FINANCIAL STATEMENTS
FOR THE YEAR ENDED
30 APRIL 1997



Company Number: 2681867

# **Company Information**

Director

A C Harfoot

Secretary

Mrs C A Harfoot

**Company Number** 

2681867

**Registered Office** 

7 Linden Close Tunbridge Wells

Kent TN4 8HH

**Trading address** 

1 Tonbridge Chambers

Pembury Road Tonbridge Kent TN9 2HZ

**Auditors** 

**Buckland & Duncombe** 

**Chartered Accountants** 

7 Linden Close Tunbridge Wells

Kent TN4 8HH

**Solicitors** 

Meredith Smith & Pratt

Bordyke Chambers 189 High Street Tonbridge Kent

**Bankers** 

Lloyds Bank Plc

121 High Street Tonbridge Kent TN9 1DB

## Contents

|   | Page    |
|---|---------|
| Director's Report   | 1       |
| Auditors' Report  | 2       |
| Profit and Loss Account   | 3       |
| Balance Sheet   | 4       |
| Notes to the Financial Statements                               | 5 - 9   |
| The following pages do not form part of the statutory accounts: |         |
| Trading and Profit and Loss Account and Schedules               | 10 - 12 |

#### **DIRECTOR'S REPORT**

## for the year ended 30 April 1997

The director presents his report and the financial statements for the year ended 30 April 1997.

## Statement of director's responsibilities

Company law requires the director 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 director is required to:

- select suitable accounting policies and then apply them consistently;
- make judgments 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 director is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable him to ensure that the financial statements comply with the Companies Act 1985. He is 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.

### Principal activities

The principal activities of the company during the year were those of marketing, market research and management consultancy.

#### Director

The director who served during the year and his beneficial interest in the company's issued share capital was :

Ordinary shares of £1 each 1997 1996

. . . . .

A C Harfoot

1,000

1,000

## **Auditors**

The auditors, Buckland & Duncombe, are deemed to be reappointed in accordance with section 386 of the Companies Act 1985 by virtue of an elective resolution passed by the members on 19 June 1995.

#### Small company exemptions

Advantage has been taken in the preparation of this report of the exemptions applicable to small companies conferred by Part II of Schedule 8 to the Companies Act 1985.

Approved by the Board of directors and signed on its behalf:

Mrs C A Harfoot

Secretary

Date: 4th Angust 1997

## **AUDITORS' REPORT TO THE MEMBERS**

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 on page 1 the company's director is responsible for the preparation of 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 judgments made by the director 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 30 April 1997 and of its profit for the year then ended and have been properly prepared in accordance with the provisions of the Companies Act 1985 applicable to small companies.

Buckland & Duncombe Registered Auditor Chartered Accountants

7 Linden Close Tunbridge Wells

Kent TN4 8HH Sth Angrof 1997

## **PROFIT AND LOSS ACCOUNT**

# For the year ended 30 April 1997

| TURNOVER Cost of sales                        | Note | 1997      | 1996      |
|---|------|-----------|-----------|
|   |      | £         | £         |
| Cost of sales                                 | 1,2  | 1,133,119 | 1,050,881 |
| 900.010440                                    |      | (471,414) | (516,466) |
| GROSS PROFIT                                  |      | 661,705   | 534,415   |
| Administrative expenses                       |      | (565,922) | (465,949) |
| OPERATING PROFIT                              | 3    | 95,783    | 68,466    |
| Interest receivable                           |      | 1,821     | 3,098     |
| Interest payable                              | 5    | (5,500)   | (3,441)   |
| PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION |      | 92,104    | 68,123    |
| TAXATION                                      | 6    | (25,769)  | (19,149)  |
| PROFIT ON ORDINARY ACTIVITIES AFTER TAXATION  |      | 66,335    | 48,974    |
| DIVIDENDS                                     | 7    | (34,000)  | (28,750)  |
| RETAINED PROFIT FOR THE YEAR                  |      | 32,335    | 20,224    |
| RETAINED PROFIT BROUGHT FORWARD               |      | 104,841   | 84,617    |
| RETAINED PROFIT CARRIED FORWARD               |      | £ 137,176 | £ 104,841 |

There were no recognised gains and losses for 1997 or 1996 other than those included in the profit and loss account.

The notes on pages 5 to 9 form part of these financial statements.

## **BALANCE SHEET**

## As at 30 April 1997

|  | Note   | 1997<br>£                 | 1996<br>£                  |
|--|--------|---------------------------|----------------------------|
| FIXED ASSETS Tangible fixed assets Investments                       | 8<br>9 | 98,237<br>257             | 100,501<br>257             |
|  |        | 98,494                    | 100,758                    |
| CURRENT ASSETS Work in progress Debtors Cash at bank and in hand     | 10     | 326<br>144,897<br>159,824 | 2,599<br>227,481<br>64,811 |
| CREDITORS: amounts falling due within one year                       | 11     | 305,047<br>(258,176)      | 294,891<br>(267,705)       |
| NET CURRENT ASSETS   |        | 46,871                    | 27,186                     |
| TOTAL ASSETS LESS CURRENT LIABILITIES                                |        | 145,365                   | 127,944                    |
| CREDITORS: amounts falling due after more than one year              | 12     | (7,189)                   | (22,103)                   |
| NET ASSETS   |        | £ 138,176                 | £ 105,841                  |
| ,  |        |                           |                            |
| CAPITAL AND RESERVES Called up share capital Profit and loss account | 13     | 1,000<br>137,176          | 1,000<br>104,841           |
| SHAREHOLDERS' FUNDS  | 14     | £ 138,176                 | £ 105,841                  |

The director has taken advantage of special exemptions conferred by Part I of Schedule 8 to the Companies Act 1985 applicable to small companies in the preparation of the financial statements and has done so on the grounds that, in his opinion, the company qualifies as a small company.

The financial statements were approved by the Board and signed on its behalf by:

A C Harfoot Director Date: 4th August 1997

The notes on pages 5 to 9 form part of these financial statements.

#### NOTES TO THE FINANCIAL STATEMENTS

## For the year ended 30 April 1997

#### 1. ACCOUNTING POLICIES

#### 1.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention and include the results of the company's operations which are described in the Director's Report and all of which are continuing.

The company has taken advantage of the exemption in Financial Reporting Standard No.1 from the requirement to produce a cash flow statement on the grounds that it is a small company.

#### 1.2 Turnover

Turnover comprises the invoiced value of goods and services supplied by the company, net of Value Added Tax and trade discounts.

#### 1.3 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost or valuation less depreciation. Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

| Computer equipment  | - | 25% | Straight line |
|---------------------|---|-----|---------------|
| Motor vehicles      | - | 20% | Straight line |
| Fixtures & fittings | _ | 20% | Straight line |

## 1.4 Leasing and hire purchase

Assets obtained under hire purchase contracts and finance leases are capitalised as tangible fixed assets. 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 a constant periodic rate of charge on the net obligation outstanding in each period.

## 1.5 Operating leases

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged to profit and loss account as incurred.

## 1.6 Work in progress

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

### 1.7 Pensions

The company operates a defined contribution pension scheme and the amounts payable by the company to the fund in respect of the year have been charged in the profit and loss account.

#### 2. TURNOVER

All of the company's turnover arose within the United Kingdom.

# NOTES TO THE FINANCIAL STATEMENTS

# For the year ended 30 April 1997

|          | OPERATING PROFIT   |                                  |                                    |
|----------|--|----------------------------------|------------------------------------|
|          | The operating profit is stated after charging:               | 1997                             | 1996                               |
|          | ,  | £                                | £                                  |
|          | Depreciation of tangible fixed assets - owned by the company | 14,970                           | 15,102                             |
|          | - held under finance leases                                  | 19,829                           | 11,540                             |
|          | Auditors' remuneration                                       | 2,640                            | 2,760                              |
|          | Hire of plant and machinery                                  | 4,746                            | 10,255                             |
|          | Operating lease rentals                                      |                                  |                                    |
|          | - land and buildings Pension contributions                   | 20,831<br>20,584                 | 21,779<br>17,390                   |
|          | (Profit)/loss on disposal of fixed assets                    | 20,564<br>(5,071)                | 17,390                             |
|          | (1 tolly1000 off disposal of fixed dissels                   | ====                             | <del></del>                        |
| 4.       | DIRECTOR'S EMOLUMENTS  |                                  |                                    |
|          |  | 1997                             | 1996                               |
|          |  | £                                | £                                  |
|          | Remuneration for services as director                        | 64,483                           | 56,650                             |
|          | Other emoluments   | 28,709                           | 25,528                             |
|          |  | £ 93,192                         | £ 82,178                           |
|          |  | =====                            | =====                              |
|          |  |                                  |                                    |
| 5.       | INTEREST PAYABLE   |                                  |                                    |
|          |  |                                  |                                    |
|          |  | 1997                             | 1996                               |
|          |  | 1997<br>£                        | 1996<br>£                          |
|          | Bank interest payable  | £                                |                                    |
|          | Bank interest payable<br>Hire purchase interest              |                                  | £                                  |
|          |  | £<br>3<br>5,497                  | £<br>173<br>3,268                  |
|          |  | £                                | £<br>173                           |
| 6.       |  | £<br>3<br>5,497                  | £<br>173<br>3,268                  |
| 6.       | Hire purchase interest                                       | £<br>3<br>5,497                  | £<br>173<br>3,268                  |
| 6.       | Hire purchase interest                                       | £ 3 5,497 £ 5,500                | £ 173 3,268 £ 3,441                |
| 6.       | Hire purchase interest                                       | £ 3 5,497 £ 5,500                | £ 173 3,268 £ 3,441 1996           |
| 6.       | Hire purchase interest  TAXATION                             | £ 3 5,497 £ 5,500                | £ 173 3,268 £ 3,441 1996           |
|          | TAXATION  Current year taxation UK Corporation Tax           | £ 3 5,497 5,500  1997 £          | £  173 3,268 £ 3,441  1996 £       |
| 6.<br>7. | TAXATION  Current year taxation                              | £ 3 5,497 £ 5,500  1997 £ 25,769 | £ 173 3,268 £ 3,441  1996 £ 19,149 |
|          | TAXATION  Current year taxation UK Corporation Tax           | £ 3 5,497 £ 5,500  1997 £ 25,769 | £ 173 3,268 £ 3,441  1996 £ 19,149 |
|          | TAXATION  Current year taxation UK Corporation Tax           | £ 3 5,497 £ 5,500  1997 £ 25,769 | £ 173 3,268 £ 3,441  1996 £ 19,149 |

## NOTES TO THE FINANCIAL STATEMENTS

## For the year ended 30 April 1997

| 8. | TANGIBLE ASSETS  |             | xtures &<br>Fittings | Computer<br>Equipment | , | Motor<br>/ehicles | Total    |
|----|------------------|-------------|----------------------|-----------------------|---|-------------------|----------|
|    |                  |             | £                    | £                     | , | £                 | £        |
|    | Cost             |             |                      |                       |   |                   |          |
|    | At 1 May 1996    |             | 19,216               | 38,066                |   | 93,581            | 150,863  |
|    | Additions        |             | 3,509                | 8,843                 |   | 24,362            | 36,714   |
|    | Disposals        |             | -                    | -                     |   | (19,157)          | (19,157) |
|    | At 30 April 1997 | <del></del> | 22,725               | 46,909                |   | 98,786            | 168,420  |
|    | Depreciation     |             |                      |                       |   |                   |          |
|    | At 1 May 1996    |             | 5,814                | 13,268                |   | 31,280            | 50,362   |
|    | Charge for year  |             | 4,115                | 10,552                |   | 20,132            | 34,799   |
|    | On disposals     |             |                      | •                     |   | (14,978)          | (14,978) |
|    | At 30 April 1997 |             | 9,929                | 23,820                |   | 36,434            | 70,183   |
|    | Net Book Value   | _           |                      |                       |   |                   | _        |
|    | At 30 April 1997 | £           | 12,796               | £ 23,089              | £ | 62,352 £          | 98,237   |
|    | At 30 April 1996 | £           | 13,402               | £ 24,798              | £ | 62,301 £          | 100,501  |

The net book value of motor vehicles above include £61,452 (1996 - £55,091) in respect of assets held under finance leases or hire purchase contracts.

The net book value of fixtures & fittings above include £6,853 (1996 - £8,681) in respect of assets held under finance leases or hire purchase contracts.

### 9. FIXED ASSET INVESTMENTS

|                                    | Listed<br>investments<br>£ |
|------------------------------------|----------------------------|
| Cost<br>At 1 May 1996              | 257                        |
| At 30 April 1997                   | 257                        |
| Net Book Value<br>At 30 April 1997 | £ 257                      |
| At 30 April 1996                   | £ 257                      |

The market value of the listed investments at the balance sheet date was £284 (1996 - £236) .

# NOTES TO THE FINANCIAL STATEMENTS

# For the year ended 30 April 1997

| 10. | DEBTORS  |       | 1997             |             | 1996             |
|-----|--|-------|------------------|-------------|------------------|
|     | . Due within and user  |       | £                |             | £                |
|     | Due within one year Trade debtors                                |       | 116,633          |             | 202,569          |
|     | ACT recoverable Other debtors                                    |       | 8,504<br>55      |             | 7,188<br>590     |
|     | Prepayments  |       | 19,705           |             | 17,134           |
|     |  | £     | 144,897          | £           | 227,481          |
|     |  | =     |                  | ====        |                  |
| 11. | CREDITORS: Amounts falling due within one year                   |       |                  |             |                  |
|     | Answered raining due Wittin one year                             |       | 1997             |             | 1996             |
|     |  |       | £                |             | £                |
|     | Net obligations under finance lease                              |       |                  |             |                  |
|     | and hire purchase contracts Trade creditors                      |       | 25,963<br>52,570 |             | 23,820<br>89,010 |
|     | Corporation tax  |       | 25,769           |             | 19,149           |
|     | Other taxes and social security costs Other creditors            |       | 47,101<br>46     |             | 43,491<br>-      |
|     | Director's loan account  |       | 272              |             | -                |
|     | Accruals and deferred income                                     | _     | 106,455          |             | 92,235           |
|     |  | £     | 258,176          | £           | 267,705          |
|     |  |       |                  |             |                  |
| 12. | CREDITORS:   |       |                  |             |                  |
|     | Amounts falling due after more than one year                     |       |                  |             | 4000             |
|     |  |       | 1997<br>£        |             | 1996<br>£        |
|     | Net obligations under finance lease and                          |       |                  |             |                  |
|     | hire purchase contracts  | £     | 7,189            | £           | 22,103           |
|     | Included within the above are amounts falling due as follows:    | =     |                  | -           |                  |
|     | In 1 - 2 years: Finance lease and hire purchase obligations      | £     | 7,189            | £           | 22,103           |
|     | •  | =     |                  |             | ===              |
|     | Finance lease and hire purchase creditors are secured on the ass | ets c | concerned.       |             |                  |
| 13. | CALLED UP SHARE CAPITAL  |       |                  |             |                  |
|     | OALLED OF SHAKE SAFITAL  |       | 1997             |             | 1996             |
|     | Authorised   |       | £                |             | £                |
|     | 10,000 ordinary shares of £1 each                                | £     | 10,000           | £           | 10,000           |
|     | Allotted, called up and fully paid                               | =     |                  | <del></del> |                  |
|     | 1,000 ordinary shares of £1 each                                 | £     | 1,000            | £           | 1,000            |
|     |  | =     | <u> </u>         | ==          |                  |
|     |  |       |                  |             |                  |

## NOTES TO THE FINANCIAL STATEMENTS

# For the year ended 30 April 1997

| 14. | SHAREHOLDERS' FUNDS                                |   |           |   |           |
|-----|--|---|-----------|---|-----------|
|     | Reconciliation of movements on shareholders' funds |   | 1997<br>£ |   | 1996<br>£ |
|     | Profit for the year                                |   | 66,335    |   | 48,974    |
|     | Dividends  |   | (34,000)  |   | (28,750)  |
|     |  | - | 32,335    | _ | . 20,224  |
|     | Opening shareholders' funds                        |   | 105,841   |   | 85,617    |
|     | Closing shareholders' funds                        | £ | 138,176   | £ | 105,841   |

## 15. OTHER COMMITMENTS

At 30 April 1997 the company had annual commitments under non-cancellable operating leases as follows:

|                       | Land and buildings |        |   |        |
|-----------------------|--------------------|--------|---|--------|
|                       |                    | 1997   |   | 1996   |
|                       |                    | £      |   | £      |
| Expiry date:          |                    |        |   |        |
| Between 2 and 5 years | £                  | 19,316 | £ | 19,316 |
|                       |                    |        |   |        |