

# **REGISTRAR'S COPY**

**Registration Number 2450519**

**Scantec Personnel Limited**

**Abbreviated Accounts**

**for the year ended 31 December 1999**



## **Scantec Personnel Limited**

### **Contents**

	<b>Page</b>
Directors' Report	<b>1 - 2</b>
Auditors' Report	<b>3</b>
Abbreviated Profit and Loss Account	<b>4</b>
Balance Sheet	<b>5</b>
Cash Flow Statement	<b>6</b>
Notes to the Financial Statements	<b>7 - 13</b>

## **Scantec Personnel Limited**

### **Directors' Report for the year ended 31 December 1999**

The directors present their report and the accounts for the year ended 31 December 1999.

#### **Principal Activity and Review of the Business**

The principal activity of the company continues to be specialist technical engineering recruitment, for temporary and permanent placements.

The current year has been one of continued expansion and the directors are of the opinion that the business will continue to operate satisfactorily within the present economic climate.

#### **Results And Dividends**

The results for the year are set out on page 4.

The directors have paid an interim dividend amounting to £100,000 and they recommend payment of a final dividend amounting to £80,000.

#### **Directors and their Interests**

The directors who served during the year and their interests in the company are as stated below:

	<b>Ordinary shares</b>	
	<b>31 December 1999</b>	<b>1 January 1999 or date of appointment</b>
J E Robinson	50	50
P F Robinson	25	25
P J Bates	25	25

#### **Charitable and Political Contributions**

During the year the company contributed £1,793 to charities.

#### **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 the affairs of the company and of the profit or loss of the company for that year. In preparing these the directors are required to:

- select suitable accounting policies and 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 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.

**Scantec Personnel Limited**

**Directors' Report  
for the year ended 31 December 1999**

**Auditors**

In accordance with Section 385 of the Companies Act 1985, a resolution proposing that Lerman Quaile be reappointed as auditors of the company will be put to the Annual General Meeting.

This report is prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to medium-sized companies.

This report was approved by the Board on 7 September 2000 and signed on its behalf by



**P F Robinson**  
**Secretary**

**Auditors' Report to Scantec Personnel Limited  
under Section 247B of the Companies Act 1985**

We have examined the abbreviated accounts set out on pages 4 to 13 together with the financial statements of Scantec Personnel Limited for the year ended 31 December 1999 prepared under Section 226 of the Companies Act 1985.

**Respective responsibilities of directors and auditors**

The directors are responsible for preparing abbreviated accounts in accordance with Section 246A of the Companies Act 1985. It is our responsibility to form an independent opinion as to whether the company is entitled to deliver abbreviated accounts prepared in accordance with Section 246A(3) of the Act to the registrar of companies and whether the accounts to be delivered are properly prepared in accordance with that provision and to report our opinion to you.

**Basis of opinion**

We have carried out the procedures we considered necessary to confirm, by reference to the financial statements, that the company is entitled to deliver abbreviated accounts and that the abbreviated accounts are properly prepared. The scope of our work for the purpose of this report did not include examining or dealing with events after the date of our report on the full financial statements.

**Opinion**

In our opinion the company is entitled to deliver abbreviated accounts prepared in accordance with Section 246A(3) of the Companies Act 1985 in respect of the year ended 31 December 1999, and the abbreviated accounts on pages 4 to 13 are properly prepared in accordance with that provision.

**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 the company and of the profit or loss of the company for that year. In preparing these the directors are required to :

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements based 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.



**Lerman Quaile**  
**Chartered Accountants and**  
**Registered Auditor**

**7 September 2000**

**56 Hamilton Square**  
**Birkenhead**  
**Wirral**  
**CH41 5AS**

# Scantec Personnel Limited

## Abbreviated Profit and Loss Account for the year ended 31 December 1999

		Continuing operations	
		1999	1998
	Notes	£	£
Gross profit		1,066,665	844,213
Administrative expenses		653,999	585,579
Operating profit	2	412,666	258,634
Investment income	3	7,938	443
Interest payable and similar charges	4	(30,107)	(36,655)
Profit on ordinary activities before taxation		390,497	222,422
Tax on profit on ordinary activities	6	113,054	56,035
Profit on ordinary activities after taxation		277,443	166,387
Dividends	7	180,000	64,667
Retained profit for the year		97,443	101,720
Retained profit brought forward		402,907	301,187
Retained profit carried forward		500,350	402,907

There are no recognised gains or losses other than the profit or loss for the above two financial years.

The notes on pages 7 to 13 form an integral part of these financial statements.

# Scantec Personnel Limited

## Balance Sheet as at 31 December 1999

		1999		1998	
	Notes	£	£	£	£
<b>Fixed Assets</b>					
Tangible assets	8		39,904		54,946
Investments	9		100,447		9,381
			<u>140,351</u>		<u>64,327</u>
<b>Current Assets</b>					
Debtors	10	2,422,782		1,872,985	
Cash at bank and in hand		887		150	
		<u>2,423,669</u>		<u>1,873,135</u>	
<b>Creditors: amounts falling due within one year</b>	11	<u>2,063,570</u>		<u>1,534,455</u>	
<b>Net Current Assets</b>			<u>360,099</u>		<u>338,680</u>
<b>Total Assets Less Current Liabilities</b>			<u>500,450</u>		<u>403,007</u>
<b>Capital and Reserves</b>					
Called up share capital	12		100		100
Profit and loss account			<u>500,350</u>		<u>402,907</u>
<b>Equity Shareholders' Funds</b>	13		<u>500,450</u>		<u>403,007</u>

The abbreviated accounts are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to medium-sized companies.

The abbreviated accounts were approved by the Board on 7 September 2000 and signed on its behalf by

  
J.E. Robinson  
Director

The notes on pages 7 to 13 form an integral part of these financial statements.

# Scantec Personnel Limited

## Cash Flow Statement for the year ended 31 December 1999

	Notes	1999 £	1998 £
<b>Reconciliation of operating profit to net cash inflow from operating activities</b>			
Operating profit		412,666	258,634
Depreciation		26,952	20,294
(Increase) in debtors		(549,797)	(253,917)
Increase in creditors		618,769	1,733
<b>Net cash inflow from operating activities</b>		<u>508,590</u>	<u>26,744</u>

### CASH FLOW STATEMENT

Net cash inflow from operating activities		508,590	26,744
Returns on investments and servicing of finance	15	(29,371)	(36,212)
Taxation	15	(56,035)	(54,058)
Capital expenditure and financial investment	15	(99,274)	(42,257)
		323,910	(105,783)
Equity dividends paid		(100,000)	(64,667)
		223,910	(170,450)
Financing	15	(168,848)	(251,923)
<b>Increase in cash in the year</b>		<u>55,062</u>	<u>(422,373)</u>

### Reconciliation of net cash flow to movement in net funds (Note 16)

<b>Increase in cash in the year</b>		55,062	(422,373)
Cash outflow from increase in debts and lease financing		168,848	251,923
Change in net funds resulting from cash flows		223,910	(170,450)
New finance leases		3,500	3,998
<b>Movement in net funds in the year</b>		<u>227,410</u>	<u>(166,452)</u>
<b>Net debt at 1 January 1999</b>		<u>(729,871)</u>	<u>(563,419)</u>
<b>Net debt at 31 December 1999</b>		<u>(502,461)</u>	<u>(729,871)</u>



## Scantec Personnel Limited

### Notes to the Abbreviated Financial Statements for the year ended 31 December 1999

#### 1. Accounting Policies

##### 1.1. Accounting convention

The accounts are prepared under the historical cost convention.

##### 1.2. Turnover

Turnover represents the total invoice value, excluding value added tax, of sales made during the year.

##### 1.3. Tangible fixed assets and depreciation

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

Land and buildings	-	Straight Line over twenty five years
Fixtures, fittings and equipment	-	10% - 33% Straight line
Motor vehicles	-	25% Straight line

##### 1.4. Leasing and hire purchase commitments

Assets obtained under hire purchase contracts and finance leases are capitalised as tangible 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 the profit and loss account so as to produce constant periodic rates of charge on the net obligations outstanding in each period.

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

##### 1.5. Investments

Fixed asset investments are stated at cost less provision for diminution in value.

##### 1.6. Deferred taxation

Provision is made for deferred taxation using the liability method to take account of timing differences between the incidence of income and expenditure for taxation and accounting purposes except to the extent that the directors consider that a liability to taxation is unlikely to materialise.

#### 2. Operating profit

	1999	1998
	£	£
Operating profit is stated after charging:		
Depreciation of tangible assets	26,952	20,294
Operating lease rentals		
- Plant and machinery	4,119	-
Auditors' remuneration	3,429	4,055
	<u>34,499</u>	<u>24,349</u>

**Scantec Personnel Limited**

**Notes to the Abbreviated Financial Statements  
for the year ended 31 December 1999**

..... continued

<b>3. Income from investments</b>	<b>1999</b>	<b>1998</b>
	<b>£</b>	<b>£</b>
Income from investments	736	443
Profit on disposal of investments	7,202	-
	<u>7,938</u>	<u>443</u>
 <b>4. Interest payable and similar charges</b>	 <b>1999</b>	 <b>1998</b>
	<b>£</b>	<b>£</b>
On bank loans and overdrafts	28,555	35,479
Hire purchase interest	715	898
On overdue tax	837	278
	<u>30,107</u>	<u>36,655</u>
 <b>5. Employees</b>		
<b>Number of employees</b>		
The average monthly numbers of employees (including the directors) during the year were:		
	<b>1999</b>	<b>1998</b>
Management and administration	6	6
Recruitment	13	8
	<u>19</u>	<u>14</u>
 <b>Employment costs</b>	 <b>1999</b>	 <b>1998</b>
	<b>£</b>	<b>£</b>
Wages and salaries	<u>342,387</u>	<u>290,735</u>
 <b>5.1. Directors' emoluments</b>		
	<b>1999</b>	<b>1998</b>
	<b>£</b>	<b>£</b>
Remuneration and other emoluments	<u>48,776</u>	<u>44,618</u>

# Scantec Personnel Limited

## Notes to the Abbreviated Financial Statements for the year ended 31 December 1999

..... continued

6. Taxation	1999 £	1998 £
<b>UK current year taxation</b>		
UK Corporation Tax	<u>113,054</u>	<u>56,035</u>

7. Dividends	1999 £	1998 £
<b>Dividends on equity shares:</b>		
Ordinary shares - Interim paid	100,000	64,667
Ordinary shares - Final proposed	<u>80,000</u>	<u>-</u>
	<u>180,000</u>	<u>64,667</u>

8. Tangible fixed assets	Property improvements	Fixtures, fittings equipment	Motor vehicles	Total
	£	£	£	£
<b>Cost</b>				
At 1 January 1999	21,035	49,460	33,640	104,135
Additions	-	11,910	-	11,910
At 31 December 1999	<u>21,035</u>	<u>61,370</u>	<u>33,640</u>	<u>116,045</u>
<b>Depreciation</b>				
At 1 January 1999	210	38,577	10,402	49,189
Charge for the year	841	17,699	8,412	26,952
At 31 December 1999	<u>1,051</u>	<u>56,276</u>	<u>18,814</u>	<u>76,141</u>
<b>Net book values</b>				
At 31 December 1999	<u>19,984</u>	<u>5,094</u>	<u>14,826</u>	<u>39,904</u>
At 31 December 1998	<u>20,825</u>	<u>10,883</u>	<u>23,238</u>	<u>54,946</u>

**Scantec Personnel Limited**

**Notes to the Abbreviated Financial Statements  
for the year ended 31 December 1999**

..... continued

Included above are assets held under finance leases or hire purchase contracts as follows:

Asset description	1999		1998	
	Net book value £	Depreciation charge £	Net book value £	Depreciation charge £
Fixtures, fittings and equipment	-	-	1,352	400
Motor vehicles	4,262	2,550	6,812	2,550
	<u>4,262</u>	<u>2,550</u>	<u>8,164</u>	<u>2,950</u>

**9. Fixed Asset Investments**

	Listed Investments	Total
	£	£
<b>Cost</b>		
At 1 January 1999	9,381	9,381
Additions	100,447	100,447
Disposals	(9,381)	(9,381)
At 31 December 1999	<u>100,447</u>	<u>100,447</u>
<b>Net book values</b>		
At 31 December 1999	<u>100,447</u>	<u>100,447</u>
At 31 December 1998	<u>9,381</u>	<u>9,381</u>

The market value of listed investments at 31/12/99 was £76,782 (1998 £16,116)

# Scantec Personnel Limited

## Notes to the Abbreviated Financial Statements for the year ended 31 December 1999

..... continued

### 10. Debtors

	1999 £	1998 £
Trade debtors	2,372,069	1,860,032
Other debtors	50,713	12,953
	<u>2,422,782</u>	<u>1,872,985</u>

Included in Trade debtors is £21,150 owed from JE Robinson Engineering Limited (1998 nil)

### 11. Creditors: amounts falling due within one year

	1999 £	1998 £
Bank overdraft (secured)	501,126	555,451
Other loans (secured)	-	168,848
Net obligations under finance leases and hire purchase contracts (secured)	2,222	5,722
Trade creditors	14,577	9,275
Amounts owed to connected companies	600,000	-
Corporation tax	113,054	56,035
Other taxes and social security costs	716,789	693,439
Directors' accounts	-	35,236
Other creditors	18,679	-
Accruals and deferred income	17,123	10,449
Proposed dividend	80,000	-
	<u>2,063,570</u>	<u>1,534,455</u>

### 12. Share capital

	1999 £	1998 £
<b>Authorised equity</b>		
100,000 Ordinary shares of £1 each	<u>100,000</u>	<u>100,000</u>
<b>Allotted, called up and fully paid equity</b>		
100 Ordinary shares of £1 each	<u>100</u>	<u>100</u>

# Scantec Personnel Limited

## Notes to the Abbreviated Financial Statements for the year ended 31 December 1999

..... continued

### 13. Reconciliation of movements in shareholders' funds

	1999 £	1998 £
Profit for the year	277,443	166,387
Dividends	(180,000)	(64,667)
	<u>97,443</u>	<u>101,720</u>
Opening shareholders' funds	403,007	301,287
	<u>500,450</u>	<u>403,007</u>

### 14. Transactions with directors

The following directors had interest free loans during the year. The movements on these loans are as follows:

	Amount Owing		Maximum
	1999	1998	in year
	£	£	£
J E Robinson	-	-	50,102

J E Robinson received a loan from the company during the year of £50,102. This was repaid in full before the year end. At the year end interest on this loan amounting to £847 was unpaid.

Consultants fees of £57,372 (1998 - £53,100) have been paid to J E Robinson Engineering Limited. The directors are also directors of JE Robinson Engineering Limited.

Rent of £26,940 (1998 - £16,900) has been paid to J E Robinson and P J Bates in respect of the premises from which the company operates.

**Scantec Personnel Limited**

**Notes to the Abbreviated Financial Statements  
for the year ended 31 December 1999**

..... continued

**15. Gross Cash Flows**

	<b>1999</b>	<b>1998</b>
	<b>£</b>	<b>£</b>
<b>Returns on investments and servicing of finance</b>		
Interest paid	(30,107)	(36,655)
Dividends received	736	443
	<u>(29,371)</u>	<u>(36,212)</u>
<b>Taxation</b>		
Corporation tax paid	<u>(56,035)</u>	<u>(54,058)</u>
<b>Capital expenditure and financial investment</b>		
Payments to acquire tangible assets	(15,410)	(42,257)
Payments to acquire investments	(100,447)	-
Receipts from sales of investments	16,583	-
	<u>(99,274)</u>	<u>(42,257)</u>
<b>Financing</b>		
Repayment of other short term loans	<u>(168,848)</u>	<u>(251,923)</u>

**16. Analysis of changes in net funds**

	<b>Opening balance</b>	<b>Cash flows</b>	<b>Other changes</b>	<b>Closing balance</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Cash at bank and in hand	150	737		887
Overdrafts	(555,451)	54,325		(501,126)
	<u>(555,301)</u>	<u>55,062</u>		<u>(500,239)</u>
Debt due within one year	(168,848)	168,848	-	-
Finance leases	(5,722)	-	3,500	(2,222)
	<u>(174,570)</u>	<u>168,848</u>	<u>3,500</u>	<u>(2,222)</u>
<b>Net funds</b>	<u>(729,871)</u>	<u>223,910</u>	<u>3,500</u>	<u>(502,461)</u>