

Company Number: 974633

**THE BRITISH MANAGEMENT
DATA FOUNDATION
(LIMITED BY GUARANTEE)**

FINANCIAL STATEMENTS

31 March 1998



THE BRITISH MANAGEMENT DATA FOUNDATION

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**THE BRITISH MANAGEMENT DATA FOUNDATION
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STATEMENT OF COUNCIL OF MANAGEMENT'S RESPONSIBILITIES

Company law requires the members of the council of management to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing those financial statements, the members of the council of management 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 company will continue in business.

The members of the council of management are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

AUDITORS' REPORT

To the members of

**THE BRITISH MANAGEMENT
DATA FOUNDATION
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We have audited the financial statements on pages 3 to 8, which have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (FRSSE).

Respective responsibilities of members of the council of management and auditors

As described on page 1 the members of the council of management are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

Basis of opinion

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the members of the council of management in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material mis-statement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion the financial statements give a true and fair view of the state of the company's affairs as at 31 March 1998 and of its profit for the year then ended and have been properly prepared in accordance with the Companies Act 1985 applicable to small companies.



HAZLEWOODS

Registered Auditors

Staverton, Cheltenham

10 October 1998

**THE BRITISH MANAGEMENT DATA FOUNDATION
(LIMITED BY GUARANTEE)**

PROFIT AND LOSS ACCOUNT
for the year ended 31 March 1998

	Note	1998	1997
TURNOVER		126,917	121,976
Administrative expenses		(125,806)	(121,979)
		<hr/>	<hr/>
OPERATING PROFIT (LOSS)	2	1,111	(3)
Interest	3	59	467
		<hr/>	<hr/>
PROFIT FOR YEAR BEFORE TAXATION		1,170	464
Taxation	4	(26)	(113)
		<hr/>	<hr/>
PROFIT FOR THE FINANCIAL YEAR		<u>£ 1,144</u>	<u>£ 351</u>

**THE BRITISH MANAGEMENT DATA FOUNDATION
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BALANCE SHEET

31 March 1998

	Note	1998	1997
FIXED ASSETS			
Tangible assets	5	15,967	13,899
		<hr/>	<hr/>
CURRENT ASSETS			
Stocks		7,021	5,328
Debtors	6	37,468	23,141
Cash at bank and in hand		9,687	34,131
		<hr/>	<hr/>
		54,176	62,600
CREDITORS			
due within one year	7	(39,063)	(46,563)
		<hr/>	<hr/>
NET CURRENT ASSETS		15,133	16,037
		<hr/>	<hr/>
TOTAL ASSETS LESS CURRENT LIABILITIES		£ 31,080	£ 29,936
		<hr/>	<hr/>
RESERVES			
Profit and loss account	8	£ 31,080	£ 29,936
		<hr/>	<hr/>

These financial statements are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies, and in accordance with the Financial Reporting Standard for Smaller Entities.

Approved by the Members of Council of Management on ^{16 October} ~~August~~ 1998

CHAIRMAN

SECRETARY

**THE BRITISH MANAGEMENT DATA FOUNDATION
(LIMITED BY GUARANTEE)**

NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 1998

1 ACCOUNTING POLICIES

The financial statements have been prepared under the historical cost convention, adopting the following principal accounting policies.

Turnover

Turnover represents the amounts receivable during the year for services supplied.

Depreciation

Depreciation is calculated to write off the cost, less estimated residual value of tangible assets over their estimated useful lives at the following rates per annum:

Computer equipment	33% of written down value
Equipment	15% of written down value

Stocks

Stocks are valued at the lower of cost and net realisable value. Stocks of publications and reference books are amortised at the rate of 25% per annum commencing in the year following that of purchase to approximate to net realisable value.

Operating Leases

The cost of operating leases has been charged to the profit and loss account on a straight line basis over the lease term.

2 OPERATING PROFIT (LOSS)	1998	1997
Operating profit (loss) is stated after charging:	£	£
Depreciation of fixed assets	4,239	2,897
Auditors' remuneration	1,987	1,769
	<hr/>	<hr/>

**THE BRITISH MANAGEMENT DATA FOUNDATION
(LIMITED BY GUARANTEE)**

NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 1998

	1998	1997
3 INTEREST		
Bank interest payable	(63)	(2)
Bank interest receivable	122	469
	<hr/>	<hr/>
	£ 59	£ 467
	<hr/>	<hr/>
4 TAXATION		
Corporation tax on investment income at 21% (1997 - 24%)	£ 26	£ 113
	<hr/>	<hr/>

No liability to corporation tax arises on the trading profit for the year as the profits are applied solely towards the promotion of the company's objects as set out in the Memorandum and Articles of Association and are not available to the members.

**THE BRITISH MANAGEMENT DATA FOUNDATION
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NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 1998

5 TANGIBLE FIXED ASSETS

	Computer equipment	Equipment	Total
Cost			
At 1 April 1997	5,398	22,885	28,283
Additions	5,315	992	6,307
	<hr/>	<hr/>	<hr/>
At 31 March 1998	10,713	23,877	34,590
	<hr/>	<hr/>	<hr/>
Depreciation			
At 1 April 1997	3,995	10,389	14,384
Charge for year	2,217	2,022	4,239
	<hr/>	<hr/>	<hr/>
At 31 March 1998	6,212	12,411	18,623
	<hr/>	<hr/>	<hr/>
Net book value			
At 31 March 1998	£ 4,501	£ 11,466	£ 15,967
	<hr/>	<hr/>	<hr/>
At 31 March 1997	£ 1,403	£ 12,496	£ 13,899
	<hr/>	<hr/>	<hr/>

**THE BRITISH MANAGEMENT DATA FOUNDATION
(LIMITED BY GUARANTEE)**

NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 1998

	1998	1997
6 DEBTORS		
Members' subscriptions	21,388	14,713
Sales of publications	2,720	522
Other debtors	10,411	4,370
Prepayments	2,949	3,536
	<hr/>	<hr/>
	£ 37,468	£ 23,141
	<hr/>	<hr/>

7 CREDITORS due within one year

Deferred income - Members' fees in advance	33,063	42,150
Current corporation tax	26	113
Accruals	5,974	4,300
	<hr/>	<hr/>
	£ 39,063	£ 46,563
	<hr/>	<hr/>

8 RESERVES

	Profit and loss account
At beginning of year	29,936
Transfer from profit and loss account in year	1,144
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At end of year	£ 31,080
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9 CONSTITUTION

The company has been incorporated with members' liability limited by guarantee and has no share capital.

10 CONTROL OF THE COMPANY

The company is controlled by the Council of Management.

**THE BRITISH MANAGEMENT DATA FOUNDATION
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**ADDITIONAL INFORMATION
for the year ended 31 March 1998**

	Note	1998	1997
1 Turnover	2	126,917	121,976
Administration costs	3	(125,806)	(121,979)
		<hr/>	<hr/>
Operating profit (loss)		1,111	(3)
Bank interest receivable		122	469
Bank interest payable		(63)	(2)
		<hr/>	<hr/>
Net profit for year		£ 1,170	£ 464
		<hr/>	<hr/>
 2 TURNOVER			
Membership fees		113,913	117,201
Sales of publications		12,204	1,025
Donations		100	3,750
Sundry income		700	-
		<hr/>	<hr/>
		£ 126,917	£ 121,976
		<hr/>	<hr/>

**THE BRITISH MANAGEMENT DATA FOUNDATION
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**ADDITIONAL INFORMATION
for the year ended 31 March 1998**

	1998	1997
3 ADMINISTRATION COSTS		
Consultancy fees	32,800	35,719
Accommodation costs	3,502	5,136
Office conversion costs	4,330	-
Meetings and operating expenses	21,249	22,820
Costs of study tours	644	-
Conference expenses	-	5,350
Telephone and postage	6,796	6,110
Printing and stationery	9,799	9,273
Auditors' remuneration	1,987	1,769
Accountancy and secretarial services	12,781	10,096
Professional fees	18,100	17,265
Printing costs of publications	3,489	682
Sundry expenses	4,419	2,923
Bank charges	564	598
Stock amortisation	1,107	1,341
Depreciation	4,239	2,897
	<hr/>	<hr/>
	£ 125,806	£ 121,979
	<hr/>	<hr/>



BRITISH MANAGEMENT DATA FOUNDATION

(Limited by Guarantee)

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ANNUAL REPORT 1998

MEMBER ORGANISATIONS
1997/8

ASW
ASSOCIATED OCTEL
BG
BNFL
CARLSBERG TETLEY
CENTRICA
EASTERN GROUP
GLAXO/WELLCOME
GREENALLS GROUP
ICI
HSBC
MARKS & SPENCER
MIDLANDS ELECTRICITY
NATIONAL GRID
NATIONAL POWER
NUCLEAR ELECTRIC
PILKINGTON
POWERGEN
POST OFFICE
ROLLS-ROYCE
SCOTTISH POWER
SHELL UK
TESCO
YORKSHIRE ELECTRICITY

DIRECTOR'S REPORT

1998

INTRODUCTION

The main activities have continued to be on matters affecting our competitiveness in world markets.

With EU directives and regulations having a greater and greater impact in almost all fields of government it is important that the national debate on the role of the UK in the European Community is based on facts and realities. This has been the thread of our interventions in the CBI and Government debates on Europe. Care has been taken to keep members fully informed of the progress of EC matters.

A consolidation of the amendments and additions agreed at Amsterdam to the EU Treaties was published in February 1998 as *'The Amsterdam Treaty in Perspective – Consolidated Treaty on European Union'*. This BMDF publication has received widespread praise in the press and is being used as a standard text in Parliament and by the legal profession.

Review meetings have continued to be held on matters of particular relevance to members.

FINANCIAL

The accounts for 1997/8 show a net surplus of £1,144 (last year £351) on an expenditure of £125,806 (£121,979). Accumulated reserves stand at £31,080 (£29,939).

ADMINISTRATION

During the year the office facilities have been completely refurbished and a new computer system with updated scanners and printers has been installed. The BMDF is also on the Internet and with additional facilities provided through 'FT Profile' can access pertinent data and texts worldwide.

ACTIVITIES

A wide range of activities included:

* **Meetings on Innovation and Competitiveness**

Meetings continued during the year on Innovation and Competitiveness of British Industry attended by senior DTI, Treasury and Bank of England officials. The importance of maintaining an adequate manufacturing base in UK was underlined and possible actions reviewed. In this connection a particularly pertinent discussion was held with Lord Simon, Minister for Trade and Competitiveness in Europe.

* **Meetings on Energy Issues**

Review meetings were held on major Energy Issues with the Director General of Gas Supply and the Director General of Electricity Supply. The heads of the relevant departments in the Treasury and DTI were invited to attend as was the special advisor on energy matters from No 10 Policy Unit.

These meetings proved particularly useful in identifying the major factors affecting energy costs to industry and were, indeed, the only forum at which all the major players were able to attend and discuss current energy issues and the evolving energy situation under 'Chatham House rules'.

* **European Matters**

EMU Review Meetings

A number of review meetings were held on the evolving situation on Economic and Monetary Union which were attended by key members involved in the national debate on the question of the United Kingdom adopting the euro including Dr Walter Eltis, David Marsh, Sir Samuel Brittan, Roger Bootle, Tim Congdon, Willem Buiter, David Coates, Rodney Leach and Derek Scott from the Prime Minister's Policy Unit.

Amsterdam Treaty

'The Amsterdam Treaty in Perspective: Consolidated Treaty on European Union' was published in February this year. This important BMDF publication consolidates all the amendments and additions agreed at Amsterdam into the basic treaties and includes a detailed assessment of the changes and growth of the 'competences' of the European Union Institutions.

It has had outstanding reviews in the media, been the subject of a BBC Radio 4 programme and some 85 copies were purchased by the House of Lords for use in the Parliamentary Debates on the Treaty. It has been strongly recommended by both the Barristers' and Solicitors' European Groups who have circulated our leaflet on the book to all their members throughout UK.

CBI and the Views of Industry

The BMDF has continued to press the CBI to avoid misrepresenting the views of industry particularly through putting a spin on surveys of opinion to over-emphasise support for the single currency.

Discussions with Bob Worcester, the Head of MORI, on the need for these surveys to be conducted in a fully professional manner certainly played their part in the CBI deciding to postpone their major survey which was due this autumn and to encourage the Financial Times to hold their own survey.

In the event it was sad to see the FT themselves putting a spin on the results, which was forcibly pointed out by correspondents in the letters column of the FT.

ECB and German Bundesbank Papers/Briefings

Among useful contacts maintained during the year, have been those with the President [Dr Hans Tietmeyer] and officials of the German Bundesbank and with the President [Dr W Duisenberg] of the European Central Bank.

Translations of important Bundesbank and ECB speeches and papers have been issued during the year to members.

*** Deregulation/Better Regulation**

Review meetings continued on the Government Deregulation initiative (now renamed Better Regulation) with Mark Addison, Director of the Better Regulation Unit (BRU) of the Cabinet Office. Further meetings are planned with the new Director, Martin Stanley.

Discussions have been held with the Head of the DTI branch responsible for weights and measures legislation about the widespread concern felt about the draconian penalties in current legislation against the continuing use of imperial measures. This matter is likely to come to a head next year when some remaining European directives on this subject are due to come into force.

*** Transcripts of Talks/Government Speeches**

The policy of distributing to members the full text of particularly interesting and relevant talks/briefings on a wide range of relevant topics has been continued. In some cases this has been the only distribution of the full text.

Details of some of the principal papers issued during the year are included in the attached annex.

FUTURE PROGRAMME

It is intended to continue to have discussions with Government on matters of particular significance to members as is appropriate. It is evident that the ability to discuss current problems affecting industry with small groups of members is welcomed by Ministers and officials from Government departments.

Anthony Cowgill
Director

23 September 1998