

BRITISH INSTITUTE OF VERBATIM REPORTERS

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

Abbreviated (Unaudited) Accounts

Period of accounts

Start date: 01st January 2013

End date: 31st December 2013

SUBMITTED

BRITISH INSTITUTE OF VERBATIM REPORTERS

Company Information for the Period Ended 31st December 2013

Director:

Helen Edwards
Georgina Ford
Sheryll Holley
Susan Humphries
Ann Lloyd
Leah Willersdorf
Elisabeth J Willett
Jean Lukins
Ian Roberts

Company secretary:

Mary C Sorene

Registered office:

73 Alicia Gardens
Kenton
Harrow
Middx
HA3 8JD

Company Registration Number:

00023811 (England and Wales)

BRITISH INSTITUTE OF VERBATIM REPORTERS

Abbreviated Balance sheet As at 31st December 2013

	Notes	2013 £	2012 £
Fixed assets			
Intangible assets:	4	1,296	2,160
Total fixed assets:		<u>1,296</u>	<u>2,160</u>
Current assets			
Debtors:	5	776	-
Cash at bank and in hand:		22,494	21,751
Total current assets:		<u>23,270</u>	<u>21,751</u>
Creditors			
Creditors: amounts falling due within one year	6	1,673	888
Net current assets (liabilities):		<u>21,597</u>	<u>20,863</u>
Total assets less current liabilities:		<u>22,893</u>	<u>23,023</u>
Total net assets (liabilities):		<u><u>22,893</u></u>	<u><u>23,023</u></u>

The notes form part of these financial statements

BRITISH INSTITUTE OF VERBATIM REPORTERS

Abbreviated Balance sheet As at 31st December 2013 continued

	Notes	2013 £	2012 £
Capital and reserves			
Called up share capital:	7	1	-
Profit and Loss account:		22,892	23,023
Total shareholders funds:		<u>22,893</u>	<u>23,023</u>

For the year ending 31 December 2013 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 07 June 2014

SIGNED ON BEHALF OF THE BOARD BY:

Name: Susan Humphries

Status: Director

The notes form part of these financial statements

BRITISH INSTITUTE OF VERBATIM REPORTERS

Notes to the Abbreviated Accounts for the Period Ended 31st December 2013

1. Accounting policies

Basis of measurement and preparation of accounts

These accounts have been prepared under the historical cost convention and are in accordance with the Financial Reporting Standards for Smaller Entities

Turnover policy

Turnover represents subscription fees from members and income relating to ancillary services provided by the Institute to members, such as examinations, seminars and workshops.

Tangible fixed assets depreciation policy

There are no fixed assets.

Intangible fixed assets amortisation policy

Intangible assets comprise the website costs which have been capitalised and are being written off over 5 years.

BRITISH INSTITUTE OF VERBATIM REPORTERS

Notes to the Abbreviated Accounts for the Period Ended 31st December 2013

4. Intangible assets

	Total
Cost	£
At 01st January 2013:	4,319
	<u>4,319</u>
Amortisation	£
At 01st January 2013:	2,159
Provided during the period:	864
At 31st December 2013:	<u>3,023</u>
Net book value	£
At 31st December 2013:	<u>1,296</u>
At 31st December 2012:	<u>2,160</u>

Intangible assets comprise the website costs which have been capitalised and are being written off over 5 years.

BRITISH INSTITUTE OF VERBATIM REPORTERS

Notes to the Abbreviated Accounts for the Period Ended 31st December 2013

5. Debtors

	2013 £	2012 £
Trade debtors:	775	-
Other debtors:	1	-
Total:	776	-

Website update payments paid in advance. Adjustment made as per HMRC advice for a company limited by guarantee and without a share capital.

BRITISH INSTITUTE OF VERBATIM REPORTERS

Notes to the Abbreviated Accounts for the Period Ended 31st December 2013

6. Creditors: amounts falling due within one year

	2013	2012
	£	£
Taxation and social security:	128	127
Accruals and deferred income:	1,545	761
Total:	<u>1,673</u>	<u>888</u>

Accruals and deferred income includes subscriptions paid in advance.

BRITISH INSTITUTE OF VERBATIM REPORTERS

Notes to the Abbreviated Accounts for the Period Ended 31st December 2013

7. Called up share capital

Allotted, called up and paid

Current period			2013
Class	Number of shares	Nominal value per share	Total
Ordinary shares:	1	1.00	1
Total share capital:			<u>1</u>

This is a company limited by guarantee so has no share capital and all references to total shareholders should be read as total funds. Adjustments made as per HMRC advice for a company limited by guarantee and without a share capital.
