

## **BRITISH INSTITUTE OF VERBATIM REPORTERS**

**Company Registration Number:  
00023811 (England and Wales)**

### **Abbreviated (Unaudited) Accounts**

#### **Period of accounts**

**Start date: 01st January 2011**

**End date: 31st December 2011**

SUBMITTED

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# **BRITISH INSTITUTE OF VERBATIM REPORTERS**

## **Company Information for the Period Ended 31st December 2011**

**Director:**

H Edwards  
A Lloyd  
J Lukins  
S Holley  
S Humphries  
E Willett  
K Young  
L Willersdorf  
G Ford

**Registered office:**

73 Alicia Gardens  
Kenton  
Harrow  
Middx  
HA3 8JD

**Company Registration Number:**

00023811 (England and Wales)

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# BRITISH INSTITUTE OF VERBATIM REPORTERS

## Abbreviated Balance sheet As at 31st December 2011

	Notes	2011 £	2010 £
<b>Fixed assets</b>			
Tangible assets:	7	3,024	1,725
<b>Total fixed assets:</b>		<u>3,024</u>	<u>1,725</u>
<b>Current assets</b>			
Debtors:		-	176
Cash at bank and in hand:		19,534	19,079
<b>Total current assets:</b>		<u>19,534</u>	<u>19,255</u>
<b>Creditors</b>			
Creditors: amounts falling due within one year	8	1,494	1,448
<b>Net current assets (liabilities):</b>		<u>18,040</u>	<u>17,807</u>
<b>Total assets less current liabilities:</b>		<u>21,064</u>	<u>19,532</u>
<b>Total net assets (liabilities):</b>		<u><u>21,064</u></u>	<u><u>19,532</u></u>

The notes form part of these financial statements

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# BRITISH INSTITUTE OF VERBATIM REPORTERS

## Abbreviated Balance sheet As at 31st December 2011 continued

	Notes	2011 £	2010 £
Capital and reserves			
Profit and Loss account:		21,064	19,532
Total shareholders funds:		<u>21,064</u>	<u>19,532</u>

For the year ending 31 December 2011 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and in accordance with the Financial Reporting Standard for Smaller Entities (effective 2008).

The financial statements were approved by the Board of Directors on 19 May 2012

### SIGNED ON BEHALF OF THE BOARD BY:

Name: H Edwards  
Status: Director

The notes form part of these financial statements

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# **BRITISH INSTITUTE OF VERBATIM REPORTERS**

## **Notes to the Abbreviated Accounts for the Period Ended 31st December 2011**

### **1. Accounting policies**

#### **Basis of measurement and preparation of accounts**

These financial statements have been prepared under the historical cost convention and in accordance with Financial Reporting Standards for Smaller Entities.

#### **Tangible fixed assets depreciation policy**

Tangible fixed assets are being depreciated over five years.

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# BRITISH INSTITUTE OF VERBATIM REPORTERS

## Notes to the Abbreviated Accounts for the Period Ended 31st December 2011

### 7. Tangible assets

	Total
<b>Cost</b>	<b>£</b>
At 01st January 2011:	2,156
Additions:	2,163
At 31st December 2011:	4,319
<b>Depreciation</b>	
At 01st January 2011:	431
Charge for year:	864
At 31st December 2011:	1,295
<b>Net book value</b>	
At 31st December 2011:	3,024
At 31st December 2010:	1,725

Tangible Fixed Assets are made up of the cost of the Institute website development. This is being depreciated over 5 years.

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# BRITISH INSTITUTE OF VERBATIM REPORTERS

## Notes to the Abbreviated Accounts for the Period Ended 31st December 2011

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

	2011 £	2010 £
Taxation and social security:	228	-
Accruals and deferred income:	1,266	1,448
<b>Total:</b>	<b><u>1,494</u></b>	<b><u>1,448</u></b>

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