

# ROBERT WEST CONSULTING LIMITED

Company No. 2901674

## FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31ST MARCH 1998



# Robert West Consulting Limited

## Company Information

### Directors

T.M. Williams  
S.F. Keen  
H.G. Evans  
D.G.W. Williams

### Secretary

S.F. Keen

### Registered Office

46 High Street  
Orpington  
Kent  
BR6 0JQ

### Bankers

Midland Bank plc  
9 The Boulevard  
Crawley  
West Sussex  
RH10 1UT

### Auditors

Kingston Smith  
Devonshire House  
60 Goswell Road  
London  
EC1M 7AD

# Robert West Consulting Limited

## Report of the Directors

The directors have pleasure in presenting their report and financial statements for the year ended 31st March 1998.

### Principal activity and business review

The principal activity of the company throughout the year was that of consulting engineers.

The results for the year and the financial position at the year end were considered satisfactory by the directors who expect continued growth in the foreseeable future.

### Results and dividend

The results of the company for the year are set out on page 3.

The directors do not recommend the payment of a dividend as the funds of the company are fully employed.

### Directors and their interests

The directors who served the company throughout the year were as follows:

T.M. Williams

S.F. Keen

H.G. Evans

D.G.W. Williams

J.R. Roome (resigned 31/12/97)

R. Kingston (resigned 18/12/97)

M.R. Crosby (appointed 13/10/97, resigned 8/6/98)


H.M. Stanley (resigned 12/6/97)

None of the directors had any interests in the shares of the company during the year. The interests, where applicable, of the directors in the shares of the parent company, Robert West Limited, are shown in that company's financial statements.

### Auditors

Kingston Smith have indicated their willingness to continue in office and in accordance with the provisions of the Companies Act it is proposed that they be re-appointed auditors to the company for the ensuing year.

By Order of the Board

  
.....  
S.F. Keen  
Secretary

46 High Street  
Orpington  
Kent  
BR6 0JQ

Date: 2/9/98

# **Robert West Consulting Limited**

## **Directors' Responsibilities and Report of the Auditors**

### **Statement of 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 select suitable accounting policies and then apply them consistently; make judgements and estimates that are reasonable and prudent; and prepare the financial statements on a going concern basis unless it is inappropriate to assume 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.

### **Auditors' Report to the Members of Robert West Consulting Limited**

We have audited the financial statements on pages 3 to 9 which have been prepared under the historical cost convention and the accounting policies set out on page 5.

#### **Respective responsibilities of directors and auditors**

As described above, the company's directors are responsible for the preparation of the 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.

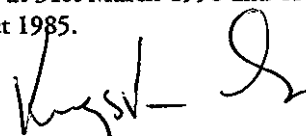
#### **Basis of Opinion**

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 directors 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 misstatement, 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 31st March 1998 and of its profit for the year then ended and have been properly prepared in accordance with the Companies Act 1985.



**Kingston Smith**  
Chartered Accountants  
and Registered Auditors

Devonshire House  
60 Goswell Road  
London  
EC1M 7AD

Date: 3rd September 1998

**Robert West Consulting Limited**  
**Profit and Loss Account**  
**For the year ended 31st March 1998**

	Note	1998 £	1997 £
Turnover	2	3,800,353	3,670,956
Change in work in progress		(20,807)	41,342
Gross profit		3,779,546	3,712,298
Administrative expenses		(3,679,565)	(3,661,388)
Operating profit	3	99,981	50,910
Interest receivable and similar income		-	317
Interest payable and similar charges	5	(4,642)	(5,272)
Profit on ordinary activities before taxation		95,339	45,955
Taxation	6	(20,802)	(14,869)
Retained profit transferred to reserves	11	74,537	31,086

There are no recognised gains or losses in the year other than the profit for the year.

# Robert West Consulting Limited

## Balance Sheet at 31st March 1998

	Note	1998 £	1997 £
<b>Fixed Assets</b>			
Tangible assets	7	94,770	108,810
<b>Current Assets</b>			
Work in progress		186,525	207,332
Debtors	8	1,255,971	1,295,050
Cash at bank and in hand		26,947	23,757
		<u>1,469,443</u>	<u>1,526,139</u>
<b>Creditors: Amounts falling due within one year</b>	9	<u>(897,838)</u>	<u>(1,032,669)</u>
<b>Net Current Assets</b>		<u>571,605</u>	<u>493,470</u>
<b>Total Assets Less Current Liabilities</b>		<u>666,375</u>	<u>602,280</u>
<b>Creditors: Amounts falling due after more than one year</b>	10	<u>(397,125)</u>	<u>(407,567)</u>
<b>Net Assets</b>		<u>269,250</u>	<u>194,713</u>
<b>Capital and Reserves</b>			
Called up share capital - equity interests	11	50,000	50,000
Profit and loss account	11	219,250	144,713
<b>Shareholders' Funds</b>	11	<u>269,250</u>	<u>194,713</u>

Approved by the board on 3rd September 1998  
and signed on its behalf by:

T.M. Williams..... T. M. Williams Director

# Robert West Consulting Limited

## Notes to the Financial Statements

### For the year ended 31st March 1998

#### 1 Principal Accounting Policies

##### Accounting basis and standards

The financial statements have been prepared under the historical cost convention and in accordance with applicable accounting standards.

##### Turnover

Turnover represents the invoiced value of goods sold and services provided net of value added tax.

##### Depreciation

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

Motor vehicles	25% straight line
Fixtures and fittings	10% - 20% straight line

##### Leasing and Hire Purchase Commitments

Assets held under finance leases and hire purchase contracts are capitalised in the balance sheet and are depreciated over their expected useful lives. The interest element of the rental obligations is charged to the profit and loss account over the period of the lease. Rentals paid under operating leases are charged to the profit and loss account on a straight line basis over the period of the lease.

##### Work in Progress

Work in progress is stated at the lower of cost and net realisable value.

##### Deferred taxation

Deferred tax is accounted for under the liability method in respect of the taxation effects of all timing differences which are expected to reverse in the future, calculated at the rate at which it is estimated that tax will be payable.

##### Foreign currencies

Transactions denominated in foreign currencies are translated into Sterling at the exchange rate ruling at the date of the transaction. Assets and liabilities in foreign currencies are translated into Sterling at the rates of exchange ruling at the end of the financial year. All exchange differences are dealt with in the profit and loss account.

#### 2 Turnover

Turnover is attributable to the one principal activity of the company which arose primarily in the United Kingdom.

**Robert West Consulting Limited**  
**Notes to the Financial Statements**  
**For the year ended 31st March 1998**

3	Operating Profit	1998 £	1997 £
	This is stated after charging:		
	Auditors' remuneration	8,400	9,540
	Depreciation - owned tangible fixed assets	33,423	28,258
	Depreciation - assets held under hire purchase and finance lease contracts	12,047	20,442
	Operating lease rentals - land and buildings	110,190	102,639
	Operating lease rentals - other assets	70,702	58,339
	Loss on foreign exchange	-	2,231
	Loss on sale of fixed assets	3,628	5,708

4	Directors and Employees	1998 £	1997 £
	Staff costs during the year were as follows:		
	Wages and salaries	1,875,590	1,857,050
	Social security costs	144,769	142,521
		<u>2,020,359</u>	<u>1,999,571</u>

The average monthly number of persons employed by the company during the year was as follows:

	Number	Number
Administration	23	21
Management	3	3
Technical	61	52
	<u>87</u>	<u>76</u>
	£	£
Directors' Emoluments:		
Emoluments	<u>106,894</u>	<u>116,627</u>

The emoluments of certain directors were paid by the parent undertaking, Robert West Limited.

5	Interest Payable and Similar Charges	1998 £	1997 £
	Bank overdraft and loan interest	<u>4,642</u>	<u>5,272</u>
6	Taxation	1998 £	1997 £
	U.K. Corporation tax at the rate of 21% (1997 - 24%)	20,802	14,774
	Prior year adjustments - corporation tax	-	95
		<u>20,802</u>	<u>14,869</u>



**Robert West Consulting Limited**  
**Notes to the Financial Statements**  
**For the year ended 31st March 1998**

**7 Tangible Assets**

	Motor Vehicles	Fixtures and Fittings	Total
Cost	£	£	£
At 1st April 1997	132,794	90,422	223,216
Additions	25,400	21,314	46,714
Disposals	(41,011)	-	(41,011)
At 31st March 1998	117,183	111,736	228,919
Depreciation			
At 1st April 1997	79,386	35,020	114,406
Charge for the year	26,904	18,566	45,470
Eliminated on disposal	(25,727)	-	(25,727)
At 31st March 1998	80,563	53,586	134,149
Net Book Value			
At 31st March 1998	36,620	58,150	94,770
At 31st March 1997	53,408	55,402	108,810

The net book value of tangible assets includes an amount of £37,251 (1997 - £37,567) in respect of assets held under hire purchase and finance lease contracts.

**8 Debtors**

	1998	1997
	£	£
Trade debtors	895,434	990,589
Amounts owed by group undertakings	272,357	218,828
Other debtors	15,279	16,311
Prepayments and accrued income	72,901	69,322
	1,255,971	1,295,050

**9 Creditors: Amounts Falling Due Within One Year**

	1998	1997
	£	£
Bank overdraft	86,379	94,457
Trade creditors	234,968	267,214
Amounts owed to group undertakings	267,758	345,032
Corporation tax	20,802	14,774
Social security and other taxes	170,761	166,592
Obligations under hire purchase and finance lease contracts	7,589	15,180
Accruals and deferred income	109,581	129,420
	897,838	1,032,669

The bank overdraft is secured by a fixed and floating charge over the assets of the company. T.M. Williams and H.G. Evans, directors, have also provided personal guarantees to the company's bankers in respect of bank borrowings.

**Robert West Consulting Limited**  
**Notes to the Financial Statements**  
**For the year ended 31st March 1998**

10	Creditors: Amounts Falling Due After More Than One Year	1998	1997
		£	£
	Amounts owed to group undertakings	382,889	406,622
	Obligations under hire purchase and finance lease contracts	14,236	945
		<u>397,125</u>	<u>407,567</u>

11	Shareholders' Funds	Profit and Loss Account £	Share Capital £	Total £
	At 1st April 1997	144,713	50,000	194,713
	Profit for the year	74,537	-	74,537
	At 31st March 1998	<u>219,250</u>	<u>50,000</u>	<u>269,250</u>

		1998	1997
		£	£
	The share capital comprises:		
	Authorised:		
	250,000 Ordinary shares of £1 each	<u>250,000</u>	<u>250,000</u>
	Called up, allotted and fully paid:		
	50,000 Ordinary shares of £1 each	<u>50,000</u>	<u>50,000</u>

The movements in shareholders' funds in the previous year are set out below:

	Profit and Loss Account £	Share Capital £	Total £
At 1st April 1996	113,627	50,000	163,627
Profit for the year	31,086	-	31,086
At 31st March 1997	<u>144,713</u>	<u>50,000</u>	<u>194,713</u>

**Robert West Consulting Limited**  
**Notes to the Financial Statements**  
**For the year ended 31st March 1998**

**12 Future Financial Commitments**

**(a) Operating leases**

At 31st March 1998 the company had annual commitments under operating leases as set out below:

	1998 Land and buildings £	1998 Other £	1997 Land and buildings £	1997 Other £
Operating leases which expire:				
within one year	-	10,573	22,250	3,536
in the second to fifth year	96,922	65,863	9,900	36,963
after five years	15,500	-	15,000	-
	<u>112,422</u>	<u>76,436</u>	<u>47,150</u>	<u>40,499</u>

**(b) Finance leases and hire purchase contracts**

At 31st March 1998 the company had obligations under finance leases and hire purchase contracts which are set out below:

	1998 £	1997 £
Gross amount payable:		
within one year	9,209	17,662
in the second to fifth years	<u>17,379</u>	<u>1,115</u>
	26,588	18,777
Deduct: Finance charges allocated to future periods	<u>(4,763)</u>	<u>(2,652)</u>
	<u>21,825</u>	<u>16,125</u>
Finance leases and hire purchase contracts are analysed as follows:		
due within one year	7,589	15,180
due after more than one year	<u>14,236</u>	<u>945</u>
	<u>21,825</u>	<u>16,125</u>

**13 Contingent Liabilities**

The company has entered into unlimited multilateral guarantees in respect of group bank borrowings. At 31st March 1998 these amounted to £438,158.

**14 Parent Undertaking and Related Party Transactions**

The parent undertaking is Robert West Limited, incorporated in Great Britain.

Robert West Limited prepares group financial statements and copies can be obtained from:

The Company Secretary  
46 High Street  
Orpington  
Kent  
BR6 0JQ

The company has taken advantage of the exemptions conferred by FRS 8 paragraph 3c not to make disclosures concerning related parties.