

BISWG LIMITED
(A company limited by guarantee)

REPORTS AND ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2011

Registered Charity No 1135891
Company No 07095017

W WEDNESDAY



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A03	09/05/2012	#354
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A07	02/05/2012	#14
COMPANIES HOUSE		

BISWG LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

REFERENCE AND ADMINISTRATIVE DETAILS

The BISWG Limited is a company limited by guarantee and a registered charity governed by its Memorandum and Articles of Association (Charity number 1135891, Company number 07095017)

THE BOARD OF TRUSTEES

The Trustees of the charitable company are its directors for the purposes of company law and throughout this report are collectively referred to as the Trustees

The members of the Board of Trustees who served during the Year were as follows -

ELECTED TRUSTEES

Mr M V Hope	<i>(resigned 27 September 2011)</i>
Mrs J Burt	
Mr G P Soulsby	
Mr S L Wiseman	
Dr A R Mantell	<i>(resigned 27 September 2011)</i>
Mrs K Y Russell	
Ms V Suffolk	
Mr S Brazington	
Mr R W Antrobus	<i>(appointed 10 November 2011)</i>
Mrs S Evans	<i>(appointed 7 December 2011)</i>

REGISTERED OFFICE AND PRINCIPAL ADDRESS

Globe House, Eclipse Park, Sittingbourne Road, Kent, ME14 3EN

INDEPENDENT EXAMINER

M J Startup, FCA MAE, Day, Smith & Hunter, Globe House, Eclipse Park, Sittingbourne Road, Maidstone, Kent ME14 3EN

BISWG LIMITED

REPORT OF THE BOARD OF TRUSTEES

For the Year ended 31 December 2011

The Board of Trustees presents its report and the independent examined financial statements for the year ended 31 December 2011. The Trustees confirm that the annual report and financial statements of the Charity comply with current statutory requirements, the requirements of the Charity's governing document and the provisions of the Statement of Recommended Practice (SORP) issued in March 2005.

OBJECTIVES AND ACTIVITIES FOR THE PUBLIC BENEFIT

The objective of the Charity is to raise awareness and advance the education and training of the public and in particular those with brain injuries, their families and carers and also professionals working within the field of brain injury.

The Charity will meet its objectives by the provision of seminars, conferences and forums. The Charity will also provide grants to attend educational courses on the subject of brain injury in order to enhance the skills and knowledge of professionals working in the field of brain injury.

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on the public benefit when reviewing the Charity's aims and objectives and in the planning of future activities.

MANAGEMENT AND GOVERNANCE

The Charity is limited by guarantee. The liability of its members is limited to £10 each.

The Charity is governed by its Memorandum and Articles of Association which are available from the Charity on request.

FINANCIAL REVIEW

The net surplus of incoming resources for the year amounted to £16 (2010: £72,496).

ACHIEVEMENTS AND PERFORMANCE

During the year to 31 December 2011 the income receivable by the Charity from seminars and conferences held totalled £20,048. The main event held by the Charity during the year was the Spring conference in April 2011.

The Spring conference provided income of £20,278 for which £1,255 was included in 2010 therefore £19,023 was received in the year to 31 December 2011. The costs directly attributable to the Spring conference totalled £1,422 resulting in a surplus of £18,856 before support costs.

The Charity also received fees and donations from members totalling £2,435.

The Charity has provided grants to individuals to attend conferences of £2,272 and the details of these are provided in note 3 to the accounts.

RESERVES POLICY

As at 31 December 2011 general unrestricted reserves amounted to £72,512.

The Board of Trustees have reviewed the reserves of the Charity and it is their intention to keep a balance of income sufficient to provide enough funds at all times to enable them to meet their objectives.

BISWG LIMITED

REPORT OF THE BOARD OF TRUSTEES

For the Period ended 31 December 2011
continued

TRUSTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS

The Trustees as directors are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and regulation

Company law requires the Trustees to prepare financial statements for each financial Period. Under that law the Trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the results of the charity for that Period. In preparing these financial statements, the Trustees are required to -

- select suitable accounting policies and then apply them consistently,
- make judgements and estimates that are reasonable and prudent,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with Companies Act 2006 and the Charities Act 1993

They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

In accordance with company law, as the company's directors, we confirm that

- so far as we are aware, there is no relevant audit information of which the charity's auditors are unaware, and
- as the directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information

SPECIAL EXEMPTIONS

The above report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies

ON BEHALF OF THE
BOARD OF TRUSTEES


MS V SUFFOLK

REGISTERED OFFICE

Globe House
Eclipse Park
Sittingbourne Road
Maidstone
Kent
ME14 3EN

30 April 2012

BISWG LIMITED

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

FOR THE YEAR ENDED 31 DECEMBER 2011

I report on the accounts of the Charity for the year ended 31 December 2011, which are set out on pages 5 to 9

Respective Responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Part 16 of the Companies Act 2006) and that an independent examination is needed.

It is my responsibility to -

- examine the accounts (under section 43(3)(a) of the 1993 Act),
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act), and
- to state whether particular matters have come to my attention


Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
- to keep accounting records in accordance with section 386 of the Companies Act 2006, and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Companies Act 2006 and the Statement of Recommended Practice, Accounting and Reporting by Charities (revised 2005)
- have not been met, or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached


M J STARTUP FCA
DAY, SMITH & HUNTER
Chartered Accountants

Globe House
Eclipse Park
Sittingbourne Road
Maidstone
Kent ME14 3EN

30 April 2012

BISWG LIMITED
STATEMENT OF FINANCIAL ACTIVITIES AND
INCOME AND EXPENDITURE ACCOUNT

For the Period ended 31 December 2011

	<u>Notes</u>	<u>31 12 2011</u>	<u>Total 31 12 2010</u>
INCOMING RESOURCES			
Incoming resources from charitable activities			
Seminar fee income		1,025	10,316
Conference fee income		19,023	18,616
Incoming resources from charitable activities for generating funds			
Membership subscriptions and donations		2,435	3,310
Balance of funds from Brain Injury Social Workers Group		-	73,964
Investment income		823	37
Total incoming resources		<u>23,306</u>	<u>106,243</u>
RESOURCES EXPENDED			
Charitable activities	2	20,830	25,096
Governance costs	5	2,460	8,651
Total resources expended		<u>23,290</u>	<u>33,747</u>
NET INCOMING RESOURCES		16	72,496
Total funds at 1 January 2011		72,496	-
Total funds at 31 December 2011	10	<u>£72,512</u>	<u>£72,496</u>

BISWG Limited has no recognised gains or losses other than those shown in the income and expenditure account

All incoming resources and resources expended derived from continuing activities

The notes on pages 7 to 9 form part of these accounts

BISWG LIMITED

BALANCE SHEET

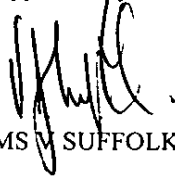
As at 31 December 2011

	<u>Notes</u>	<u>31 12 2011</u>	<u>31 12 2010</u>
CURRENT ASSETS			
Debtors and prepayments	8	260	1,255
Cash at bank - Current account		1,239	6,168
- Business Money Manager account		4,290	28,370
- Deposit accounts		<u>70,003</u>	<u>40,000</u>
		75,792	75,793
CREDITORS AND ACCRUALS	9	<u>3,280</u>	<u>3,297</u>
NET ASSETS		<u>£72,512</u>	<u>£72,496</u>
UNRESTRICTED FUNDS	10	<u>72,512</u>	<u>72,496</u>
		<u>£72,512</u>	<u>£72,496</u>

For the financial year ended 31 December 2011 the company was entitled to exemptions from audit under section 477 Companies Act 2006 relating to small companies. The members have not required the company to obtain an audit of its accounts for the year in question under section 476. The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008)

Approved by the Board of Trustees on 30 April 2012


MS SUFFOLK

)
)
)
) MEMBERS OF THE BOARD OF TRUSTEES


MRS K Y RUSSELL

The notes on pages 7 to 9 form part of these accounts

BISWG LIMITED
NOTES TO THE ACCOUNTS
31 DECEMBER 2011

1 ACCOUNTING POLICIES

a) Accounting convention

The financial statements are prepared on the historical cost basis of accounting and have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008)

In preparing the financial statements the Charity follows best practice as set out in the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP) published in March 2005

BISWG Limited has availed itself of Paragraph 4(1) of Schedule 1 of The Small Companies and Groups (Accounts and Directors' Report) Regulations 2008 and adapted the Companies Act formats to reflect the special nature of the charity's activities

b) Charitable status

BISWG Limited was incorporated with charitable status and is limited by guarantee, not having a share capital

No corporation tax liabilities therefore arise on the surplus of any income over expenditure for the period

c) Income and expenditure

Income is recognised in the accounts on an accruals basis with the exception of donations which are recognised on a cash received basis

Expenditure is recorded on an accruals basis

2 CHARITABLE ACTIVITIES

	Direct costs	Support costs	Total 31 12 2011
Grants and donations (Note 3)	2,272	-	2,272
Conference costs	1,422	-	1,422
Administrative costs (Note 4)	-	17,136	17,136
	<u>£3,694</u>	<u>£17,136</u>	<u>£20,830</u>

3 GRANTS AND DONATIONS

Grants paid in the period to 31 December 2011 include the following -

	31 12 2011	31 12 2010
Grants to individuals		
The BIRT conference 2011	500	-
Attendance of brain injury treatment group	-	500
BISWG Annual Legal Conference	-	90
World Congress on Brain Injury	-	1,000
International Conference on Social Work in Health and Mental Health	-	809
UK ABIF Annual conference	502	-
BISWG Spring conference	1,270	-
	<u>2,272</u>	<u>2,399</u>
Donations		
Royal Hospital for Neuro-Disability	-	2,626
	<u>£2,272</u>	<u>£5,025</u>

BISWG LIMITED

NOTES TO THE ACCOUNTS

31 DECEMBER 2011

(continued)

4 SUPPORT COSTS

	<u>31 12 2011</u>	<u>31 12 2010</u>
Telephone	355	57
Printing, postage and stationery	1,252	2,648
Computer expenses	-	518
Trustees' travel, accommodation, meals and refreshments	2,545	5,391
Other travel and accommodation cost	2,307	-
Bank charges	11	22
Administrator fees	5,761	7,897
Website costs	354	841
Recruitment and training	600	59
Other legal and professional costs	1,589	-
External conferences and publicity	2,291	-
Sundry expenses	71	272
	<u>£17,136</u>	<u>£17,705</u>

5 GOVERNANCE COSTS

	<u>31 12 2011</u>	<u>31 12 2010</u>
Annual return filing fee	15	-
Legal fees re formation	-	5,093
Insurance	345	342
Independent examiner's remuneration - 2010	-	1,116
- 2011	-	2,100
- 2012	2,100	-
	<u>£2,460</u>	<u>£8,651</u>

6 TRUSTEE REMUNERATION AND EXPENSES

No member on the Board of Trustees received any remuneration in the period

The Charity has paid individual expenses incurred by ten of the Trustees for services provided to the Charity totalling £2,545 (2010 £5,391) The expenses relate to travel, postage and meetings costs

7 STAFF COSTS

There are no employees receiving emoluments in the period

8 DEBTORS

	<u>31 12 2011</u>	<u>31 12 2010</u>
Conference fees due	<u>£260</u>	<u>£1,255</u>

9 CREDITORS

	<u>31 12 2011</u>	<u>31 12 2010</u>
Creditors and accruals	2,100	3,297
Deferred income – Spring conference 2012	1,180	-
	<u>£3,280</u>	<u>£3,297</u>

BISWG LIMITED

NOTES TO THE ACCOUNTS

31 DECEMBER 2011

(continued)

10 UNRESTRICTED FUNDS

	<u>31 12 2011</u>	<u>31 12 2010</u>
Balance at 1 January 2011	72,496	-
Surplus for the Period	<u>16</u>	<u>72,496</u>
Balance at 31 December 2011	<u>£72,512</u>	<u>£72,496</u>