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BRITISH MEASUREMENT AND TESTING ASSOCIATION

CHIEF EXECUTIVE'S ANNUAL REPORT FOR 2008

&

DIRECTOR'S REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR 1ST JANUARY 2008 TO 31ST DECEMBER 2008

CHIEF EXECUTIVE'S REPORT
YEAR ENDING 31 DECEMBER 2008

BMTA has had a successful year, significantly exceeding its budgeted surplus and increasing membership strength to 94 against a year-end target of 90.

Membership recruitment remains as one of the Association's main objectives and the BMTA Secretariat has actively and successfully followed up on a number of membership enquiries. The President, Dr Jeff Llewellyn and Peter Russell have visited potential members on a number of occasions and have achieved an excellent success rate. The Association also ran a programme of technical seminars, open to both members and non-members, throughout the year. These covered such subjects as Valid Measurements and Laboratory Quality Systems, Accreditation and Auditing and all were well attended. These events are not only valued by members for their technical content but also provide a fruitful vehicle for introducing potential new members to the Association.

In reaction to the cessation, at the end of 2007, of DTI, now DIUS, funding support for EUROLAB [UK], a consortium of members was formed with each contributing a sum towards the cost of maintaining EUROLAB membership. Members of the consortium are BAT, BMTA, Bodycote, LGC, NPL and NWML. A funding shortfall remained despite the contribution of the consortium members and the President and I successfully persuaded DIUS to meet this shortfall. In doing so, DIUS stressed that this would be its final payment towards the maintenance of UK's membership of EUROLAB. Continued membership of EUROLAB has increased in importance with the imminence of the implementation of Regulation [EC] No 765/08 which could have important implications for BMTA members operating outside the UK. Nevertheless, the full funding of EUROLAB membership from BMTA resources is likely to remain problematic in 2009 although financial projections for 2010 onwards indicate that the Association should be able to meet the costs fully without external financial support.

BMTA continues to hold two seats on the UKAS Policy Advisory Committee, PAC, and our representatives have been active in ensuring that members' issues appear on the agenda. Additionally, as in previous years, UKAS regularly provides speakers at BMTA events. This facilitates face-to-face discussion with UKAS staff on matters related to members' accreditations.

In reaction to concerns expressed by some members over the standard of UKAS Service Delivery, the Association conducted a customer satisfaction survey. Twenty-three members responded and the overall satisfaction rating fell between Adequate and Good. This result is not reflected in the outcomes of the periodic UKAS surveys which regularly indicate that over 80% of its direct customer respondents are either satisfied or very satisfied. The Association results were discussed with the UKAS Chief Executive who took note of the disparity between the findings of the two surveys.

The interests of Association members were also promoted by representation at the EUROLAB General Assembly and EUROLAB Members meeting and arrangements are in hand for BMTA representation on the EUROLAB Technical Committee on Quality Assurance, TCQA, and the Joint Technical Committee on Proficiency Testing and Certification, JTC PTC. Additionally, BMTA joined the International Laboratory Accreditation Co-operation, ILAC, in August as a stakeholder member. The Association is also represented on the UK Government Liaison Working Group, GLWG, and on some 40 BSI committees.

In conclusion, BMTA remains in good health and has expanded its membership benefits during the year. It remains financially stable although the possible impact of the recession during 2009 is an unknown factor. Funding of the maintenance of EUROLAB membership during 2009 is a challenge to be faced although I have little doubt that a solution will be found. BMTA continues to represent its member's interests across a wide range of bodies and committees and I express my thanks to those member representatives who have given up their time so willingly. My thanks also for the continued and willing support of our President, Dr Jeff Llewellyn and Peter Trainer, our Chairman. Finally, my thanks go to Peter Russell and Carol Smith of the BMTA Secretariat who have worked tirelessly to meet the needs of members whilst ensuring the financial stability of the Association through good management allied to a pro-active recruitment campaign.

Tim Inman
BMTA Chief Executive

BRITISH MEASUREMENT & TESTING ASSOCIATION
(COMPANY LIMITED BY GUARANTEE)

UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2008

REGISTERED NUMBER 2574907

BRITISH MEASUREMENT & TESTING ASSOCIATION
(COMPANY LIMITED BY GUARANTEE)
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2008

DIRECTORS

P Trainer
P Russell

SECRETARY

P Russell

REGISTERED OFFICE

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

COMPANY 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 2008

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BRITISH MEASUREMENT & TESTING ASSOCIATION
(COMPANY LIMITED BY GUARANTEE)
DIRECTORS' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2008

The directors present their report and the financial statements of the company for the year ended 31 December 2008.

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 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. None of the directors has received any remuneration from British Measurement & Testing Association.

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

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 of Part VII of the Companies Act 1985 relating to small companies.

This report was approved by the board on 23 March 2009 and signed on their behalf.

Signed
P J Russell, Secretary

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 2008 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: 23 March 2009

BRITISH MEASUREMENT & TESTING ASSOCIATION
(COMPANY LIMITED BY GUARANTEE)
PROFIT AND LOSS ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2008

	Note	2008 £	2007 £
TURNOVER	2	42,304	40,633
GROSS SURPLUS		42,304	40,633
Net operating expenses	3	40,025	45,003
OPERATING SURPLUS/(DEFICIT)		2,279	(4,370)
Interest receivable and similar income	4	1,271	1,312
SURPLUS/(DEFICIT) ON ORDINARY ACTIVITIES BEFORE TAXATION		3,550	(3,058)
Tax on ordinary activities	5	264	259
SURPLUS/(DEFICIT) FOR THE FINANCIAL YEAR		3,286	(3,317)

BRITISH MEASUREMENT & TESTING ASSOCIATION
(COMPANY LIMITED BY GUARANTEE)
BALANCE SHEET AT 31 DECEMBER 2008

	Note	£	2008 £	2007 £
CURRENT ASSETS				
Debtors	6	1,841		1,457
Investments	7	2		2
Cash at bank and in hand		33,912		30,470
				<hr/>
		35,755		31,929
CREDITORS: Amounts falling due within one year				
	8	2,286		1,746
				<hr/>
NET CURRENT ASSETS			33,469	30,183
				<hr/>
NET ASSETS			£ 33,469	£ 30,183
			<hr/> <hr/>	<hr/> <hr/>
 CAPITAL AND RESERVES				
Profit and loss account	9		33,469	30,183
				<hr/>
EQUITY SHAREHOLDERS FUNDS			£ 33,469	£ 30,183
			<hr/> <hr/>	<hr/> <hr/>

In approving these financial statements as directors of the company we hereby confirm the following:
For the year ended 31 December 2008 the company was entitled to exemption under section 249A(1) of the Companies Act 1985.

Members have not required the company to obtain an audit in accordance with section 249B(2) of the Companies Act 1985.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 221 and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year, and of its profit for the financial year, in accordance with the requirements of section 226, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as applicable to the company.

The accounts have been prepared in accordance with the special provisions in Part VII of the Companies Act 1985 relating to small companies.

The accounts were approved by the board of directors on 23 March 2009

P Trainer, Director

BRITISH MEASUREMENT & TESTING ASSOCIATION
(COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2008

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 January 2007).

1b. Taxation

Corporation tax payable is provided on taxable profits 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

	2008	2007
	£	£
Marketing costs	8,634	6,636
Administrative expenses	31,391	38,367
	<u>£ 40,025</u>	<u>£ 45,003</u>

4. INTEREST RECEIVABLE AND SIMILAR INCOME

	2008	2007
	£	£
Bank interest receivable	1,271	1,312
	<u>£ 1,271</u>	<u>£ 1,312</u>

BRITISH MEASUREMENT & TESTING ASSOCIATION
(COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2008

5. TAX ON SURPLUS/(DEFICIT) ON ORDINARY ACTIVITIES	2008 £	2007 £
UK Corporation tax	264	259
	£ 264	£ 259
	£ 264	£ 259
6. DEBTORS	2008 £	2007 £
Trade debtors	1,471	360
Other taxes	370	1,097
	£ 1,841	£ 1,457
	£ 1,841	£ 1,457
7. CURRENT ASSET INVESTMENTS	2008 £	2007 £
Related company investments	2	2
	£ 2	£ 2
	£ 2	£ 2
8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	2008 £	2007 £
Trade creditors	242	252
Corporation tax	264	259
Other creditors	1,780	1,235
	£ 2,286	£ 1,746
	£ 2,286	£ 1,746
9. RECONCILIATION OF RESERVES		Profit & loss account £
At 1 January 2008		30,183
Surplus for the year		3,286
At 31 December 2008		£ 33,469
		£ 33,469