

**Report of the Directors and  
Financial Statements for the Year Ended 31st March 2001  
for  
Business Link Shropshire Limited  
(Company Limited by Guarantee)**



**Business Link Shropshire Limited  
(Company Limited by Guarantee)**

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for the Year Ended 31st March 2001**

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**Business Link Shropshire Limited  
(Company Limited by Guarantee)**

**Company Information  
for the Year Ended 31st March 2001**

**DIRECTORS:**

J Clayton  
J Roberts  
Dr R Hargreaves  
M Lowe  
S L Holmes  
M Brown  
A J Dixon  
J F M Dutton  
C Evans  
K Foster  
S Latter  
E McLeod  
A J A Thomas  
A Thorn  
J S Uppal  
D Boynton

**SECRETARY:**

A Poulton

**REGISTERED OFFICE:**

Trevithick House  
Stafford Park 4  
Telford  
TF3 3BA

**REGISTERED NUMBER:**

2889740 (England and Wales)

**AUDITORS:**

Moore Stephens  
Chartered Accountants  
Registered Auditors  
Chapter House South  
Abbey Lawn  
Abbey Foregate  
Shrewsbury  
Shropshire SY2 5DE

**Business Link Shropshire Limited  
(Company Limited by Guarantee)**

**Report of the Directors  
for the Year Ended 31st March 2001**

The directors present their report with the financial statements of the company for the year ended 31st March 2001.

**PRINCIPAL ACTIVITY**

The principal activity of the company in the year under review was that of the provision of business support services to local companies.

**REVIEW OF BUSINESS**

The results for the year and financial position of the company are as shown in the annexed financial statements.

**FUTURE DEVELOPMENTS**

The future of a Business Link for Shropshire has been secured. This is part of the Government's new Small Business Service, providing access to a wide range of high quality business support and advice.

**CORPORATE GOVERNANCE**

Due to the size and nature of the company, there are no requirements for it to comply with the Code of Best Practice on the Financial Aspects of Corporate Governance, issued by the Cadbury Committee.

**DISABLED PERSONS**

In its staff practices, the company gives full and fair consideration to people with disabilities, having due regard to their aptitudes and abilities, and training is arranged as necessary.

Where an employee becomes disabled, arrangements are made for any training that may be necessary for their continued employment.

**DIRECTORS**

The directors during the year under review were:

J Clayton	
L Lomax	- resigned 29.3.01
D Peden	- resigned 29.3.01
J Roberts	
Dr R Hargreaves	
M Lowe	
R Phillips	- resigned 29.3.01
A Robinson	- resigned 30.6.00
S L Holmes	- appointed 3.7.00
M Brown	- appointed 29.3.01
A J Dixon	- appointed 29.3.01
J F M Dutton	- appointed 29.3.01
C Evans	- appointed 29.3.01
K Foster	- appointed 29.3.01
S Latter	- appointed 29.3.01
E McLeod	- appointed 29.3.01
A J A Thomas	- appointed 29.3.01
A Thorn	- appointed 29.3.01
J S Uppal	- appointed 29.3.01
D Boynton	- appointed 29.3.01

**Business Link Shropshire Limited  
(Company Limited by Guarantee)**

**Report of the Directors  
for the Year Ended 31st March 2001**

**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;
- 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.

**AUDITORS**

The auditors, Moore Stephens, will be proposed for re-appointment in accordance with Section 385 of the Companies Act 1985.

**ON BEHALF OF THE BOARD:**



.....  
A Poulton - SECRETARY

Dated: 24.10.01

**Business Link Shropshire Limited  
(Company Limited by Guarantee)**

**Report of the Independent Auditors to the Members of  
Business Link Shropshire Limited**

We have audited the financial statements of Business Link Shropshire Limited for the year ended 31st March 2001 on pages five to eleven. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

**Respective responsibilities of directors and auditors**

As described on page two the company's directors are responsible for the preparation of financial statements in accordance with applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Report of the Directors is not consistent with the financial statements, if the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding directors' remuneration and transactions with the company is not disclosed.

We read the Report of the Directors and consider the implications for our report if we become aware of any apparent misstatements within it.

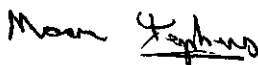
**Basis of audit opinion**

We conducted our audit in accordance with United Kingdom 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 2001 and of its profit for the year then ended and have been properly prepared in accordance with the Companies Act 1985.



Moore Stephens  
Chartered Accountants  
Registered Auditors  
Chapter House South  
Abbey Lawn  
Abbey Foregate  
Shrewsbury  
Shropshire SY2 5DE

Dated: 24.10.01

**Business Link Shropshire Limited**  
(Company Limited by Guarantee)

**Profit and Loss Account**  
for the Year Ended 31st March 2001

		<u>2001</u>	<u>2000</u>
	Notes	£	£
<b>INCOME</b>		1,738,475	1,726,470
Direct expenditure		<u>1,255,970</u>	<u>1,345,934</u>
<b>GROSS PROFIT</b>		482,505	380,536
Administrative expenses		<u>460,492</u>	<u>525,317</u>
		22,013	(144,781)
Other operating income		<u>106,000</u>	<u>130,225</u>
<b>OPERATING PROFIT/(LOSS)</b>	3	128,013	(14,556)
Interest receivable and similar income		<u>35,490</u>	<u>18,219</u>
<b>PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION</b>		163,503	3,663
Tax on profit on ordinary activities	4	<u>25,776</u>	<u>4,032</u>
<b>PROFIT/(LOSS) FOR THE FINANCIAL YEAR AFTER TAXATION</b>		137,727	(369)
Retained profit brought forward		<u>435,272</u>	<u>435,641</u>
<b>RETAINED PROFIT CARRIED FORWARD</b>		<u><u>£572,999</u></u>	<u><u>£435,272</u></u>

**CONTINUING OPERATIONS**

None of the company's activities were acquired or discontinued during the current and previous years.

The notes form part of these financial statements

Business Link Shropshire Limited  
(Company Limited by Guarantee)

Statement of Total Recognised Gains and Losses  
for the Year Ended 31st March 2001

	<u>2001</u>	<u>2000</u>
	£	£
PROFIT/(LOSS) FOR THE FINANCIAL YEAR	<u>137,727</u>	<u>(369)</u>
TOTAL RECOGNISED GAINS AND LOSSES RELATING TO THE YEAR	<u>£137,727</u>	<u>£(369)</u>

The notes form part of these financial statements



**Business Link Shropshire Limited**  
(Company Limited by Guarantee)

**Balance Sheet**  
**31st March 2001**

		<u>2001</u>		<u>2000</u>	
	Notes	£	£	£	£
<b>FIXED ASSETS:</b>					
Tangible assets	5		54,715		29,281
<b>CURRENT ASSETS:</b>					
Debtors	6	253,352		175,524	
Cash at bank		<u>951,472</u>		<u>709,314</u>	
		1,204,824		884,838	
<b>CREDITORS:</b> Amounts falling due within one year	7	<u>608,138</u>		<u>478,847</u>	
<b>NET CURRENT ASSETS:</b>			<u>596,686</u>		<u>405,991</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES:</b>			651,401		435,272
<b>CREDITORS:</b> Amounts falling due after more than one year	8		<u>78,402</u>		<u>-</u>
			<u>£572,999</u>		<u>£435,272</u>
<b>RESERVES:</b>					
Profit and loss account			<u>572,999</u>		<u>435,272</u>
	10		<u>£572,999</u>		<u>£435,272</u>

**ON BEHALF OF THE BOARD:**

S. L. Holmes  
S L Holmes - DIRECTOR

Approved by the Board on 24.10.01

The notes form part of these financial statements

**Business Link Shropshire Limited**  
(Company Limited by Guarantee)

**Notes to the Financial Statements**  
**for the Year Ended 31st March 2001**

**1. ACCOUNTING POLICIES**

**Accounting convention**

The financial statements have been prepared under the historical cost convention.

**Financial Reporting Standard Number 1**

Exemption has been taken from preparing a cash flow statement on the grounds that the company qualifies as a small company.

**Income**

Income represents net invoiced sales of goods, excluding value added tax.

**Tangible fixed assets**

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

Leasehold improvements	- 20% on cost
Office equipment	- 20% on cost
Fixtures and fittings	- 20% on cost
Computer equipment	- 33.3% on cost

**Government grants**

Government grants on capital expenditure are credited to a deferral account and are released to revenue over the expected useful life of the relevant asset by equal annual instalments. Grants of a revenue nature are credited to income in the period to which they relate.

**Operating leases**

Leasing costs are expensed as incurred.

**Pensions**

Contributions to direct employee personal pension plans are expensed as incurred.

**2. STAFF COSTS**

	2001	2000
	£	£
Wages and salaries	358,371	486,787
Social security costs	25,817	40,154
Other pension costs	<u>21,341</u>	<u>29,314</u>
	<u>405,529</u>	<u>556,255</u>

The average monthly number of employees during the year was as follows:

	2001	2000
Administration	<u>22</u>	<u>31</u>

**Business Link Shropshire Limited**  
(Company Limited by Guarantee)

**Notes to the Financial Statements**  
**for the Year Ended 31st March 2001**

**3. OPERATING PROFIT/(LOSS)**

The operating profit (2000 - operating loss) is stated after charging:

	2001	2000
	£	£
Depreciation - owned assets	22,530	81,335
Auditors' remuneration	<u>3,000</u>	<u>3,000</u>
Directors' emoluments	<u>-</u>	<u>-</u>

**4. TAXATION**

The tax charge on the profit on ordinary activities for the year was as follows:

	2001	2000
	£	£
UK corporation tax	<u>25,776</u>	<u>4,032</u>

**5. TANGIBLE FIXED ASSETS**

	<u>Leasehold improvements</u>	<u>Office equipment</u>	<u>Fixtures and fittings</u>	<u>Computer equipment</u>	<u>Totals</u>
	£	£	£	£	£
<b>COST:</b>					
At 1st April 2000	41,198	47,649	35,136	327,875	451,858
Additions	-	-	-	47,964	47,964
Disposals	<u>(41,198)</u>	<u>-</u>	<u>(3,772)</u>	<u>(73,279)</u>	<u>(118,249)</u>
At 31st March 2001	<u>-</u>	<u>47,649</u>	<u>31,364</u>	<u>302,560</u>	<u>381,573</u>
<b>DEPRECIATION:</b>					
At 1st April 2000	41,198	30,313	29,098	321,968	422,577
Charge for year	-	9,527	5,955	7,048	22,530
Eliminated on disposals	<u>(41,198)</u>	<u>-</u>	<u>(3,772)</u>	<u>(73,279)</u>	<u>(118,249)</u>
At 31st March 2001	<u>-</u>	<u>39,840</u>	<u>31,281</u>	<u>255,737</u>	<u>326,858</u>
<b>NET BOOK VALUE:</b>					
At 31st March 2001	<u>-</u>	<u>7,809</u>	<u>83</u>	<u>46,823</u>	<u>54,715</u>
At 31st March 2000	<u>-</u>	<u>17,336</u>	<u>6,038</u>	<u>5,907</u>	<u>29,281</u>

**Business Link Shropshire Limited**  
(Company Limited by Guarantee)

**Notes to the Financial Statements**  
**for the Year Ended 31st March 2001**

**6. DEBTORS: AMOUNTS FALLING  
DUE WITHIN ONE YEAR**

	2001 £	2000 £
Trade debtors	193,100	138,861
Other debtors	10,950	200
Prepayments	6,257	12,685
Accrued income	<u>43,045</u>	<u>23,778</u>
	<u>253,352</u>	<u>175,524</u>

**7. CREDITORS: AMOUNTS FALLING  
DUE WITHIN ONE YEAR**

	2001 £	2000 £
Trade creditors	86,540	100,336
Other creditors	23,000	24,234
Other taxation	61,523	29,580
Amounts due to parent company	119,827	81,543
Deferred income	161,395	143,750
Corporation taxation	25,776	4,032
Accruals	<u>130,077</u>	<u>95,372</u>
	<u>608,138</u>	<u>478,847</u>

**8. CREDITORS: AMOUNTS FALLING  
DUE AFTER MORE THAN ONE YEAR**

	2001 £	2000 £
Deferred income	<u>78,402</u>	<u>-</u>

Included in creditors is deferred income of £123,134 (2000: £9,172) relating to capital grants received. In certain circumstances, these grants may become repayable, wholly or in part, to the Department of Trade and Industry. However, the directors are of the opinion that these circumstances are sufficiently remote that any amounts repayable will be less than the figures included in deferred income.

**9. ULTIMATE PARENT COMPANY**

In the opinion of the directors, Business Link Shropshire Limited is a wholly owned subsidiary of Shropshire Chamber of Commerce, Training and Enterprise Limited, its ultimate holding company. During the year the company received funding from Shropshire Chamber of Commerce, Training and Enterprise Limited amounting to £1,382,430 (2000: £1,267,685). In addition, Shropshire Chamber of Commerce, Training and Enterprise Limited made charges for property services and recovered disbursed payroll costs incurred on behalf of Business Link Shropshire Limited amounting to £462,597 (2000: £598,255).

**Business Link Shropshire Limited  
(Company Limited by Guarantee)**

**Notes to the Financial Statements  
for the Year Ended 31st March 2001**

**10. RECONCILIATION OF MOVEMENTS IN RESERVES**

	2001 £	2000 £
Profit/(Loss) for the financial year	<u>137,727</u>	<u>(369)</u>
<b>Net addition/(reduction) to reserves</b>	<b>137,727</b>	<b>(369)</b>
Opening reserves	<u>435,272</u>	<u>435,641</u>
<b>Closing reserves</b>	<b><u>572,999</u></b>	<b><u>435,272</u></b>

**11. CAPITAL**

The Company is limited by guarantee and has no share capital.

Under the terms of the Memorandum of Association the liability of each member is limited to £1 in the event of the winding up of the company.

**12. CAPITAL COMMITMENTS**

	2001 £	2000 £
Contracted but not provided for in the financial statements	<u>-</u>	<u>-</u>

**13. DEFINED CONTRIBUTION PENSION SCHEME**

The company is a member of Shropshire Chamber of Commerce, Training and Enterprise Group Personal Pension Plan, which is a defined contribution scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £21,341 (2000: £29,314).

Other than provided for in the accounts the company has no outstanding commitments in respect of its contributions to direct employee personal pension plans.