



*Promoting measurement and testing - speaking with one voice to
Government, UKAS and the European Laboratory Community*

Annual Report

January – December 2010

CHIEF EXECUTIVE'S ANNUAL REPORT, ON BEHALF OF THE BMTA COUNCIL

JANUARY – DECEMBER 2010

Overview:

2010 was another successful year for the Association. There was a net increase in membership of 1 to a total of 96 at the close of the year. A number of members did not renew membership for financial and organisational reasons but happily new members recruited exceeded resignations. Once again we ended the year with a small financial surplus. For 2011 we introduced a discount for prompt payment of membership fees, which would result in the net increase of 3% on the previous year.

Council met four times during the year (March 16, June 18, October 12 and December 8) with the AGM following the June meeting. Peter Trainer formally stood down as Chairman at the AGM and was replaced by Tony Pither (TUV) the former Vice Chair. Peter remains a member of Council. Carol Stewart (Exova) was elected as Vice Chair. Paul Dixon (NMO) replaced Adrian Rudd (NMO) on Council in March following Adrian's resignation from NMO. Surrinder Johal (LGC) did not seek re election to Council. We thank Adrian and Surrinder for their support and work for Council which is much appreciated. Andy Morris (NPL) continued to substitute for Lisa Leonard (NPL) until her return from extended leave from NPL, after which Andy was co-opted to Council in his own right at the October meeting. David Trowbridge (Structural Soils Ltd) was elected to Council in his absence at the AGM. Ms Hazel Davidson (ALcontrol) joined Council after its December meeting.

Seminars, workshops and exhibitions:

An Events Committee was established at the beginning of 2010 to plan a broader future programme of events for members and to improve the standard of presentations. In line with our policy of increasing services to members, the Association hosted five well attended seminars/workshops during the year: On the Asbestos Regulations on 30 March 2010 in Donnington, East Midlands, and on issues for small businesses on 12 May 2010 at UKAS, Feltham. A further seminar was held in conjunction with the WWEM (Water, Waste Water and Environmental Monitoring) Event at the Telford International Conference Centre on 10 November and repeated on 11 November. Around 100 people in total attended the two seminars. BMTA also exhibited at the event. On 12 October there was a half-day seminar on EUROLAB, held at the offices of the Institute of Measurement & Control in London. On 17 November the Association held an international seminar on the forthcoming construction products regulations and their implications for materials' emissions testing at BRE Ltd, Watford. Co-sponsored by BRE Ltd, Markes International, and the Cranfield University Centre for Environment and Health, the seminar attracted 50 delegates.

Representational activities:

The Association continues to be active in representing its members' interests in various forums the main ones being:

- **UKAS Policy Advisory Committee (PAC);** the Association enjoys a good working relationship with UKAS. It has continued to represent members' interests concerning UKAS accreditation vigorously. It has commented on proposals for a revised structure of the PAC

and has contributed to the formulation of UKAS policy and strategy. The PAC met three times in the year. The Association also attended the UKAS AGM and contributed to the strategy forum which preceded it.

- **Instrumentation Industry Liaison Group (IILG)**; the Association has continued to participate actively in the group whose function is to conduct a dialogue with Government, principally the Department of Business Innovation and Skills/National Measurement Office (NMO), to take stock of trading conditions and the state of the industry, and to influence the business and regulatory climate. The group met twice during the year. It comprises the Worshipful Company of Scientific Instrument Makers (who are the Group convenor and Chair), GAMBICA, the Gauge and Tool Makers Association, the Institute of Measurement & Control, NPL and NMO/NMS. The Association played a major part in IILG lobbying of the Minister for Science and Innovation to protect funding for the NMS in the Autumn spending review. The IILG, with input from BMTA, produced an excellent briefing paper on the importance of metrology to the economy.

EUROLAB

The Association, through EUROLAB UK, continued to be very active in EUROLAB. Jeff Llewellyn, the UK National Member attended the EUROLAB General Assembly in Nicosia, Cyprus on 13 April 2010, and the National Members Meeting in Brussels on 19 October. This meeting was followed by a EUROLAB Workshop entitled "Accreditation; where are we now?" Jeff was elected to the EUROLAB Board of Administrators (BoA) for a one year term at the GA meeting. He attended the BoA meeting in June but disruption to Eurostar due to (a) a strike by Belgian railways and (b) bad weather, prevented his attendance at the October and December meetings.

EUROLAB's purpose is to represent members' interests in various European and international forums including EA and its various committees, the EU Commission, ILAC and ISO. It also provides technical advice and training. During the year it has mainly concentrated on issues arising from cross border accreditation of laboratories under the EU Accreditation Regulation, flexible scopes of accreditation and issues concerning accreditation of Notified Bodies. At the April GA meeting it was decided that from 1 January 2011 the EUROLAB Secretariat would be permanently provided by CEOC International in Brussels rather than being provided by the President's organisation. This arrangement is expected to reduce costs and provide greater continuity.

EUROLAB operates through a number of committees. EUROLAB UK participates in:

The Technical Committee for Quality Assurance and Calibration (TCQA) (Linda Drake, BAT and Surrinder Johal, LGC). (Both have since resigned) and;

The Joint Technical Committee on Product Testing and Certification (JTCPTC) (from January 2010 Paul Dixon NMO; Adrian Rudd NMO to January 2010)

As previously mentioned, EUROLAB UK/BMTA held a meeting on October 12 at the Institute of Measurement & Control in London at which the EUROLAB Secretary, Jean Marc Aublant, gave a very full account of EUROLAB structure, strategy and activities.

EUROLAB UK is currently funded by a consortium comprising NMO, NPL, LGC, Exova, Micron Metrology, MIS, David Stanger and BMTA. The Council is seeking to broaden membership of this consortium in order to bring direct benefits to wider spectrum of BMTA members and to reduce the cost to individual members of participation. EUROLAB is a highly effective means of influencing

decisions of the EU, EA, ILAC and ISO which have a direct bearing on the business environment in which BMTA members operate.

Services to members

Throughout the year Council continued to engage with other organisations in order to provide a wider range of services and benefits for members. Meetings have been held with UKAS, the Trading Standards Institute and the Building Research Establishment to explore the possibility of offering joint events and information/training services. Peter Russell has had discussions with the Association of Noise Consultants and the Institute of Acoustics about the possibility of setting up a membership sub group for Noise Consultants, but it was decided that the group would be too small to be viable at present.

During the year the Association took out a subscription to the Meltwater News information service (at a very good rate). To date 12 members have signed up to receive regular feedback from Meltwater through the Association.

Other matters

In recognition of their greatly increased workloads, Council introduced a performance related remuneration scheme for deciding the remuneration of the Chief Executive and the Secretariat (Abacus) in December 2010. The scheme comprises three elements; (i) based on CPI annual inflation rate, (ii) based on increase or decrease in total BMTA income, and (iii) a discretionary performance related element decided by Council. Any increase is subject to an affordability limitation. This scheme replaced the previous one whereby the CE and Secretariat income was automatically increased by 5% annually. The award for 2010 amounted to 8.5% in total: (i) a 3% CPI increase; (ii) a 5.5% income related increase and (iii) 0% discretionary increase.

Dr J W Llewellyn
25 May 2011

BRITISH MEASUREMENT & TESTING ASSOCIATION
(COMPANY LIMITED BY GUARANTEE)

UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2010

BRITISH MEASUREMENT & TESTING ASSOCIATION
(COMPANY LIMITED BY GUARANTEE)
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2010

DIRECTORS

P Trainer
P J Russell

SECRETARY

P J Russell

REGISTERED OFFICE

East Malling Enterprise Centre
New Road
East Malling
Kent
ME19 6BJ

COMPANY REGISTERED NUMBER

2574907

ACCOUNTANT

Michael E Mason, FCA
Chartered Accountant
PO Box 268
Uckfield
East Sussex
TN22 9DE

BRITISH MEASUREMENT & TESTING ASSOCIATION
(COMPANY LIMITED BY GUARANTEE)
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2010

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The following do not form part of the statutory financial statements:

9	Trading and Profit and Loss Account
10	Profit and Loss Account Summaries

BRITISH MEASUREMENT & TESTING ASSOCIATION
(COMPANY LIMITED BY GUARANTEE)
DIRECTORS' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2010

The directors present their report and the financial statements of the company for the year ended 31 December 2010.

PRINCIPAL ACTIVITIES

The principal activities of the company continued to be to provide a range of services to member organisations which comprise mainly UKAS accredited laboratories. BMTA is the UK trade and technical association for laboratory based organisations.

DIRECTORS' RESPONSIBILITIES

Company law requires the directors 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 directors are required to:-

- 1) select suitable accounting policies and then apply them consistently.
- 2) make judgements and estimates that are reasonable and prudent.
- 3) 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 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 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. None of the directors has received any remuneration from British Measurement & Testing Association.

DIRECTORS

The directors who served during the year were as follows:

P Trainer
P J Russell

SMALL COMPANY EXEMPTIONS

This report has been prepared in accordance with the special provisions relating to companies subject to the small companies regime.

This report was approved by the board on 11 March 2011 and signed on their behalf.



Signed
P J Russell

INDEPENDENT EXAMINER'S REPORT

TO THE MEMBERS OF BRITISH MEASUREMENT & TESTING ASSOCIATION

I report on the accounts of British Measurement & Testing Association for the year ended 31 December 2010 which are set out in pages 5 to 8.

Respective responsibilities of Directors and Examiner

The company's directors are responsible for preparation of the accounts. The directors consider that an audit is not required for this year and that an independent examination is needed.

It is my responsibility to:

- examine the accounts
- state whether particular matters have come to my attention.

Basis of independent examiner's report

An examination includes a review of the accounting records kept by the company and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as directors 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 requirement to prepare accounts which accord with the accounting records and comply with relevant financial reporting standards has 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.

Michael E Mason, FCA

PO Box 268
Uckfield
East Sussex
TN22 9DE

Date: 11 March 2011

BRITISH MEASUREMENT & TESTING ASSOCIATION
(COMPANY LIMITED BY GUARANTEE)
PROFIT AND LOSS ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2010

	Note	2010 £	2009 £
TURNOVER	2	47,306	45,387
GROSS SURPLUS		<u>47,306</u>	<u>45,387</u>
Net operating expenses	3	43,924	42,057
OPERATING SURPLUS		<u>3,382</u>	<u>3,330</u>
Interest receivable and similar income	4	174	159
SURPLUS ON ORDINARY ACTIVITIES BEFORE TAXATION		<u>3,556</u>	<u>3,489</u>
Tax on ordinary activities	5	37	33
SURPLUS FOR THE FINANCIAL YEAR		<u><u>3,519</u></u>	<u><u>3,456</u></u>

BRITISH MEASUREMENT & TESTING ASSOCIATION
(COMPANY LIMITED BY GUARANTEE)
 Company registered number: 2574907
BALANCE SHEET AT 31 DECEMBER 2010

	Note	£	2010 £	2009 £
CURRENT ASSETS				
Debtors	6	1,808		2,531
Investments	7	2		2
Cash at bank and in hand		39,926		36,545
		<hr/>		<hr/>
		41,736		39,078
CREDITORS: Amounts falling due within one year				
	8	1,292		2,153
		<hr/>		<hr/>
NET CURRENT ASSETS			40,444	36,925
			<hr/>	<hr/>
NET ASSETS			£ 40,444	£ 36,925
			<hr/> <hr/>	<hr/> <hr/>
RESERVES				
Profit and loss account	9		40,444	36,925
			<hr/>	<hr/>
MEMBERS FUNDS			£ 40,444	£ 36,925
			<hr/> <hr/>	<hr/> <hr/>

In approving these financial statements as directors of the company we hereby confirm the following:
 For the year in question the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- 1) The members have not required the company to obtain an audit for its accounts for the year in question in accordance with section 476,
- 2) 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.

The accounts were approved by the board of directors on 11 March 2011



P J Russell, Director

BRITISH MEASUREMENT & TESTING ASSOCIATION
(COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2010

1. ACCOUNTING POLICIES

1a. Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

1b. Taxation

Corporation tax payable is provided on the taxable surplus at the current rate.

1c. Turnover

Turnover comprises the value of sales (excluding VAT and similar taxes and trade discounts) of goods and services in the normal course of business.

2. TURNOVER

Turnover and profit on ordinary activities before taxation are attributable to the principal activity.

3. NET OPERATING EXPENSES	2010	2009
	£	£
Marketing costs	5,627	5,113
Administrative expenses	38,297	36,944
	<u>£ 43,924</u>	<u>£ 42,057</u>
	<u><u>£ 43,924</u></u>	<u><u>£ 42,057</u></u>
4. INTEREST RECEIVABLE AND SIMILAR INCOME	2010	2009
	£	£
Bank interest receivable	174	159
	<u>£ 174</u>	<u>£ 159</u>
	<u><u>£ 174</u></u>	<u><u>£ 159</u></u>
5. TAX ON PROFIT ON ORDINARY ACTIVITIES	2010	2009
	£	£
UK Corporation tax	37	33
	<u>£ 37</u>	<u>£ 33</u>
	<u><u>£ 37</u></u>	<u><u>£ 33</u></u>

BRITISH MEASUREMENT & TESTING ASSOCIATION
(COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2010

6. DEBTORS	2010 £	2009 £
Trade debtors	1,771	2,007
Other taxes	37	524
	£ 1,808	£ 2,531
7. CURRENT ASSET INVESTMENTS	2010 £	2009 £
Related company investments	2	2
	£ 2	£ 2
8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	2010 £	2009 £
Corporation tax	37	33
Other creditors	1,255	2,120
	£ 1,292	£ 2,153
9. RECONCILIATION OF RESERVES		Profit & loss account £
At 1 January 2010		36,925
Surplus for the year		3,519
At 31 December 2010		£ 40,444

BRITISH MEASUREMENT & TESTING ASSOCIATION
(COMPANY LIMITED BY GUARANTEE)
TRADING AND PROFIT AND LOSS ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2010

	£	2010 £	£	2009 £
Turnover		47,306		45,387
Other income		174		159
		<hr/>		<hr/>
		47,480		45,546
Less:				
Marketing costs	5,627		5,113	
Administrative expenses	38,297		36,944	
		<hr/>		<hr/>
		43,924		42,057
Net surplus for the year before taxation		3,556		3,489
Taxation		37		33
		<hr/>		<hr/>
Net surplus for the year after taxation		3,519		3,456
Retained surplus brought forward		36,925		33,469
		<hr/>		<hr/>
Retained surplus carried forward		£ 40,444		£ 36,925
		<hr/> <hr/>		<hr/> <hr/>

BRITISH MEASUREMENT & TESTING ASSOCIATION
(COMPANY LIMITED BY GUARANTEE)
PROFIT AND LOSS ACCOUNT SUMMARIES
FOR THE YEAR ENDED 31 DECEMBER 2010

	2010	2009
	£	£
Other income		
Bank interest receivable	174	159
	<u>£ 174</u>	<u>£ 159</u>
	<u><u>£ 174</u></u>	<u><u>£ 159</u></u>
Marketing costs:		
Event costs	3,778	2,485
Marketing & promotion	1,849	2,628
	<u>£ 5,627</u>	<u>£ 5,113</u>
	<u><u>£ 5,627</u></u>	<u><u>£ 5,113</u></u>
Administrative expenses:		
Room hire	305	375
BMTA administration	30,173	27,501
Eurolab costs	4,395	5,743
Travel and subsistence	2,626	1,843
Companies House fees	30	45
Insurance	514	514
Stationery & postage	-	7
Charitable contributions	-	100
Subscriptions	185	710
Card charges	21	73
Bank charges	48	33
	<u>£ 38,297</u>	<u>£ 36,944</u>
	<u><u>£ 38,297</u></u>	<u><u>£ 36,944</u></u>