

**SOCIETY FOR EDITORS AND PROOFREADERS LIMITED**  
**(LIMITED BY GUARANTEE)**

**REPORT AND FINANCIAL STATEMENTS**  
**YEAR ENDED 28 FEBRUARY 2007**

**Registered number: 4639150**

**SOCIETY FOR EDITORS AND PROOFREADERS LIMITED  
(LIMITED BY GUARANTEE)**

**DIRECTORS' REPORT**

**Directors:** S M Deuchars  
N E Duin  
S Hulse  
P S Lyons  
J Marsden  
V Masardo  
S M Price  
V E Rice  
M L Seal  
L Singha (Appointed 17 September 2006)  
C J Ward  
P A Williams

**Secretary:** V E Rice

**Registered office:** Riverbank House, 1 Putney Bridge Approach, London, SW6 3JD

**Registered number:** 4639150

The directors present their report together with the financial statements of the company for the year ended 28 February 2007.

**Principal activity**

The principal activity of the company during the year was the provision of support and training to editors and proofreaders.

**Directors**

The directors of the company at 28 February 2007 are shown above.

In addition, J Baiton served as a director until her resignation on 17 September 2006.

**SOCIETY FOR EDITORS AND PROOFREADERS LIMITED  
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**DIRECTORS' REPORT (continued)**

**Directors' responsibilities**

The directors are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

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 and loss of the company for that period. In preparing those financial statements, the directors 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 directors are responsible for keeping proper accounting records which 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 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.

This report has been prepared in accordance with the special provisions of Part VII of Companies Act 1985 relating to small companies.

By Order of the Board

V E Rice .....

Date ...16 July 2007.....

**SOCIETY FOR EDITORS AND PROOFREADERS LIMITED  
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**INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 28 FEBRUARY 2007**

	Notes	£	2006 £
Turnover	2	265,664	272,739
Cost of sales		(120,277)	(174,689)
<b>Gross surplus</b>		<u>145,387</u>	<u>98,050</u>
Administrative expenses		(115,476)	(136,095)
<b>Operating surplus/(deficit)</b>		<u>29,911</u>	<u>(38,045)</u>
Interest receivable	3	2,519	2,680
<b>Surplus/(deficit) on ordinary activities before taxation</b>	4	32,430	(35,365)
Tax on surplus/(deficit) on ordinary activities	5	–	–
<b>Retained surplus/(deficit) for the financial year</b>		<u><u>32,430</u></u>	<u><u>(35,365)</u></u>

The attached notes 1 to 10 form a part of these financial statements.

**SOCIETY FOR EDITORS AND PROOFREADERS LIMITED  
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**BALANCE SHEET AS AT 28 FEBRUARY 2007**

	Notes	£	£	2006 £	2006 £
<b>Fixed assets</b>					
Tangible assets	6		86		969
<b>Current assets</b>					
Stocks	7	4,460		4,314	
Debtors	8	3,908		8,112	
Cash at bank and in hand		106,550		77,082	
		<u>114,918</u>		<u>89,508</u>	
<b>Creditors:</b> Amounts falling due within one year	9	(70,928)		(78,831)	
<b>Net current assets</b>			43,990		10,677
<b>Total assets less current liabilities</b>			<u>44,076</u>		<u>11,646</u>
<b>Reserves</b>					
General reserve	10		44,076		11,646
			<u>44,076</u>		<u>11,646</u>

Continued....

The attached notes 1 to 10 form a part of these financial statements.

**SOCIETY FOR EDITORS AND PROOFREADERS LIMITED  
(LIMITED BY GUARANTEE)**

**BALANCE SHEET AS AT 28 FEBRUARY 2007**

**Directors' statement**

- (a) The company is entitled to take advantage of the total exemption from audit given by Section 249A(1) of CA 1985 for the year ended 28 February 2007;
- (b) No notice has been deposited under Section 249b(2) of Companies Act 1985 requiring the company to obtain an audit of its financial statements for the financial year.
- (c) the directors acknowledge their responsibility for:
  - (i) ensuring the company keeps accounting records which comply with Section 221 of CA 1985; and
  - (ii) preparing financial statements which give a true and fair view of the state of affairs of the company as at the balance sheet date and of its surplus or deficit for the year then ended in accordance with Section 226 of CA 1985.

These financial statements have been prepared in accordance with the special provisions relating to small companies within Part VII of Companies Act 1985 and with the Financial Reporting Standard for Smaller Entities (effective January 2005).

Approved by:

P A Williams .....

V E Rice .....

Date .....16 July 2007....

The attached notes 1 to 10 form a part of these financial statements.

**SOCIETY FOR EDITORS AND PROOFREADERS LIMITED  
(LIMITED BY GUARANTEE)**

**Notes to the Financial Statements  
for the year ended 28 February 2007**

**1. ACCOUNTING POLICIES**

The following accounting policies have been used consistently in dealing with items which are considered material in relation to the financial statements.

**Accounting convention**

The financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2005), under the historical cost convention and in compliance with the requirements of the Companies Act 1985.

**Turnover**

Turnover consists of membership subscriptions, directory income, fees from courses and conferences and sundry other income.

**Depreciation**

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Office equipment	–	25% straight line
Computer equipment	–	33.33% straight line

**Stock**

Stock is valued at the lower of cost and net realisable.

**2. TURNOVER**

The turnover and surplus (2006: deficit) for the year are attributable to the principal activity of the company.

<b>3. INTEREST RECEIVABLE</b>	£	2006 £
Bank interest receivable	2,519	2,680
	<hr/>	<hr/>

**SOCIETY FOR EDITORS AND PROOFREADERS LIMITED  
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**Notes to the Financial Statements  
for the year ended 28 February 2007 (continued)**

**4. SURPLUS/(DEFICIT) ON ORDINARY ACTIVITIES BEFORE TAXATION**

	£	2006 £
This is stated after charging:		
Directors' fees	2,830	7,065
Depreciation of tangible fixed assets	883	2,024

Directors' fees are paid for professional services provided which are considered to be over and above that which may reasonably be expected on a voluntary basis.

**5. TAX ON SURPLUS/(DEFICIT) ON ORDINARY ACTIVITIES**

This is a mutual company with an identifiable fund for the common purpose with complete identity between contributions to and participations in the fund. Owing to the insignificant annual amounts of taxable income chargeable to corporation tax, the Inland Revenue has exempted the company from completing a corporation tax return for the periods ended 29 February 2004 and thereafter.

**6. TANGIBLE FIXED ASSETS**

	Office equipment £	Computer equipment and software £	Total £
<b>Cost:</b>			
As at 1 March 2006 and 28 February 2007	1,367	5,046	6,413
<b>Depreciation:</b>			
As at 1 March 2006	940	4,504	5,444
Charge for the year	342	541	883
As at 28 February 2007	1,282	5,045	6,327
<b>Net book value:</b>			
At 28 February 2007	85	1	86
At 28 February 2006	427	542	969

	£	2006 £
<b>7. STOCKS</b>		
Goods held for resale	4,460	4,314



**SOCIETY FOR EDITORS AND PROOFREADERS LIMITED  
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**Notes to the Financial Statements  
for the year ended 28 February 2007 (continued)**

			2006
<b>8. DEBTORS</b>	£		£
Trade debtors	–		2,570
Other debtors	3,908		4,880
VAT recoverable	–		662
		<u>3,908</u>	<u>8,112</u>
<b>9. CREDITORS: Amounts falling due within one year</b>	£		2006 £
Other taxes and social security	4,604		1,845
Income received in advance	65,124		75,736
Accruals	1,200		1,250
		<u>70,928</u>	<u>78,831</u>

**10. RESERVES – INCOME AND EXPENDITURE ACCOUNT**

	General Reserve £	Whitcombe Training Fund £	Dorothy Mitchell Smith Memorial Fund £	Total £
As at 1 March 2006	11,646	–	–	11,646
Income for the year	259,736	2,293	6,154	268,183
Expenditure for the year:				
– General	(229,940)	–	–	(229,940)
– Accreditation and mentoring	–	(2,293)	–	(2,293)
– Training vouchers used	–	–	(3,520)	(3,520)
	<u>41,442</u>	<u>–</u>	<u>2,634</u>	<u>44,076</u>
As at 28 February 2007	41,442	–	2,634	44,076

The total cost of mentoring and accreditation was £6,290 of which £2,293 has been charged to the Whitcombe Training Fund.

**SOCIETY FOR EDITORS AND PROOFREADERS LIMITED  
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**Schedules to the Income and Expenditure Account  
for the year ended 28 February 2007**

<b>1. Income and direct costs</b>	<b>Income</b>	<b>Direct Expenses</b>	<b>Gross Surplus</b>	<b>Gross Surplus 2006</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Subscriptions	116,329	–	116,329	111,582
Upgrade fees	1,010	–	1,010	1,305
In-house training	17,121	(9,924)	7,197	5,412
Courses	67,506	(52,205)	15,301	13,111
Annual conference	30,625	(29,975)	650	(6,656)
One day conference	–	–	–	1,725
Directory income	20,313	(1,201)	19,112	5,927
Sales (books and SFEP merchandise)	1,083	(246)	837	1,836
Newsletter receipts (advertising)	1,681	–	1,681	3,638
Accreditation	1,370	(3,798)	(2,428)	(5,537)
Mentoring	–	(199)	(199)	(7,198)
WTF and DMS Fund income	8,447	(2,293)	6,154	–
Other income and expenses	179	–	179	1,795
Membership benefits:				
– Newsletter costs	–	(18,686)	(18,686)	(28,723)
– First Assist	–	(1,750)	(1,750)	(167)
	<u>265,664</u>	<u>(120,277)</u>	<u>145,387</u>	<u>98,050</u>
<b>2. Administrative expenses</b>			<b>£</b>	<b>2006 £</b>
Directors fees			2,830	7,065
Wages and salaries			43,200	45,509
Employers national insurance			3,789	3,967
Rent			15,590	15,240
Council expenses			6,356	5,836
AGM expenses			1,375	2,882
Membership expenses			118	449
Publications			460	1,634
Promotion			3,176	4,463
Telephone			829	889
Website costs			10,613	5,966
Printing and stationery			4,930	6,771
Postage			4,986	5,623
Recruitment costs			–	350
Insurance			285	275
Office expenses			79	416
Accountancy			1,200	1,250
Professional fees			1,255	2,915
Equipment hire and maintenance			3,236	2,849
Computer software and maintenance			772	1,122
Unrecoverable VAT			7,000	15,994
Bank charges			1,578	1,534
Sundry expenses			936	1,072
Depreciation of tangible fixed assets			883	2,024
			<u>115,476</u>	<u>136,095</u>

**SOCIETY FOR EDITORS AND PROOFREADERS LIMITED  
(LIMITED BY GUARANTEE)**

**YEAR ENDED 28 FEBRUARY 2007**

**ACCOUNTANTS' REPORT TO THE DIRECTORS ON THE UNAUDITED ACCOUNTS**

As outlined on pages 2 and 5 of the accounts, it is the directors' responsibility to ensure the company keeps accounting records which comply with Section 221 of Companies Act 1985, and to prepare accounts which give a true and fair view of the state of affairs of the company as at the balance sheet date and of its surplus or deficit for the year then ended in accordance with Section 226 of Companies Act 1985.

The directors have confirmed that the company is entitled to take advantage of the total exemption from audit given by Section 249A(1) of Companies Act 1985 for the year ended 28 February 2007.

In accordance with the instructions of the directors, we have compiled these accounts from the accounting records and information and explanations supplied to us. We have considered any unusual items or disclosures and sought explanations from the directors concerning any such matters.

The procedures undertaken do not constitute an audit and consequently we do not express an audit opinion on the view given by the accounts.

**WARRENER STEWART**

Chartered Accountants  
43 Harwood Road  
London  
SW6 4QP

.....July 2007

Date