

**The British Association of Day Surgery**  
(A company limited by guarantee)

**Report and Financial Statements**  
**For the Year Ended 31 December 2007**

**Charity number 1054534**  
**Company number 03182143**

**The British Association of Day Surgery**

**Financial Statements**

**For the year ended 31 December 2007**

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	<b>Page No.</b>
Report of the Council	1 - 4
Statement of Financial Activities	5
Balance Sheet	6
Notes forming part of the Financial Statements	7 - 10
Accountants' Report	11

# The British Association of Day Surgery

## Report of the Council

For the year ended 31 December 2007

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The Council Members present their report and financial statements for the year ended 31 December 2007.

### Reference and Administrative Information

Charity name	The British Association of Day Surgery
Charity registration number	1054534
Company registration number	03182143
Registered office and Operational address:	The British Association of Day Surgery at The Royal College of Surgeons of England 35/43 Lincoln's Inn Fields London WC2A 3PE

### Council Members

Dr I J B Jackson	President
Mr D McWhinnie	Secretary
Dr A M Hart	Treasurer
Dr I Armstrong	(Ex-officio)
Ms K Barker	
Dr R Dhumale	
Mr R Hart	(appointed 21 June 2007)
Dr K Houghton	(retired 21 June 2007)
Miss C Lennox	
Dr A Lipp	
Dr S Lloyd	
Ms R McMillan	
Mrs S Meaden	
Mr R Nash	
Mr A Northeast	
Dr L Rowe	(Ex-officio)
Mrs A F Thorpe	(retired 21 June 2007 - ex-officio)
Ms C Tickner	(appointed 21 June 2007)
Dr B Watson	

### Lay Representatives

Ms S Blanks  
Ms M Thirlway

### IAAS Representative

Mr P A Baskerville (Ex-officio)

### Journal Editor

Dr I Smith (Ex-officio)

### Administrative Manager

Mrs V Hall

### Accountants

Lovewell Blake, Chartered Accountants, 102 Prince of Wales Road, Norwich, NR1 1NY

### Bankers

Barclays Bank PLC, 5-7 Red Lion Street, Norwich, NR1 3QH

## **The British Association of Day Surgery**

### **Report of the Council**

**For the year ended 31 December 2007**

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#### **Structure, Governance and Management**

##### *Governing Document*

The organisation is a charitable company limited by guarantee, incorporated on 3 April 1996 and registered as a charity on 11 April 1996. The company was established under a Memorandum and Articles of Association which established the objects and powers of the charitable company and it is governed under its Articles of Association. Its objects are to promote education and research, to expand the utilisation of Day Surgery in the United Kingdom and to set standards for the benefit of patients.

##### *Recruitment and Appointment of Council members*

The Members of the Council are also directors of the company for the purposes of company law. Under the requirements of the Memorandum and Articles of Association one third of the Members of the Council are required to retire from office each year and are eligible for re-election at the next Annual General Meeting.

In looking for new Members of the Council the Council Members will bear in mind the experience and qualification of possible candidates. The successful candidates are elected by a meeting of the existing Council Members.

##### *Trustee Induction and Training*

New Council Members will be provided with copies of:

- The Memorandum and Articles of Association
- The latest accounts of the charity
- Charity Commission guidance notes CC3 - "The Essential Trustee: What you need to know"

In addition Council Members are encouraged to read Charity Commission and other newsletters and to attend courses designed to keep them abreast of their duties and responsibilities.

##### *Risk Management*

The Association has conducted a review of the risks to which the charity may be exposed. Systems have been put in place to reduce those risks. Risks are minimised by the procedures developed for authorisation of transactions, publications and projects. The risks in funding are mitigated by the reserves policy which is reviewed yearly by the Finance and General Purposes Committee.

##### *Organisational Structure*

The company is governed by the Council Members, who meet six times a year as well as at the annual scientific meeting. The day to day administration of the charity is delegated to the Administrative Manager.

##### *Public Benefit*

The Association, founded in 1990, aims to raise awareness and interest in Day Surgery. It influences and advises in the development of Day Surgery Services. In addition the Association recommends standards of best practice which will improve the service available to the public.

The Annual Scientific Meeting encourages presentation of educational and practical information, together with providing a networking opportunity between the many disciplines involved in Day Surgery.

Access to the website provides educational material for the Public and Healthcare Professionals alike together with the facility to purchase publications on line. The quarterly Journal of One Day Surgery enables original work to be published and new advances in Day Surgery to be discussed with a wider audience.

## **The British Association of Day Surgery**

### **Report of the Council**

**For the year ended 31 December 2007**

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#### **Objectives and activities**

- Organisation of an Annual Scientific Meeting and other regional meetings open to members and other health care professionals.
- Provision of material for editing and publication of the **Journal of One Day Surgery**, which is produced for members and others quarterly.
- Publication of information handbooks for the medical/nursing and allied professions to assist the promotion of day surgery.
- Award of fellowships to promote education projects for members of the Association.
- Provision of a website to promote the Association's activities and facilitate communication with members and the public.
- Collaboration with Newchurch and Company to set benchmarking standards for day surgery practice in the UK.
- Collaboration with HQS (The Health Quality Service) to set facility standards for day surgery units.
- Collaborating with government agencies to promote day surgery.
- Promotion of day surgery in the press and broadcast media.

#### **Achievements and performance**

The Association continues to organise the Annual Scientific Meeting and other meetings to promote the objectives of the charity. The Association has increased the number of information handbooks to further the knowledge and good practice of medical, nursing and allied professionals.

The Association is dependant on the voluntary work of its council members who do a great deal of work lecturing, preparing reports and attending to the day to day running of the Association.

International links continue to be fostered and the Association continues to be a member of the International Association of Ambulatory Surgery.

The BADS Directory of Procedures provides guidance regarding suitability of procedures for Day Case and Short Stay Surgery.

#### **Financial Review**

Incoming resources for the year amounted to £165,523 (2006 - £157,871) and after deducting outgoing resources of £163,766 (2006 - £177,113), the net incoming resources for the year amounted to £1,757 (2006 – net outgoing resources £19,242).

##### *Investment Policy*

The trustees consider that there are no funds available for long term investment and, having considered the options available, have decided to place available funds in a Business Premium Account.

##### *Reserves Policy*

The Council of the charity have established a policy to maintain unrestricted funds not committed which are the free reserves of the charity at a level of approximately 6 months of resources expended, which amounts to approximately £80,000. Unrestricted reserves at the year end only amounted to £6,401, although significant steps have been taken to reduce overheads, which should steadily build up the total of reserves.

**The British Association of Day Surgery**

**Report of the Council**

**For the year ended 31 December 2007**

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**Plans for future periods**

The Council aims to continue in its activities to meet the objectives of the charity and is working closely with Government departments to assist in the achievement of new goals for the Health Service.

The Council is aware of the need to maintain a surplus position to ensure the long term viability of the charity.

**Exemption Statement**

This report has been prepared in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

By order of the Council

Mr D McWhinnie  
Secretary

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**The British Association of Day Surgery**

**Statement of Financial Activities (incorporating an Income and Expenditure Account)**

**For the Year Ended 31 December 2007**

	Notes	Unrestricted funds	Restricted funds	Total funds 2007	Total funds 2006
		£	£	£	£
<b>Incoming resources</b>					
Incoming resources from generated funds:					
Activities for generating funds					
Sale of books and booklets		6,080	-	6,080	4,139
Investment income		1,248	-	1,248	1,296
Incoming resources from charitable activities:					
Subscriptions		24,086	-	24,086	19,231
Exhibitions, meetings and strategic alliances		131,989	-	131,989	126,834
Other incoming resources		<u>2,120</u>	<u>—</u>	<u>2,120</u>	<u>6,371</u>
<b>Total incoming resources</b>		<b><u>165,523</u></b>	<b><u>—</u></b>	<b><u>165,523</u></b>	<b><u>157,871</u></b>
<b>Resources expended</b>					
Costs of generating funds:					
Fundraising trading: cost of goods sold and other costs		946	-	946	2,291
Charitable activities		155,564	2,750	158,314	169,931
Governance costs		<u>4,506</u>	<u>—</u>	<u>4,506</u>	<u>4,891</u>
<b>Total resources expended</b>	2	<b><u>161,016</u></b>	<b><u>2,750</u></b>	<b><u>163,766</u></b>	<b><u>177,113</u></b>
<b>Net increase/(decrease) in funds</b> (Net income/(expenditure) for the year)		4,507	(2,750)	1,757	(19,242)
Total funds brought forward at 1 January 2007		<u>2,795</u>	<u>17,575</u>	<u>20,370</u>	<u>39,612</u>
<b>Total funds carried forward at 31 December 2007</b>		<b><u>7,302</u></b>	<b><u>14,825</u></b>	<b><u>22,127</u></b>	<b><u>20,370</u></b>

The notes set out on pages 7 to 10 form an integral part of these financial statements.

# The British Association of Day Surgery

## Balance Sheet

As at 31 December 2007

	Notes	2007 £	2006 £
<b>Fixed assets</b>			
Tangible assets	6	<u>901</u>	<u>2,037</u>
<b>Current assets</b>			
Prepayments		1,411	3,967
Cash at bank and in hand		<u>25,743</u>	<u>20,790</u>
		<u>27,154</u>	<u>24,757</u>
<b>Current liabilities</b>			
Creditors: Amounts falling due within one year	7	<u>(5,928)</u>	<u>(6,424)</u>
<b>Net current assets</b>		<u>21,226</u>	<u>18,333</u>
<b>Net assets</b>		<u>22,127</u>	<u>20,370</u>
<b>Funds</b>			
Restricted Funds	8	14,825	<u>17,575</u>
Unrestricted Funds	8	<u>7,302</u>	<u>2,795</u>
		<u>22,127</u>	<u>20,370</u>

The trustees are satisfied that the charity was entitled to exemption under subsection (2) of section 249A of the Companies Act 1985 and that members have not required an audit in accordance with subsection (2) of section 249B.

The trustees acknowledge their responsibilities for:

- (i) ensuring that the charity keeps accounting records which comply with section 221; and
- (ii) preparing accounts which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of its income and expenditure for the financial year in accordance with the requirements of section 226, and which otherwise comply with the requirements of the Act relating to accounts, so far as applicable to the charity.

These financial statements have been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985 and with the Financial Reporting Standard for Smaller Entities (effective January 2007).

These financial statements were approved by the Council on .....

Dr I J B Jackson (President)

Dr A M Hart (Treasurer)

The notes set out on pages 7 to 10 form an integral part of these financial statements.



# The British Association of Day Surgery

## Notes to the Financial Statements

For the Year Ended 31 December 2007

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### 1. Accounting Policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year:

#### a) Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with the Companies Act 1985 and the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" issued in March 2005 and applicable accounting standards.

#### b) Fund accounting

- Unrestricted funds are available for use at the discretion of the members in furtherance of the general objectives of the charity.
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

#### c) Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Subscriptions are recorded on a receivable basis, less amounts written off as irrecoverable.
- No amounts are included in the financial statements for services donated by volunteers.
- Investment income is included when receivable.

#### d) Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred, inclusive of any VAT which cannot be recovered, and is reported as part of the expenditure to which it relates:

- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include accountancy fees and costs linked to the strategic management of the charity.

#### e) Fixed assets

Individual assets costing £500 or more are capitalised and depreciated over their estimated useful life at the following rates:

President's pendant	5% straight line
Furniture, fittings and equipment	25% straight line

# The British Association of Day Surgery

## Notes to the Financial Statements

For the Year Ended 31 December 2007

### 1. Accounting Policies (continued)

#### f) Going concern

The financial statements have been drawn up on a going concern basis. The financial projections for the year ended 31 December 2008 indicate that a surplus is anticipated and a positive cash flow position will arise.

### 2. Total Resources Expended

	Costs of generating funds £	Charitable activities £	Governance costs £	Total funds 2007 £	Total funds 2006 £
<i>Fundraising trading: Cost of goods sold</i>					
Printing books and booklets	946	-	-	946	2,291
<i>Subscriptions</i>					
Printing expenses	-	19,568	-	19,568	22,424
<i>Exhibitions, meetings and strategic alliances</i>					
Annual Scientific Meeting	-	70,373	-	70,373	78,302
Belfast Conference	-	2,457	-	2,457	-
Advertising	-	-	-	-	4,406
Salaries	-	39,026	-	39,026	43,042
Rent and service charges	-	3,188	-	3,188	3,064
Printing, postage & stationery	-	2,863	-	2,863	2,608
Subscriptions payable	-	875	-	875	875
Bank charges	-	2,251	-	2,251	1,456
Sundry expenses	-	428	-	428	1,323
Telephone	-	1,320	-	1,320	1,492
Depreciation	-	1,136	-	1,136	1,278
Council and meetings expenses	-	8,775	-	8,775	9,317
Membership Management	-	6,054	-	6,054	344
<i>Governance costs</i>					
Audit - 2005	-	-	-	-	676
Accountancy and payroll services	-	-	4,506	4,506	4,215
	<u>946</u>	<u>158,314</u>	<u>4,506</u>	<u>163,766</u>	<u>177,113</u>

### 3. Employees

	2007 No.	2006 No.
The average number of employees during the year was as follows:		
Office and administration	<u>1</u>	<u>1</u>
	2007 £	2006 £
Staff costs during the year amounted to:		
Wages and salaries	32,326	35,741
Social Security costs	3,332	3,933
Pension costs	<u>3,368</u>	<u>3,368</u>
	<u>39,026</u>	<u>43,042</u>

No individual's emoluments exceeded £60,000.

# The British Association of Day Surgery

## Notes to the Financial Statements

For the Year Ended 31 December 2007

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### 4. Trustee Remuneration and Related Party Transactions

During the year a number of trustees received expenses in the course of their duties in respect of travelling, subsistence and accommodation totalling £8,775 (2006 - £9,317).

The Council Members received no remuneration for other services to the Association during the year (2006 - £Nil).

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year (2006 - £Nil).

### 5. Taxation

The charity has no liability to income tax or capital gains tax.

### 6. Tangible Fixed Assets

	Presidents pendant £	Furniture, fittings & equipment £	Total £
Cost:			
At 1 January 2007	529	13,888	14,417
Disposals	<u>-</u>	<u>(5,056)</u>	<u>(5,056)</u>
At 31 December 2007	<u>529</u>	<u>8,832</u>	<u>9,361</u>
Depreciation:			
At 1 January 2007	182	12,198	12,380
Charge for year	26	1,110	1,136
Eliminated on disposal	<u>-</u>	<u>(5,056)</u>	<u>(5,056)</u>
At 31 December 2007	<u>208</u>	<u>8,252</u>	<u>8,460</u>
Net book value			
At 31 December 2007	<u>321</u>	<u>580</u>	<u>901</u>
At 31 December 2006	<u>347</u>	<u>1,690</u>	<u>2,037</u>

### 7. Creditors: Amounts falling due within one year

	2007 £	2006 £
Taxation and social security	-	1,105
Accruals and deferred income	<u>5,928</u>	<u>5,319</u>
	<u>5,928</u>	<u>6,424</u>

**The British Association of Day Surgery**

**Notes to the Financial Statements**

**For the Year Ended 31 December 2007**

**8. Funds**

	Balance at 1 Jan 2007 £	Incoming Resources £	Outgoing Resources £	Balance at 31 Dec 2007 £
Restricted Funds				
<i>Zeneca Research Fellowship</i>	17,575	-	(2,750)	14,825
Unrestricted Funds	<u>2,795</u>	<u>165,523</u>	<u>(161,016)</u>	<u>7,302</u>
	<u>20,370</u>	<u>165,523</u>	<u>(163,766)</u>	<u>22,127</u>

The Zeneca Research Fellowship was established in 1993 to award research grants.

**9. Analysis of Net Assets Between Funds**

	Tangible fixed assets £	Net current assets £	Total £
Restricted Funds	-	14,825	14,825
Unrestricted Funds	<u>901</u>	<u>6,401</u>	<u>7,302</u>
Total Funds	<u>901</u>	<u>21,226</u>	<u>22,127</u>

**10. Commitments Under Operating Leases**

At 31 December 2007, the Association had annual commitments under non-cancellable operating leases, as follows:

	2007 £	2006 £
Land and buildings - within one year	<u>3,148</u>	<u>2,987</u>

**The British Association of Day Surgery**

**Chartered accountants' report to the Trustees on the unaudited financial statements**

**For the year ended 31 December 2007**

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We report on the accounts for the year ended 31 December 2007 set out on pages 5 to 10.

**Respective responsibilities of trustees and reporting accountants**

As described on page 2 the trustees, who are also the directors of The British Association of Day Surgery for the purposes of company law, are responsible for the preparation of the accounts and they consider that the company is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

**Basis of opinion**

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the accounts with the accounting records kept by the company, and making such limited enquiries of the officers of the company as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion.

**Opinion**

In our opinion:

- a) the accounts are in agreement with the accounting records kept by the company under section 221 of the Companies Act 1985;
- b) having regard only to, and on the basis of, the information contained in those accounting records:
  - i) the accounts have been drawn up in a manner consistent with the accounting requirements specified in section 249C(6) of the Act; and
  - ii) the company satisfied the conditions for exemption from an audit of the accounts for the year specified in section 249A(4) of the Act as modified by section 249A(5) and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in section 249B(1).

102 Prince of Wales Road  
Norwich  
Norfolk  
NR1 1NY

**LOVEWELL BLAKE**  
**Chartered Accountants**

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