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Abbreviated Accounts for the Year Ended 31 December 2009

<u>for</u>

Scantec Personnel Limited

TUESDAY

06/07/2010 COMPANIES HOUSE

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Company Information for the Year Ended 31 December 2009

DIRECTORS

J É Robinson P J Bates

Mrs P F Robinson Ms V Lawton

SECRETARY

Mrs P F Robinson

REGISTERED OFFICE.

Spinnaker House Morpeth Wharf Twelve Quays Birkenhead Merseyside CH41 ILF

REGISTERED NUMBER

02450519 (England and Wales)

AUDITORS

Lerman Quarle 56 Hamilton Square

Birkenhead Merseyside CH41 5AS

Report of the Directors for the Year Ended 31 December 2009

The directors present their report with the accounts of the company for the year ended 31 December 2009

PRINCIPAL ACTIVITY

The principal activity of the company in the year under review was that of specialist technical engineering recruitment, for temporary and permanent placements

REVIEW OF BUSINESS

Trading conditions continued to be challenging throughout 2009, with a marked slowdown in both the contract staff and permanent placement side of the business

For the period ending 31st December 2009 Scantec's turnover was down 13% to £53 lm (2008 £61m) Overall net fee income was down by 25% which consisted of temporary fee income decreasing by 25% and a fall in permanent placement fee income of 40%

Margins have become increasingly under pressure throughout most areas of the business. Operating costs have been addressed and significant overhead savings have been made. The staff head count was reduced by 25% from the start of 2009 with the benefits showing in the third and final quarters.

Market conditions saw an improvement towards the end of the year

The company's balance sheet and cash position remain strong

Considering the downturn in the market the directors are very satisfied with the company performance in the current recession

DIVIDENDS

No dividends will be distributed for the year ended 31 December 2009

DIRECTORS

The directors shown below have held office during the whole of the period from 1 January 2009 to the date of this report

J E Robinson P J Bates

Mrs P F Robinson

Other changes in directors holding office are as follows

Ms V Lawton - appointed 21 September 2009

POLITICAL AND CHARITABLE CONTRIBUTIONS

During the year the company contributed £12,833 to charities and various sponsorships

STATEMENT OF DIRECTORS' RESPONSIBILITIES

The directors are responsible for preparing the Report of the Directors 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 profit or loss of the company for that period. In preparing these financial statements, the directors are required to

- select suitable accounting policies and then apply them consistently,
- make judgements 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

Report of the Directors for the Year Ended 31 December 2009

STATEMENT OF DIRECTORS' RESPONSIBILITIES - continued

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.

STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS

So far as the directors are aware, there is no relevant audit information (as defined by Section 418 of the Companies Act 2006) of which the company's auditors are unaware, and each director has taken all the steps that he or she ought to have taken as a director in order to make himself or herself aware of any relevant audit information and to establish that the company's auditors are aware of that information

AUDITORS

The auditors Lerman Quaile will be proposed for re-appointment at the forthcoming Annual General Meeting

ON BEHALF OF THE BOARD.

Mrs P F Robinson - Secretary

11 June 2010

Report of the Independent Auditors to
Scantec Personnel Limited
Under Section 449 of the Companies Act 2006

We have examined the abbreviated accounts set out on pages five to fourteen, together with the full financial statements of Scantec Personnel Limited for the year ended 31 December 2009 prepared under Section 396 of the Companies Act 2006

This report is made solely to the company, in accordance with Section 449 of the Companies Act 2006. Our work has been undertaken so that we might state to the company those matters we are required to state to it in a special auditors' 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, for our work, for this report, or for the opinions we have formed

Respective responsibilities of directors and auditors

The directors are responsible for preparing the abbreviated accounts in accordance with Section 445 of the Companies Act 2006. It is our responsibility to form an independent opinion as to whether the company is entitled to deliver abbreviated accounts to the Registrar of Companies and whether the abbreviated accounts have been properly prepared in accordance with the Regulations made under that Section and to report our opinion to you

Basis of opinion

We conducted our work in accordance with Bulletin 2008/4 issued by the Auditing Practices Board. In accordance with that Bulletin we have carried out the procedures we consider necessary to confirm, by reference to the financial statements that the company is entitled to deliver abbreviated accounts and that the abbreviated accounts to be delivered are properly prepared.

Opinion

In our opinion the company is entitled to deliver abbreviated accounts prepared in accordance with Section 445(3) of the Companies Act 2006, and the abbreviated accounts have been properly prepared in accordance with the Regulations made under that Section

Graham Potts (Senior Statutory Auditor) for and on behalf of Lerman Quaile

56 Hamilton Square

Birkenhead

Merseyside

CH41 5AS

11 June 2010

Abbreviated Profit and Loss Account for the Year Ended 31 December 2009

٨	Votes	31 12 09 £	31 12 08 £
TURNOVER		53 056 487	60,972,739
Cost of sales		(49,326,187)	(55,984,068)
		3,730,300	4,988,671
Administrative expenses		3,260,476	4,456,329
OPERATING PROFIT	3	469,824	532,342
Interest receivable and similar income		5,680	
		475,504	532,342
Interest payable and similar charges	4	138,846	218,685
PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION		336,658	313,657
Tax on profit on ordinary activities	5	102 375	103,964
PROFIT FOR THE FINANCIAL YEAR AFTER TAXATION		234,283	209,693

CONTINUING OPERATIONS

None of the company's activities were acquired or discontinued during the current year or previous year

TOTAL RECOGNISED GAINS AND LOSSES

The company has no recognised gains or losses other than the profits for the current year or previous year

NOTE OF HISTORICAL COST PROFITS AND LOSSES

The difference between the results as disclosed in the profit and loss account and the results on an unmodified historical cost basis is not material

Abbreviated Balance Sheet

31 December 2009

	31 12 09 31 12 08			08	
	Notes	£	£	£	£
FIXED ASSETS					
Tangible assets	7		118,393		119,571
CURRENT ASSETS					
Debtors	8	3,809,505		6 446,521	
Prepayments and accrued income		107 143		418,840	
Cash at bank and in hand		66,060		17,713	
		3,982,708		6,883,074	
CREDITORS					
Amounts falling due within one year	9	3,084,519		6,220,344	
NET CURRENT ASSETS			898,189		662,730
TOTAL ASSETS LESS CURRENT	LIABILITIES	3	1,016,582		782,301
CAPITAL AND RESERVES					
Called up share capital	13		100		100
Profit and loss account	14		1,016,482		782,201
SHAREHOLDERS' FUNDS	18		1,016,582		782,301

The abbreviated accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to medium-sized companies

The financial statements were approved by the Board of Directors on 11 June 2010 and were signed on its behalf by

J E Robinson - Director

Cash Flow Statement for the Year Ended 31 December 2009

		31 12 09	31 12 08
	Notes	£	£
Net cash inflow from operating activities	1	3,019,217	707,190
Returns on investments and servicing of finance	2	(133,166)	(218,685)
Taxation		(206,704)	(360,695)
Capital expenditure	2	(59 171)	(28,300)
Equity dividends paid			(280,000)
		2,620,176	(180,490)
Financing	2	(190,724)	401,756
Increase in cash in the period		2 429,452	221,266
Reconciliation of net cash flow to movement in net debt	3		
Increase in cash in the period		2,429,452	221,266
Change in net debt resulting from cash flows		2,429,452	221,266
Movement in net debt in the period Net debt at I January		2,429,452 (3,505,422)	221,266 (3,726,688)
Net debt at 31 December		(1,075,970)	(3,505,422)

Notes to the Cash Flow Statement for the Year Ended 31 December 2009

RECONCILIATION OF OPERATING PROFIT TO NET CASH INFLOW FROM OPERATING ACTIVITIES

			31 12 09	31 12 08 £
	C.		£ 469,824	532,342
	Operating profit		60,597	81,455
	Depreciation charges Profit on disposal of fixed assets		(250)	(2,006)
	Decrease in debtors		2,946,193	2,354,975
	Decrease in debtors Decrease in creditors		(457,147)	(2,259,576)
	Decrease in creditors			
	Net cash inflow from operating activities		3,019,217	707,190
2	ANALYSIS OF CASH FLOWS FOR HEADINGS NE	TTED IN THE CASI	H FLOW STAT	EMENT
			31 12 09	31 12 08
			£	£
	Returns on investments and servicing of finance			
	Interest received		5,680	-
	Interest paid		(138,846)	(218,685)
	Net cash outflow for returns on investments and service	ing of finance	(133,166)	(218,685)
	Capital expenditure			
	Purchase of tangible fixed assets		(59,421)	(45,300)
	Sale of tangible fixed assets		250	17,000
	Jule of thingione fixed dissets			
	Net cash outflow for capital expenditure		(59,171) =====	(28,300)
	Financing			
	Amount introduced by directors		-	1,390,000
	Amount withdrawn by directors		(390,000)	•
	Amounts owed to connected company		199,276	(988,244)
	• •			
	Net cash (outflow)/inflow from financing		(190,724) =====	401,756
3	ANALYSIS OF CHANGES IN NET DEBT			
		4.1100	Cash Same	At 21.12.00
		At 1 1 09 £	Cash flow £	31 12 09 £
	Net cash			
	Cash at bank and in hand	17,713	48,347	66,060
	Bank overdrafts	(3,523,135)	2,381,105	(1,142,030)
		(3,505,422)	2,429,452	(1,075,970)
	Total	(3,505,422)	2,429,452	(1,075,970)
		(3,303,122)		

Notes to the Abbreviated Accounts for the Year Ended 31 December 2009

1 ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention

Turnover

Turnover represents net invoiced sales in respect of the supply of temporary staff, excluding value added tax, except in respect of the supply of permanent staff placements where turnover is recognised when the individuals signed employment contract is received and a right to consideration is then obtained

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life

Improvements to property

- at varying rates on cost

Fixtures and fittings

- at varying rates on cost

Motor vehicles

- 25% on cost

Deferred tax

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date

Hire purchase and leasing commitments

Assets obtained under hije purchase and finance leases are capitalised as tangible fixed assets and depreciated over the shorter of the lease term and their useful lives. Obligations under such agreements are included in creditors net of the finance charge allocated to future periods. The finance element of the rental payment is charged to profit and loss account so far as to produce constant periodic rates of charge on the net obligations in each period.

Rentals payable under operating leases are charged against income on a straight line basis over the lease term

Pension costs and other post-retirement benefits

The company operates a defined contribution pension scheme. Contributions payable to the company's pension scheme are charged to the profit and loss account in the period to which they relate

Employee Benefit Trusts (EBTs)

The company has established trusts for the benefit of employees and certain of their dependants. Monies held in these trusts are held by independent trustees and managed at their discretion

Where the company retains future economic benefit from, and has de facto control of the assets and liabilities of the trust, they are accounted for as assets and liabilities of the company until the earlier of the date that an allocation of trust funds to employees in respect of past services is declared and the date that assets of the trust vest in identified individuals

Where monies held in a trust are determined by the company on the basis of employees' past services and the company can obtain no future economic benefit from those monies, such monies, whether in the trust or accrued for by the company are charged to the profit and loss account in the period to which they relate

2 STAFF COSTS

	31 12 09	31 12 08
	£	£
Wages and salaries	2,271,240	3,246,984
Other pension costs	51,372	250,374
		
	2,322,612	3,497,358
	= <u></u>	

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Notes to the Abbreviated Accounts - continued for the Year Ended 31 December 2009

2 STAFF COSTS - continued

The average monthly number of employees during the year was as follows	31 12 09	31 12 08
Management and administration Recruitment	16 38	18 47
Recruiment		
	54	65
OPFRATING PROFIT		
The operating profit is stated after charging/(crediting)		
	31 12 09 £	31 12 08 £
Hire of plant and machinery	2,993	3,293
Other operating leases	26,189	22,510
Depreciation - owned assets	60,598	81,455
Profit on disposal of fixed assets	(250)	(2,006
Auditors' remuneration	7,000	7,000
Directors' remuneration	445,000	1,282,181
The number of directors to whom retirement benefits were accruing was as folk	ows	
Money purchase schemes	2	2
Information regarding the highest paid director is as follows		
internation regarding the inglest paid director is as solions	31 12 09	31 12 08
	£	£
Emoluments etc	182,500	500,000
INTEREST PAYABLE AND SIMILAR CHARGES		
	31 12 09 £	31 12 08 £
Invoice discounting interest	14,778	190,715
Interest on overdue tax	303	9,282
Surcharge	9,254	-
Loan	114,511	18,688
	138,846	218,685

Notes to the Abbreviated Accounts - continued for the Year Ended 31 December 2009

5 TAXATION

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Interim

Analysis of the tax charge The tax charge on the profit on ordinary activities for the year was as follows	31 12 09 £	31 12 08 £
Current tax		
UK corporation tax	102,375	103,964
Tax on profit on ordinary activities	102,375	103,964
UK corporation tax has been charged at 27 96% (2008 - 28 45%)		
Factors affecting the tax charge The tax assessed for the year is higher than the standard rate of corporation explained below	ax in the UK T	he difference is
	31 12 09	31 12 08
Des Contract of the Contract o	£ 336,658	£ 313,657
Profit on ordinary activities before tax	=====	====
Profit on ordinary activities		
multiplied by the standard rate of corporation tax		
in the UK of 27 958% (2008 - 28 446%)	94,123	89,223
Effects of		
Expenses not deductible for tax purposes	13,561	14,505
Capital allowances for the period in excess of depreciation	(5,309)	199
Previous year adjustment	-	37
Current tax charge	102,375	103,964
Current day charge	====	=====
DIVIDENDO		
DIVIDENDS	31 12 09	31 12 08
	£	£

280,000

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Notes to the Abbreviated Accounts - continued for the Year Ended 31 December 2009

7 TANGIBLE FIXED ASSETS

	TANGIBLE FIXED ASSETS				
		Improvements	Fixtures		
		to	and	Motor	
		property	fittings	vehicles	Totals
		£	£	£	£
	COST				
	At 1 January 2009	37,311	442,241	55,997	535,549
	Additions	-	59,421	-	59,421
	Disposals	-	-	6,997	6,997
	At 31 December 2009	37,311	501,662	62,994	601,967
	DEPRECIATION				
	At 1 January 2009	13,994	358,242	43,743	415,979
	Charge for year	1 586	47,056	11,956	60,598
	Eliminated on disposal	-	-	6,997	6,997
	At 31 December 2009	15,580	405,298	62,696	483,574
	NET BOOK VALUE				
	At 31 December 2009	21,731	96,364	298	118,393
	At 31 December 2008	23,317	83,999	12,254	119,570
	DEBTORS AMOUNTS FALLING DUE V			31 12 09 £	31 12 08 £
	Trade debtors			3,499,065	6,129,031
	Amounts owed by participating interests			5,477,005	106,849
	Other debtors			12,037	16,567
	Tax			298,403	194,074
				3,809,505	6,446,521
				3,809,303	0,440,321
,	CREDITORS AMOUNTS FALLING DU	F WITHIN ONE V	'FAR		
	CREDITORS AMOUNTSTALLING DO	L WITHIN ONE I	LAK	31 12 09	31 12 08
				£	£
	Bank loans and overdrafts (see note 10)			1,142,030	3,523,135
	Trade creditors			79,374	34,248
	Amounts owed to participating interests			164,779	72,352
	Social security and other taxes			147,353	262,315
	VAT			274,511	502,476
	Other creditors			115,218	123,941
	Directors' current accounts			1,000,000	1,390,000
	Accrued expenses			161,254	311,877
				3,084,519	6,220,344

Notes to the Abbreviated Accounts - continued for the Year Ended 31 December 2009

LOANS 10

	31 12 09	31 12 08
	£	£
Amounts falling due within one year or on demand		
Bank overdrafts	1,142,030	3,523,135

OPERATING LEASE COMMITMENTS 11

The following operating lease payments are committed to be paid within one year

		Land and buildings		Other operating leases	
	31 12 09 £	31 12 08 £	31 12 09 £	31 12 08 £	
Expiring Within one year Between one and five years In more than five years	128,000	196 499	11,101	4,784 23,278	
	128,000	196,499	22,272	28,062	
SECURED DEBTS					
The following secured debts are include	ed within creditors				
Bank overdrafts			31 12 09 £ 1,142,030	31 12 08 £ 3,523,135	
Fixed charge over the book debts and a	floating charge over all	the other assets l	neld		
CALLED UP SHARE CAPITAL					
Allotted issued and fully paid					

13

Allotted, issi	ued and fully paid		
Number	Class	Nominal 31 12 09	31 12 08
		value £	£
100	Ordinary	£1 100	100

14 RESERVES

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	and loss account £
At 1 January 2009	782,199
Profit for the year	234,283
At 31 December 2009	1,016,482

Profit

Notes to the Abbreviated Accounts - continued for the Year Ended 31 December 2009

15 TRANSACTIONS WITH DIRECTORS

Consultants fees of £143 256 (2008- £143,256) have been paid to JE Robinson Engineering Limited The directors are also directors of JE Robinson Engineering Limited

Rent of £13,825 (2008 - £27,420) has been paid to J E Robinson and P J Bates in respect of the premises from which the company operates

Rent of £128,000 (2008 - £128,000) has been paid to the directors self invested personal pension fund

16 RELATED PARTY DISCLOSURES

Included in creditors is a loan from Scantec Construction Limited amounting to £164,779

17 ULTIMATE CONTROLLING PARTY

The company is controlled by J E & P F Robinson

18 RECONCILIATION OF MOVEMENTS IN SHAREHOLDERS' FUNDS

Profit for the financial year Dividends	31 12 09 £ 234,283	31 12 08 £ 209,693 (280,000)
Net addition/(reduction) to shareholders' funds Opening shareholders' funds	234,283 782,301	(70,307) <u>852,608</u>
Closing shareholders' funds	1,016,584	782,301