

# **BRITISH INSTITUTE OF VERBATIM REPORTERS**

**Company limited by guarantee**

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

**Unaudited micro entity accounts for the year ended 31 December 2016**

**Period of accounts**

**Start date: 01 January 2016**

**End date: 31 December 2016**

# **BRITISH INSTITUTE OF VERBATIM REPORTERS**

**Company limited by guarantee**

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**for the Period Ended 31 December 2016**

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## **Company Information**

**for the Period Ended 31 December 2016**

**Director:**

GEORGINA FORD

NICOLE HARRISON

LEAH WILLERSDORF

SHERYLL HOLLEY

ANN LLOYD

JEAN LUKINS

IAN ROBERTS

ELISABETH WILLETT

KAREN YOUNG

NICOLA DUTTON

**Registered office:**

73

Alicia Gardens

Kenton

Harrow

Middx

HA3 8JD

**Company Registration Number:**

00023811 (England and Wales)

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## **Directors' Report Period Ended 31 December 2016**

The directors present their report with the financial statements of the company for the period ended 31 December 2016

### **Principal Activities**

efficient practice of the art of machine and pen shorthand, raising qualification and status of its members, encouragement and maintenance of adequate training and examination facilities.

### **Political and charitable donations**

No charitable contributions were made exceeding £200 and no political donations at all were made.

### **Company policy on the employment of disabled persons**

The company has no employees

### **Directors**

**The directors shown below have held office during the whole of the period from 01 January 2016 to 31 December 2016**

GEORGINA FORD  
NICOLE HARRISON  
LEAH WILLERSDORF  
ANN LLOYD  
IAN ROBERTS  
ELISABETH WILLETT  
KAREN YOUNG  
NICOLA DUTTON

**The director(s) shown below resigned during the period**

SHERYLL HOLLEY  
10 September 2016  
JEAN LUKINS  
13 June 2016

**This report was approved by the board of directors on 9 September 2017**

**And Signed On Behalf Of The Board By:**

Name: LEAH WILLERSDORF  
Status: Director

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## Balance sheet

As at 31 December 2016

	<i>2016</i> <i>£</i>	<i>2015</i> <i>£</i>
FixedAssets:		432
Current assets:	<b>22,951</b>	19,943
Prepayments and accrued income:	<b>575</b>	
Creditors: amounts falling due within one year:	<b>( 17 )</b>	
<b>Net current assets (liabilities):</b>	<b>23,509</b>	19,943
Total assets less current liabilities:	<b>23,509</b>	20,375
Provision for liabilities:	<b>( 128 )</b>	( 128 )
Accruals and deferred income:	<b>( 1,723 )</b>	( 575 )
<b>Total net assets (liabilities):</b>	<b>21,658</b>	19,672
<b>Reserves:</b>	<b>21,658</b>	19,672

# **BRITISH INSTITUTE OF VERBATIM REPORTERS**

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## **Balance sheet continued**

For the year ending 31 December 2016 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 and delivered in accordance with the provisions of the small companies regime applicable to micro-entities.

**This report was approved by the board of directors on 9 September 2017**

**And Signed On Behalf Of The Board By:**

Name: LEAH WILLERSDORF

Status: Director

The notes form part of these financial statements

This document was delivered using electronic communications and authenticated in accordance with the registrar's rules relating to electronic form, authentication and manner of delivery under section 1072 of the Companies Act 2006.