

**BUSINESS LINK SHROPSHIRE LIMITED  
(COMPANY LIMITED BY GUARANTEE)  
STATEMENT OF ACCOUNTS  
YEAR ENDED 31 MARCH 1999**

Registered in England and Wales  
Company No. 2889740



**BUSINESS LINK SHROPSHIRE LIMITED  
(COMPANY LIMITED BY GUARANTEE)**

**STATEMENT OF ACCOUNTS  
YEAR ENDED 31 MARCH 1999**

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**BUSINESS LINK SHROPSHIRE LIMITED  
(COMPANY LIMITED BY GUARANTEE)**

**DIRECTORS' REPORT**

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

**PRINCIPAL ACTIVITIES**

The principal activity of the company is the provision of business support services to local companies.

**BUSINESS REVIEW**

The results for the period are set out in detail in the profit and loss account on page 4.

The profit for the year of £61,627 has been transferred to reserves.

**FIXED ASSETS**

Changes in fixed assets are shown in note 4.

**DIRECTORS**

The directors of the company who except where indicated served throughout the period were as follows:

John Ainley (resigned 16 December 1998)	Mike Lowe
Dr Roger Hargreaves	Charles Smith (resigned 2 July 1999)
Mark Pearce (resigned 16 December 1998)	Howard Fargher
Richard Phillips	John Clayton
Louise Lomax (appointed 2 July 1999)	Angie Robinson (appointed 18 February 1999)
Roger Evans (appointed 24 September 1998/ resigned 12 August 1999)	John Roberts (appointed 12 August 1999)

**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.

**STATEMENT OF DIRECTORS' RESPONSIBILITIES**

Company law requires the directors to prepare financial statements for each financial period 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
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business (if no separate statement of going concern is made by the directors).

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 of fraud and other irregularities.

**BUSINESS LINK SHROPSHIRE LIMITED  
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**DIRECTORS' REPORT** (continued)

**YEAR 2000 ISSUE**

The company is continuing to review the risks associated with the Year 2000 problem both with regard to internal use of computer systems and embedded chips and in connection with relationships with third parties. The directors are satisfied that the company's action plan is robust and will be implemented in sufficient time to ensure that the company's operations will, as far as possible, not be adversely affected. The Year 2000 project group is chaired by the Company Secretary.

**AUDITORS**

A resolution to re-appoint Moore Stephens as auditors will be proposed at the forthcoming Annual General Meeting.

**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.

Approved by the Board of Directors  
and signed on behalf of the Board



J. Blatherwick  
Secretary

18 November 1999

Trevithick House  
Stafford Park 4  
Telford  
TF3 3BA

**BUSINESS LINK SHROPSHIRE LIMITED  
(COMPANY LIMITED BY GUARANTEE)**

**AUDITORS' REPORT TO THE MEMBERS  
OF BUSINESS LINK SHROPSHIRE LIMITED**

We have audited the financial statements on pages 4 to 9 which have been prepared under the historical cost convention and the accounting policies set out on page 6.

**Respective responsibilities of directors and auditors**

As described on page 1 the company's directors are 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 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 affairs of the company at 31 March 1999 and of the result for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

18 November 1999

*Moore Stephens*

Moore Stephens  
Registered Auditors  
Chartered Accountants  
Pride Hill House  
23 St. Mary's Street  
Shrewsbury  
Shropshire  
SY1 1ED

**BUSINESS LINK SHROPSHIRE LIMITED  
(COMPANY LIMITED BY GUARANTEE)**

**PROFIT AND LOSS ACCOUNT  
YEAR ENDED 31 MARCH 1999**

	Notes	Year ended 31 March 1999 £	Year ended 31 March 1998 £
<b>INCOME</b>	1	1,970,923	1,732,105
Direct expenditure		<u>(1,417,249)</u>	<u>(913,515)</u>
<b>GROSS PROFIT</b>		553,674	818,590
Administrative expenses		<u>(649,855)</u>	<u>(787,153)</u>
Other operating income		<u>151,223</u>	<u>192,850</u>
<b>OPERATING PROFIT</b>		55,042	224,287
Interest receivable		<u>23,245</u>	<u>15,849</u>
<b>PROFIT BEFORE TAXATION</b>		78,287	240,136
Taxation	3	<u>(16,660)</u>	<u>(50,003)</u>
<b>PROFIT FOR THE YEAR TRANSFERRED TO RESERVES</b>	9	<u>61,627</u>	<u>190,133</u>

None of the company's activities were acquired or discontinued during the above two financial years.

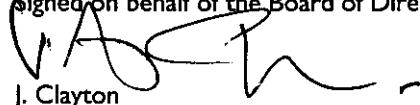
There are no recognised gains and losses in 1999 or 1998 other than the profit for the year.

**BUSINESS LINK SHROPSHIRE LIMITED  
(COMPANY LIMITED BY GUARANTEE)**

**BALANCE SHEET - 31 MARCH 1999**

	Notes	£	1999 £	£	1998 £
<b>FIXED ASSETS</b>					
Tangible assets	5		91,234		133,823
<b>CURRENT ASSETS</b>					
Debtors	6	382,740		425,901	
Cash at bank and in hand		<u>517,272</u>		<u>476,425</u>	
		<u>900,012</u>		<u>902,326</u>	
<b>CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>	7	<u>495,605</u>		<u>546,144</u>	
<b>NET CURRENT ASSETS</b>			<u>404,407</u>		<u>356,182</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			495,641		490,005
<b>CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR</b>	8		<u>(60,000)</u>		<u>(115,991)</u>
			<u>435,641</u>		<u>374,014</u>
<b>CAPITAL AND RESERVES</b>					
Profit and Loss Account	9		<u>435,641</u>		<u>374,014</u>

Signed on behalf of the Board of Directors

  
J. Clayton

18 November 1999

**BUSINESS LINK SHROPSHIRE LIMITED  
(COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE ACCOUNTS  
YEAR ENDED 31 MARCH 1999**

**1. ACCOUNTING POLICIES**

The financial statements have been prepared in accordance with applicable accounting standards.

The particular accounting policies adopted are described below.

**(a) Accounting convention**

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

**(b) Income**

Income represents net invoiced sales of goods and services, excluding VAT.

**(c) Tangible fixed assets**

Depreciation is calculated to write off the cost of assets, using the straight line basis, over their estimated useful lives at the following rates:

Fixtures and fittings	20% per annum
Leasehold Improvements	20% per annum
Office Equipment	20% per annum
Computer Equipment	33.3% per annum

**(d) Operating Leases**

Leasing costs are expensed as incurred.

**(e) 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.

**(f) Pensions**

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

**2. OPERATING PROFIT**

	Year ended 31 March 1999 £	Year ended 31 March 1998 £
The operating profit is stated after charging:		
Directors remuneration	-	-
Staff costs	569,942	462,694
Auditors remuneration	2,500	1,500
Depreciation	65,616	44,448
Rentals under operating leases	<u>67,770</u>	<u>68,331</u>
and after crediting:		
Amortisation	<u>48,708</u>	<u>32,808</u>



**BUSINESS LINK SHROPSHIRE LIMITED  
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**NOTES TO THE ACCOUNTS  
YEAR ENDED 31 MARCH 1999**

	Year ended 31 March 1999 £	Year ended 31 March 1998 £			
<b>3. TAXATION</b>					
Taxation for the year:					
UK Corporation tax at 21% (1998-21%)	<u>16,660</u>	<u>50,003</u>			
<b>4. INFORMATION REGARDING DIRECTORS AND EMPLOYEES</b>					
	1999 £	1998 £			
Directors emoluments	=	=			
	1999 No.	1998 No.			
Average number of persons employed by the company during the year was:	<u>34</u>	<u>29</u>			
	1999 £	1998 £			
Employee costs during the year:					
Salaries	489,266	401,105			
Social security costs	46,366	36,374			
Other pension costs	<u>34,310</u>	<u>25,215</u>			
	<u>569,942</u>	<u>462,694</u>			
<b>5. TANGIBLE FIXED ASSETS</b>					
	Total £	Office Equipment £	Computer Equipment £	Fixtures and fittings £	Leasehold Improvements £
Cost					
At 1 April 1998	409,449	31,798	302,489	33,964	41,198
Additions	<u>23,027</u>	<u>111</u>	<u>22,596</u>	<u>320</u>	-
At 31 March 1999	<u>432,476</u>	<u>31,909</u>	<u>325,085</u>	<u>34,284</u>	<u>41,198</u>
Depreciation					
At 1 April 1998	275,626	14,570	212,934	15,305	32,817
Charge for the year	<u>65,616</u>	<u>6,360</u>	<u>44,220</u>	<u>6,792</u>	<u>8,244</u>
At 31 March 1999	<u>341,242</u>	<u>20,930</u>	<u>257,154</u>	<u>22,097</u>	<u>41,061</u>
Net book value					
At 31 March 1999	<u>91,234</u>	<u>10,979</u>	<u>67,931</u>	<u>12,187</u>	<u>137</u>
At 31 March 1998	<u>133,823</u>	<u>17,228</u>	<u>89,555</u>	<u>18,659</u>	<u>8,381</u>

**BUSINESS LINK SHROPSHIRE LIMITED  
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**NOTES TO THE ACCOUNTS  
YEAR ENDED 31 MARCH 1999**

**6. DEBTORS**

	1999 £	1998 £
Due within one year:		
Amount due from parent company	179,107	253,294
Trade debtors	177,260	149,205
Accrued income	12,530	17,574
Prepayments	<u>13,843</u>	<u>5,828</u>
	<u>382,740</u>	<u>425,901</u>

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

Trade creditors	145,996	250,177
Other creditors	21,214	19,333
Corporation tax	16,660	50,003
Other taxation	38,990	10,023
Accruals	61,758	122,761
Deferred income	<u>210,987</u>	<u>93,847</u>
	<u>495,605</u>	<u>546,144</u>

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

Other creditors	60,000	60,000
Deferred income	<u>-</u>	<u>55,991</u>
	<u>60,000</u>	<u>115,991</u>

Included in creditors is deferred income of £57,880 (1998: £104,838) relating to capital grants received. The gross amount of grants received to 31 March 1999 was £342,956 (1998: £342,956). 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. PROFIT AND LOSS ACCOUNT**

	£
Balance at 1 April 1998	374,014
Profit for the year	<u>61,627</u>
Balance at 31 March 1999	<u>435,641</u>

**10. 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.

**BUSINESS LINK SHROPSHIRE LIMITED  
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**NOTES TO THE ACCOUNTS  
YEAR ENDED 31 MARCH 1999**

**11. CONTINGENT LIABILITIES**

There were no contingent liabilities at the balance sheet date.

**12. FINANCIAL COMMITMENTS**

**Operating lease commitments**

All commitments under operating leases are fully provided in these accounts.

**Capital commitments**

At 31 March 1999 there were no capital commitments.

**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 £34,310 (1998: £25,215).

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

**14. ULTIMATE HOLDING 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 £1,575,661 (1998: £1,450,805). 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 £646,376 (1998: £591,730).