hand		402,873	383,262
		<u>546,973</u>	<u>557,321</u>
Creditors: amounts falling due within one year	15	493,724	438,813
Net current assets		<u>53,249</u>	<u>118,508</u>
Total assets less current liabilities		<u>1,054,679</u>	<u>1,139,579</u>
Creditors: amounts falling due after more than one year	16	45,645	146,990
Net assets		<u>1,009,034</u>	<u>992,589</u>
Funds of the charity			
Unrestricted funds		1,009,034	992,589
Total charity funds	17	<u>1,009,034</u>	<u>992,589</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 9 April 2019, and are signed on behalf of the board by:



Mr C Clarke
Trustee

The notes on pages 15 to 21 form part of these financial statements.

BASIS Registration Limited

Company Limited by Guarantee

Statement of Cash Flows

Year ended 31 December 2018

	2018	2017
	£	£
Cash flows from operating activities		
Net income	16,445	193,060
<i>Adjustments for:</i>		
Depreciation of tangible fixed assets	13,596	22,715
Net losses / (gains) on investments	33,510	(20,639)
Dividends, interest and rents from investments	(27,490)	(18,923)
Other interest receivable and similar income	(1,981)	(807)
Accrued expenses	1,553	1,146
<i>Changes in:</i>		
Stocks	1,730	1,443
Trade and other debtors	28,229	(36,713)
Trade and other creditors	60,995	(106,461)
Cash generated from operations	126,587	34,821
Interest received	1,981	807
Net cash from operating activities	128,568	35,628
Cash flows from investing activities		
Dividends, interest and rents from investments	27,490	18,923
Purchase of tangible assets	(12,262)	(13,452)
Purchases of other investments	–	(7,040)
Proceeds from sale of other investments	(15,203)	–
Net cash from/(used in) investing activities	25	(1,569)
Cash flows from financing activities		
Repayments of borrowings	(108,982)	(11,646)
Net cash used in financing activities	(108,982)	(11,646)
Net increase in cash and cash equivalents	19,611	22,413
Cash and cash equivalents at beginning of year	383,262	360,849
Cash and cash equivalents at end of year	402,873	383,262

The notes on pages 15 to 21 form part of these financial statements.

BASIS Registration Limited
Company Limited by Guarantee
Notes to the Financial Statements
Year ended 31 December 2018

1. General information

The charity is a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is St Monica's House, 39 Windmill Lane, Ashbourne, Derbyshire, DE6 1EY.

2. 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 Adviser 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 2018

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 2018

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 2018 £	Unrestricted Funds £	Total Funds 2017 £
Registration fees	380,091	380,091	315,376	315,376
Examination and training income	320,030	320,030	346,866	346,866
NSK training income	78,898	78,898	86,406	86,406
Professional Register	390,169	390,169	374,564	374,564
PROMPT (Pest Control)	67,882	67,882	70,432	70,432
Approved trainers	10,349	10,349	10,680	10,680
Wildlife Aware	7,625	7,625	15,952	15,952
Sundry income	2,922	2,922	1,711	1,711
FACTS annual scheme	155,395	155,395	153,089	153,089
	<u>1,413,361</u>	<u>1,413,361</u>	<u>1,375,076</u>	<u>1,375,076</u>

6. Investment income

	Unrestricted Funds £	Total Funds 2018 £	Unrestricted Funds £	Total Funds 2017 £
Income from investment properties	10,260	10,260	10,260	10,260
Income from listed investments	17,230	17,230	8,663	8,663
Bank interest receivable	1,981	1,981	807	807
	<u>29,471</u>	<u>29,471</u>	<u>19,730</u>	<u>19,730</u>

BASIS Registration Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 December 2018

7. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Total Funds 2018 £	Unrestricted Funds £	Total Funds 2017 £
Management	895,767	895,767	751,193	751,193
Training and Exams	126,670	126,670	117,366	117,366
Professional Register	16,207	16,207	30,872	30,872
Assessment of Premises	88,558	88,558	67,553	67,553
PROMPT	89,804	89,804	96,058	96,058
BACCS Contractors	4,731	4,731	5,105	5,105
FACTS Annual Scheme	109,018	109,018	101,941	101,941
Support costs	62,122	62,122	52,297	52,297
	<u>1,392,877</u>	<u>1,392,877</u>	<u>1,222,385</u>	<u>1,222,385</u>

8. Net (losses) / gains on investments

	Unrestricted Funds £	Total Funds 2018 £	Unrestricted Funds £	Total Funds 2017 £
Gains/(losses) on listed investments	<u>(33,510)</u>	<u>(33,510)</u>	<u>20,639</u>	<u>20,639</u>

9. Staff costs

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

	2018 £	2017 £
Wages and salaries	634,816	535,382
Social security costs	33,854	33,434
Employer contributions to pension plans	57,149	59,047
	<u>725,819</u>	<u>627,863</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 £404,351 (2017:£311,155). The total remuneration for the year includes termination payments of £40,000 (2017:£nil).

The average head count of employees during the year was 24 (2017: 24). The average number of full-time equivalent employees during the year is analysed as follows:

	2018 No.	2017 No.
Administration	<u>22</u>	<u>22</u>

BASIS Registration Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 December 2018

9. Staff costs *(continued)*

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

	2018 No.	2017 No.
£70,000 to £79,999	–	1
£80,000 to £89,999	1	–
	<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 2018 (2017 - £nil).

Trustees' expenses

	2018 £	2017 £
Trustees' expenses	<u>5,902</u>	<u>5,466</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 £	Total £
Cost			
At 1 January 2018	430,000	306,945	736,945
Additions	–	12,262	12,262
At 31 December 2018	<u>430,000</u>	<u>319,207</u>	<u>749,207</u>
Depreciation			
At 1 January 2018	–	292,954	292,954
Charge for the year	–	13,596	13,596
At 31 December 2018	<u>–</u>	<u>306,550</u>	<u>306,550</u>
Carrying amount			
At 31 December 2018	<u>430,000</u>	<u>12,657</u>	<u>442,657</u>
At 31 December 2017	<u>430,000</u>	<u>13,991</u>	<u>443,991</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 2018

13. Investments

	Listed investments £
Cost or valuation	
At 1 January 2018	577,080
Additions	—
Other movements	(18,307)
At 31 December 2018	558,773
Impairment	
At 1 January 2018 and 31 December 2018	
Carrying amount	
At 31 December 2018	558,773
At 31 December 2017	577,080

All investments shown above are held at valuation.

14. Debtors

	2018 £	2017 £
Trade debtors	98,922	124,400
Prepayments and accrued income	41,030	44,079
Other debtors	995	697
	<u>140,947</u>	<u>169,176</u>

15. Creditors: amounts falling due within one year

	2018 £	2017 £
Bank loans and overdrafts	4,008	11,645
Trade creditors	36,256	29,464
Accruals and deferred income	363,015	359,877
Social security and other taxes	37,500	27,295
Other creditors	52,945	10,532
	<u>493,724</u>	<u>438,813</u>

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

	2018 £	2017 £
Bank loans and overdrafts	45,645	146,990

BASIS Registration Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 December 2018

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 2018	Income	Expenditure	Gains and losses	At 31 Dec 2018
	£	£	£	£	£
General funds	992,589	1,442,832	(1,392,877)	(33,510)	1,009,034

18. Operating lease commitments

At 31 December 2018 the Company had future minimum lease payments under non-cancellable operating leases as follows:

	2018	2017
	£	£
Not later than 1 year	15,867	30,600
Later than 1 year and not later than 5 years	14,903	24,730
	<u>30,770</u>	<u>55,330</u>

Lease payments totalling £29,207 have been recognised as an expense during the year.

19. Related parties

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

Payments for education and training services of £1,515 were made to AgriTopics Limited a company owned by Patrick Mitton.

Payments for PR services of £1,131 were made to Geoff Dodgson.

A payment of £1,075 was made to the Amenity Forum of which Professor J Moverley is a Director.

Net sales of £33,778 were made to a company with a Director who is also a Trustee of the charity