

SENT TO COMPANIES HOUSE	12/9/08
INITIALS	JM

Company Registration No. 2922104 (England and Wales)

**THE BUSINESS CONTINUITY INSTITUTE LIMITED**  
**ABBREVIATED ACCOUNTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2007**

SATURDAY



\*AGIMR33R\*

A32

13/09/2008

267

COMPANIES HOUSE

---

# THE BUSINESS CONTINUITY INSTITUTE LIMITED

## CONTENTS

---

	<b>Page</b>
Independent auditors' report	1
Abbreviated balance sheet	2
Notes to the abbreviated accounts	3

---

# THE BUSINESS CONTINUITY INSTITUTE LIMITED

## INDEPENDENT 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 2 to 3, together with the financial statements of The Business Continuity Institute Limited for the year ended 31 December 2007 prepared under section 226 of the Companies Act 1985

This report is made solely to the company in accordance with Section 247B of the Companies Act 1985. Our work has been undertaken so that we might state to the company those matters we are required to state to them in an auditor's report on abbreviated accounts and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company, for our work, for this report, or for the opinions we have formed.

#### 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 abbreviated accounts have been properly prepared in accordance with those provisions and to report our opinion to you.

#### Basis of opinion

We conducted our work in accordance with Bulletin 2006/3 "The special auditor's report on abbreviated accounts in the United Kingdom" issued by the Auditing Practices Board. In accordance with that Bulletin we have carried out the procedures we consider 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.

#### Opinion

In our opinion the company is entitled to deliver abbreviated accounts prepared in accordance with sections 246(5) and (6) of the Companies Act 1985, and the abbreviated accounts have been properly prepared in accordance with those provisions.



Harwood Hutton

11 September 2008

Chartered Accountants  
Registered Auditor

22 Wycombe End  
Beaconsfield  
Buckinghamshire  
HP9 1NB

# THE BUSINESS CONTINUITY INSTITUTE LIMITED

## ABBREVIATED BALANCE SHEET

AS AT 31 DECEMBER 2007

	Notes	2007 £	£	2006 £	£
<b>Current assets</b>					
Debtors		67,884		13,037	
Cash at bank and in hand		42,773		100,776	
		<u>110,657</u>		<u>113,813</u>	
<b>Creditors' amounts falling due within one year</b>		<u>(87,119)</u>		<u>(102,815)</u>	
<b>Total assets less current liabilities</b>			23,538		10,998
<b>Creditors' amounts falling due after more than one year</b>			-		(5,904)
			<u>23,538</u>		<u>5,094</u>
<b>Capital and reserves</b>					
Called up share capital	2		4		4
Profit and loss account			23,534		5,090
<b>Shareholders' funds</b>			<u>23,538</u>		<u>5,094</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

Approved by the Board for issue on 10 SEPTEMBER 2008

  
C G Green  
Director

# THE BUSINESS CONTINUITY INSTITUTE LIMITED

## NOTES TO THE ABBREVIATED ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2007

---

### 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 January 2007)

#### 1.2 Compliance with accounting standards

The financial statements are prepared in accordance with applicable United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), which have been applied consistently (except as otherwise stated)

#### 1.3 Turnover

Turnover represents amounts receivable for goods and services net of VAT

#### 1.4 Pensions

The company operates a defined contribution scheme for the benefit of its employees. Contributions payable are charged to the profit and loss account in the year they are payable

#### 1.5 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 Share capital

	2007	2006
	£	£
<b>Authorised</b>		
1,000 Ordinary shares of £1 each	1,000	1,000
	<u>          </u>	<u>          </u>
<b>Allotted, called up and fully paid</b>		
4 Ordinary shares of £1 each	4	4
	<u>          </u>	<u>          </u>

### 3 Control

The ultimate parent company is The BCI Forum Limited, a company registered in England and Wales

The BCI Forum Limited was under the control of its directors as elected by the members of the Institute, throughout the current and previous year