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Company Registration No. 02922104 (England and Wales)

THE BUSINESS CONTINUITY INSTITUTE LIMITED

ABBREVIATED ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 1999



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A48 13/09/00
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THE BUSINESS CONTINUITY INSTITUTE LIMITED

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THE BUSINESS CONTINUITY INSTITUTE LIMITED

CHAIRMAN'S REPORT FOR THE YEAR ENDED 31 DECEMBER 1999

The year 1999 has been an important year for Business Continuity Management (BCM) with the focus on the Y2K issues. The BCI has been able to play its part in promoting the importance of BCM and this in its turn has attracted attention to the Institute.

The membership of the BCI stands at 969, in the last 12 months there has been a net increase of 374, continuing the 60% plus growth for the last three years. The membership is made up of 10% Fellows, 32% Members, 25% Associates, 30% Affiliates, the remainder being Students and Corporate Partners. Currently 78% of the members are from the UK and Europe, 10% from North America, 8% from the Pacific Rim and 4% from Africa, India and the Middle East. The most important source of new members has been through the recommendations of our existing members.

During the past twelve months two new membership grades have been introduced, the professional grade of Associate (ABCI) and the Affiliate grade. The new Scored Assessment process is used for all professional grades and its introduction has enabled faster processing of world-wide membership applications. As part of the ongoing review of competencies we have raised the entry standards for the Fellow (FBCI) grade, the highest level of professional membership.

Whilst attracting new members is key to the future of the BCI it is important to ensure that we retain our existing members. We have improved our services and can now offer preferential rates on insurance cover for professional indemnity. In conjunction with two of our sponsors we have published the first BCI Handbook and a CD ROM containing a BCM Evaluation Criteria. The Evaluation Criteria was produced as a result of collaboration with the DTI, CCTA and the Loss Prevention Council. Following the successful launch in July of the first UK Business Continuity Awards, staged in conjunction with Corporate Insurance & Risk magazine, funding has been secured to establish the event on an annual basis.

We are continuing to develop our on-line Internet based services. The BCI website has been redesigned and now contains a discussion forum, an on-line bookstore, a list of conferences and training and the full membership directory. The website will continue to be a valuable marketing tool and potential members can complete their applications directly on-line.

Over the past twelve months we have undertaken two research projects. The first sponsored by the DTI, CCTA and the LPC, was managed for the BCI by the Institute of Management and evaluated the perception of BCM across UK industry. The second project undertook a survey of salaries for Business Continuity managers.

Continuity, the BCI's professional journal, provides a valuable source of knowledge for members and we have successfully run the first 'members only' workshop on BCM. We continue to achieve discounts on training, conferences and publications for our members. The BCI has developed a personal assessment log for use in continuous professional development and mentoring.

Our profile in the Business Continuity Management market continues to grow. During the past twelve months the BCI has been responsible for delivering presentations throughout the world. The BCI has supported or been directly involved with 19 conferences and workshops in the UK, Holland, Australia and Singapore. We have been represented at exhibitions in the USA, Australia and the UK.

The Institute has contributed to an education pack supported by Royal & SunAlliance and our Glossary of Terms and Standards are carried by many publications. Contributions have been made to key articles in the national press and various industry sector publications. We are becoming recognised as the authoritative voice for business continuity management by government, representative bodies and corporations.

THE BUSINESS CONTINUITY INSTITUTE LIMITED

CHAIRMAN'S REPORT FOR THE YEAR ENDED 31 DECEMBER 1999

Our financial condition continues to improve and we have been able to restructure our outstanding debt as a long term loan. In the coming year the re-organisation of the business will take effect, where the membership services will be transferred to the BCI Forum Limited, the parent company of The Business Continuity Institute Limited. This change supports our intention to obtain charitable status for the Institute. The Business Continuity Institute Ltd will become the trading arm of the Institute, with the capability of delivering events, training and value added services to the BCM community at large.

Sponsorship is still an important resource for the Institute and we have brought on board four new sponsors in the last year. Sponsorship revenues are used to promote the BCI and the practice of business continuity management.

The Year 2000 issue raised the profile of the Business Continuity Management, the challenge now is to ensure that the management practice is considered essential for achieving business excellence by all organisations world-wide. The Business Continuity Institute has an important role to play in this development.

Angela Robinson
Chairman

THE BUSINESS CONTINUITY INSTITUTE LIMITED

AUDITORS' REPORT TO THE BUSINESS CONTINUITY INSTITUTE LIMITED UNDER SECTION 247B OF THE COMPANIES ACT 1985

We have examined the abbreviated accounts set out on pages 4 to 5, together with the financial statements of the company for the year ended 31 December 1999 prepared under section 226 of the Companies Act 1985.

Respective responsibilities of directors and auditors

The directors are responsible for preparing the abbreviated accounts in accordance with section 246 of the Companies Act 1985. It is our responsibility to form an independent opinion as to whether the company is entitled to deliver abbreviated accounts prepared in accordance with sections 246(5) and (6) of the Act to the registrar of companies and whether the accounts to be delivered are properly prepared in accordance with those provisions and to report our opinion to you.

Basis of opinion

We have carried out the procedures we considered necessary to confirm, by reference to the financial statements, that the company is entitled to deliver abbreviated accounts and that the abbreviated accounts to be delivered are properly prepared. The scope of our work for the purpose of this report did not include examining or dealing with events after the date of our report on the financial statements.

Opinion

In our opinion the company is entitled to deliver abbreviated accounts prepared in accordance with section 246(5) and (6) of the Companies Act 1985, and the abbreviated accounts on pages 4 to 5 are properly prepared in accordance with that provision.



Harwood Hutton

Registered Auditor

29 August 2000

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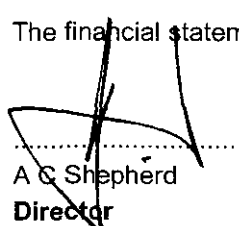
THE BUSINESS CONTINUITY INSTITUTE LIMITED

ABBREVIATED BALANCE SHEET AS AT 31 DECEMBER 1999

	Notes	1999 £	£	1998 £	£
Current assets					
Debtors	2	31,575		19,836	
Cash at bank and in hand		33,038		30,477	
		<u>64,613</u>		<u>50,313</u>	
Creditors: amounts falling due within one year		<u>(81,148)</u>		<u>(152,880)</u>	
Total assets less current liabilities			(16,535)		(102,567)
Creditors: amounts falling due after more than one year			<u>(71,467)</u>		<u>-</u>
			<u>(88,002)</u>		<u>(102,567)</u>
Capital and reserves					
Called up share capital	3		4		4
Income and expenditure account			(88,006)		(102,571)
Shareholders' funds			<u>(88,002)</u>		<u>(102,567)</u>

These abbreviated accounts have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective March 2000).

The financial statements were approved by the board on 24 NOV 2000


A C Shepherd
Director

THE BUSINESS CONTINUITY INSTITUTE LIMITED

NOTES TO THE ABBREVIATED ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 1999

1 Accounting policies

1.1 Accounting convention

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective March 2000).

The directors have prepared the financial statements on a going concern basis. The company has made a small surplus of £14,565 and has net current liabilities of £88,002 at 31 December 1999, of which £77,467 is in respect of a former related party. The going concern basis is appropriate due to the positive and demonstrable continuing support of this creditor and an improvement in results to enable the company to meet its liabilities as they fall due.

1.2 Income

Income represents subscriptions receivable from members and other income.

1.3 Foreign currency translation

Monetary assets and liabilities denominated in foreign currencies are translated into sterling at the rates of exchange ruling at the balance sheet date. Transactions in foreign currencies are recorded at the rate ruling at the date of the transaction. All differences are taken to profit and loss account.

2 Debtors

Debtors include an amount of £2,200 (1998 - £-) which is due after more than one year.

3 Share capital

	1999 £	1998 £
Authorised		
1,000 Ordinary shares of £ 1 each	1,000	1,000
	<hr/>	<hr/>
Allotted, called up and fully paid		
4 Ordinary shares of £ 1 each	4	4
	<hr/>	<hr/>