

**BUSINESS PROFESSIONAL SERVICES BIRMINGHAM LIMITED  
DIRECTORS' REPORT AND  
UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2018**



**Business Professional Services Birmingham Limited**  
**Directors' Report and Unaudited Financial Statements**  
**For The Year Ended 31 December 2018**

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**Business Professional Services Birmingham Limited**  
**Company Information**  
**For The Year Ended 31 December 2018**

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**Directors**

Mr Matthew Perkin  
Ms Samantha Miller  
Mr Adam Rollason  
Mrs Katie Fulcher  
Mrs Suzie Branch  
Mrs Victoria Ball  
Mrs Harriet D'Souza  
Mrs Hilary Smyth-Allen  
Mr Adam Dobson  
Mrs Georgina Clewes  
Mrs Charlotte Ward  
Mr Ian Barnes  
Mr Timothy Rayner  
Mr Andrew Cawthray  
Mr John Keane

**Company Number**

02497023

**Registered Office**

Smith Cooper  
158 Edmund Street  
Birmingham  
B3 2HB

**Accountants**

Inform Accounting Ltd  
4 Emmanuel Court  
Reddicroft  
Sutton Coldfield  
West Midlands  
B73 6AZ

**Business Professional Services Birmingham Limited**  
**Company No. 02497023**  
**Directors' Report For The Year Ended 31 December 2018**

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The directors present their report and the financial statements for the year ended 31 December 2018.

#### **Statement of Directors' Responsibilities**

The directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors 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 directors 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 company and of the surplus or deficit of the company for that period. In preparing the financial statements the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and accounting 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 directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. 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.

#### **Review of Business**

The company has continued to significantly increase the representational voice of the professional services sector, focussing particularly on addressing the complex and important needs around skills and productivity challenges.

We have continued to cement our relationships with local academic institutions, for example Birmingham University (through their City Redi team), Aston University with respect to our Leadership development programme and BMet through partnering on Professional Services Week. These relationships have further enhanced our position as Sector Champion, which we continue to hold for GBSLEP.

During the year we published our report into the foundations of productivity for Business, Professional and Financial Services in the WMCA area, which was the first 'sector deep-dive' of the WMCA's Productivity & Skills Commission. We look forward to continuing to represent our sector by leading the debate on the key issues that matter.

It was another busy year across the membership organisation with over 50 events across the Future and Aspire networks. The third year of Professional Services Week has now fully demonstrated the importance and impact of quality engagement with future talent – going forward we will seek to work with partner organisations to scale this model and increase its reach. As now seems customary, the 2018 Birmingham Young Professional of the Year event was again a fantastic celebration of the depth and breadth of talent working with the city and sector. Our other flagship events, such as Welcome to Birmingham and Brumlife continued to be a success.

These activities led to an improved financial performance with another year of turnover growth and, importantly, a return to an operating surplus (as we signalled would be the case last year). We continue to manage the business in a cost conscious environment, whilst seeking to retain the flexibility to make strategic investments that will enhance the membership experience and further elevate the voice of BPS within the city. We look forward to continued financial support from the Professional Services sector in this respect.

In 2019 we look forward to reporting on a number of initiatives we are implementing to improve the membership experience, a reinvigorated Leaders network and enhancements to our operating model that further empower our members to determine the nature of our representational voice.

Our business is unique in that it could not operate without the support of the people for which it seeks to represent and to that end the Board would like thank our members, sponsors and the executive team for their ongoing dedication, commitment and support.

#### **Directors**

The directors who held office during the year were as follows:

**Business Professional Services Birmingham Limited**  
**Directors' Report (continued)**  
**For The Year Ended 31 December 2018**

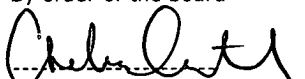
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Mrs Katie Fulcher	APPOINTED	07/09/2018
Mrs Suzie Branch		
Mrs Victoria Ball	RESIGNED	07/09/2018
Mrs Harriet D'Souza	APPOINTED	18/10/2018
Mrs Hilary Smyth-Allen		
Mr Adam Dobson	RESIGNED	05/10/2018
Mrs Georgina Clewes		
Mrs Charlotte Ward	APPOINTED	18/10/2018
Mr Ian Barnes		
Mr Timothy Rayner		
Mr Andrew Cawthray		
Mr John Keane	RESIGNED	09/09/2018

**Small Company Rules**

This report has been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

By order of the board

  
ANDREW CAWTHRAY

Date 30 SEPTEMBER 2019

**Business Professional Services Birmingham Limited**  
**Accountant's Report**  
**For The Year Ended 31 December 2018**

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In accordance with the engagement letter dated , and in order to assist you to fulfil your duties under the Companies Act 2006, we have compiled the financial statements of the company from the accounting records and information and explanations you have given to us.

This report is made to the directors in accordance with the terms of our engagement. Our work has been undertaken to prepare for approval by the directors the financial statements that we have been engaged to compile, to report to the directors that we have done so, and to state those matters that we have agreed to state to them in this report 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 and the Company's directors for our work or for this report.

You have acknowledged on the balance sheet as at year ended 31 December 2018 your duty to ensure that the company has kept proper accounting records and to prepare financial statements that give a true and fair view under the Companies Act 2006. You consider that the company is exempt from the statutory requirement for an audit for the year.

We have not been instructed to carry out an audit of the financial statements. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the financial statements.

Inform Accounting

Date 30/9/19

Inform Accounting Ltd

4 Emmanuel Court  
Reddicroft  
Sutton Coldfield  
West Midlands  
B73 6AZ

**Business Professional Services Birmingham Limited**  
**Income and Expenditure Account**  
**For The Year Ended 31 December 2018**

	Notes	2018 £	2017 £
<b>TURNOVER</b>		250,284	227,254
Cost of sales		<u>(107,961)</u>	<u>(96,102)</u>
<b>GROSS SURPLUS</b>		142,323	131,152
Administrative expenses		<u>(139,794)</u>	<u>(136,774)</u>
<b>OPERATING SURPLUS/(DEFICIT) AND SURPLUS/(DEFICIT) FOR THE FINANCIAL YEAR</b>		<u><u>2,529</u></u>	<u><u>(5,622)</u></u>

The notes on pages 10 to 11 form part of these financial statements.

**Business Professional Services Birmingham Limited**  
**Statement of Comprehensive Income**  
**For The Year Ended 31 December 2018**

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	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Surplus/(Deficit) for the financial year	2,529	(5,622)
<b>Other comprehensive income for the year</b>	<b>-</b>	<b>-</b>
<b>Total comprehensive income for the year</b>	<b>2,529</b>	<b>(5,622)</b>



**Business Professional Services Birmingham Limited**  
**Balance Sheet**  
**As at 31 December 2018**

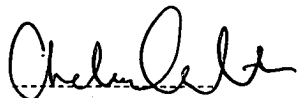
		2018		2017	
	Notes	£	£	£	£
<b>FIXED ASSETS</b>					
Tangible Assets	3		-		42
					42
<b>CURRENT ASSETS</b>					
Debtors	4	36,254		36,000	
Cash at bank and in hand		29,110		39,219	
		65,364		75,219	
<b>Creditors: Amounts Falling Due Within One Year</b>	5	(58,509)		(70,935)	
<b>NET CURRENT ASSETS (LIABILITIES)</b>			6,855		4,284
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			6,855		4,326
<b>NET ASSETS</b>			6,855		4,326
Income and Expenditure Account			6,855		4,326
<b>MEMBERS' FUNDS</b>			6,855		4,326

For the year ending 31 December 2018 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

**Directors' responsibilities:**

- 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 in accordance with the provisions applicable to companies subject to the small companies' regime.

On behalf of the board



ANDREW CANTUERY

Date 30 SEPTEMBER 2019

**Business Professional Services Birmingham Limited**  
**Balance Sheet (continued)**  
**As at 31 December 2018**

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The notes on pages 10 to 11 form part of these financial statements.

**Business Professional Services Birmingham Limited**  
**Statement of Changes in Equity**  
**For The Year Ended 31 December 2018**

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	<b>Income and Expenditure Account</b>
	<b>£</b>
As at 1 January 2017	9,948
Loss for the year and total comprehensive income	(5,622)
As at 31 December 2017 and 1 January 2018	<u>4,326</u>
Profit for the year and total comprehensive income	<u>2,529</u>
As at 31 December 2018	<u><u>6,855</u></u>

**Business Professional Services Birmingham Limited**  
**Notes to the Financial Statements**  
**For The Year Ended 31 December 2018**

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**1. Accounting Policies**

**1.1. Basis of Preparation of Financial Statements**

The financial statements are prepared under the historical cost convention and in accordance with the FRS 102 Section 1A Small Entities - The Financial Reporting Standard applicable in the UK and Republic of Ireland and the Companies Act 2006.

**1.2. Turnover**

Turnover is measured at the fair value of the consideration received or receivable, net of discounts and value added taxes. Turnover includes revenue earned from the sale of goods and from the rendering of services. Turnover is reduced for estimated customer returns, rebates and other similar allowances.

**1.3. Tangible Fixed Assets and Depreciation**

Tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. Depreciation is provided at rates calculated to write off the cost of the fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Fixtures & Fittings	33% straight line
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**1.4. Pensions**

The company operates a defined pension contribution scheme. Contributions are charged to the income and expenditure account as they become payable in accordance with the rules of the scheme.

**2. Average Number of Employees**

Average number of employees, including directors, during the year was 3 (2017 - 4)

**3. Tangible Assets**

	<b>Fixtures &amp; Fittings</b>
	<b>£</b>
<b>Cost</b>	
As at 1 January 2018	10,179
As at 31 December 2018	<u>10,179</u>
<b>Depreciation</b>	
As at 1 January 2018	10,137
Provided during the period	42
As at 31 December 2018	<u>10,179</u>
<b>Net Book Value</b>	
As at 31 December 2018	<u>-</u>
As at 1 January 2018	<u>42</u>

**Business Professional Services Birmingham Limited**  
**Notes to the Financial Statements (continued)**  
**For The Year Ended 31 December 2018**

**4. Debtors**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
<b>Due within one year</b>		
Trade debtors	35,124	14,533
Prepayments and accrued income	216	20,681
Other taxes and social security	914	786
	<u>36,254</u>	<u>36,000</u>

**5. Creditors: Amounts Falling Due Within One Year**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Trade creditors	11,135	11,157
VAT	5,230	3,085
Other creditors	185	-
Accruals and deferred income	41,959	56,693
	<u>58,509</u>	<u>70,935</u>

**6. Related Party Transactions**

Owing to the nature of the company's activities and the composition of the board of directors being drawn from local business organisations, transactions take place with organisations in which a member of the board of directors may be employed or have an interest. All transactions involving such organisations are conducted at arm's length or at discounted rates to reflect the contribution made by the company to the local business community.

**7. Company limited by guarantee**

The company is limited by guarantee and has no share capital.

Every member of the company undertakes to contribute to the assets of the company, in the event of a winding up, such an amount as may be required not exceeding £1.

**8. Taxation**

Corporation Tax is not due on any surplus or deficit before interest received as the company is not trading with a view to making a surplus.

**9. General Information**

Business Professional Services Birmingham Limited is a private company, limited by guarantee, incorporated in England & Wales, registered number 02497023. The registered office is Smith Cooper, 158 Edmund Street, Birmingham, B3 2HB.

**Business Professional Services Birmingham Limited**  
**Detailed Income and Expenditure Account**  
**For The Year Ended 31 December 2018**

	<b>2018</b>		<b>2017</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>TURNOVER</b>				
Sales		250,284		227,254
<b>COST OF SALES</b>				
Purchases	107,961		96,102	
		(107,961)		(96,102)
<b>GROSS SURPLUS</b>		142,323		131,152
<b>Administrative Expenses</b>				
Wages and salaries	92,426		78,015	
Employers NI	5,227		3,621	
Employers pensions - defined contributions scheme	1,361		701	
Staff training	145		-	
Travel expenses	1,009		618	
Computer software, consumables and maintenance	3,187		3,436	
Insurance	525		519	
Printing, postage and stationery	495		493	
Advertising and marketing costs	1,809		2,299	
PR expenses	18,250		19,950	
Telecommunications and data costs	2,089		2,242	
Accountancy fees	6,210		17,900	
Consultancy fees	5,360		4,341	
Storage	665		665	
Bank charges	62		58	
Bad debts written off	174		150	
Depreciation	42		209	
Sundry expenses	758		1,557	
		(139,794)		(136,774)
<b>OPERATING SURPLUS/(DEFICIT) AND SURPLUS/(DEFICIT) FOR THE FINANCIAL YEAR</b>		2,529		(5,622)