

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 2018

Period of accounts

Start date: 01 January 2018

End date: 31 December 2018

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for the Period Ended 31 December 2018

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Company Information

for the Period Ended 31 December 2018

Director:

Leah Maree Willersdorf

Georgina Ford

Miriam Lily Weisinger

Ian Roberts

Ann Maureen Lloyd

Nicole Lisa Harrison

Alan John Bell

Orla Maric Pearson

Susan Anne McIntyre

Secretary:

Mary Carolyn Sorene

Registered office:

73

Alicia Gardens

Kenton

Harrow

Middx

HA3 8JD

Company Registration Number:

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Directors' Report Period Ended 31 December 2018

The directors present their report with the financial statements of the company for the period ended 31 December 2018

Principal Activities

The promotion of the more efficient practice of the art of machine/pen shorthand in connection with legal/other proceedings, raising qualification and status of members, encouragement, 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 Institute has no employees, but if it did it would be an equal opportunities employer.

Additional information

The Institute is a company limited by guarantee

Directors

The directors shown below have held office during the whole of the period from 01 January 2018 to 31 December 2018

Leah Maree Willersdorf

Georgina Ford

Miriam Lily Weisinger

Ian Roberts

Ann Maureen Lloyd

Nicole Lisa Harrison

Alan John Bell

Orla Marie Pearson

The director(s) shown below resigned during the period

Susan Anne McIntyre

23 April 2018

Secretary

Mary Carolyn Sorene

This report was approved by the board of directors on 31 August 2019

And Signed On Behalf Of The Board By:

Name: Nicole Lisa Harrison

Status: Director

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Income and Expenditure Account

for the Period Ended 31 December 2018

	<i>2018</i>	<i>2017</i>
	<i>£</i>	<i>£</i>
Other Income	158	165
Surplus or (Deficit) for Period	158	165

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Balance sheet

As at 31 December 2018

	<i>2018</i> <i>£</i>	<i>2017</i> <i>£</i>
Current assets:	23,842	21,120
Net current assets (liabilities):	23,842	21,120
Total assets less current liabilities:	23,842	21,120
Provision for liabilities:	(38)	(38)
Accruals and deferred income:	(5,843)	(3,001)
Total net assets (liabilities):	17,961	18,081
Reserves:	17,961	18,081

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Balance sheet continued

For the year ending 31 December 2018 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 31 August 2019

And Signed On Behalf Of The Board By:

Name: Nicole Lisa Harrison

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.