

**THE BRITISH ASSOCIATION  
OF REMOVERS LIMITED  
(LIMITED BY GUARANTEE)**

**REPORT AND ACCOUNTS**

**31 DECEMBER 1999**

**REGISTERED NUMBER: 0133531**



HLB Kidsons  
Chartered Accountants  
Spectrum House  
20-26 Cursitor Street  
London EC4A 1HY

**THE BRITISH ASSOCIATION OF REMOVERS LIMITED**  
**(LIMITED BY GUARANTEE)**

**31 December 1999**

<b>Principal Officers :</b>	G.A. Sweeney	President
	S. Sheldon	Immediate Past President
	J.R. Luxford	Vice President
	R. Aiken	Vice President
	M.C. Godfrey	Honorary Treasurer
	R.D. Syers	General Secretary

**REPORT OF THE BOARD OF MANAGEMENT**

**To be submitted to the members at the Annual General Meeting** to be held at the DeVere Grand, Brighton on Saturday 3 June 2000.

The Board submit their report and accounts for the year ended 31 December 1999.

**Principal activities**

The principal activity continues to be the provision of an Association for the removal and storage industry.

A new subsidiary, Quality Service Standards Limited, has been established during the year in order to provide quality assessment services to assist members to become accredited under the European Union BSEN 12522.

**Results**

The profit for the year after taxation of the company amounted to £18,201 (1998: profit £165,525). The results after taxation of the company's subsidiaries British Association of Removers (Services) Limited, British Association of Removers (Training Services) Limited and Quality Services Standards Limited were a profit of £3,469 (1998: profit £9,610), a profit of £2,401 (1998: profit £19,146) and a profit of £4,193 respectively. The consolidated profit for the year after taxation is therefore £28,264 (1998: £190,281).

**Board of Management**

The members who have served during the year were as follows:-

**Officers**

P. Pertoldi  
S.A. Sheldon  
M.C. Godfrey  
G.A. Sweeney  
J.R. Luxford  
R. Aiken (appointed 22 May 1999)

**Nominated by the Overseas Group**

J Payne (appointed 22nd May 1999)  
M.I. Shanks (resigned 22nd May 1999)

**Nominated by the Commercial Moving Group**

A. Neave (appointed 22nd May 1999)  
D. Bunting (resigned 22nd May 1999)

**Nominated by the European Group**

A. Shotbolt (appointed 22nd May 1999)

**Nominated by The Movers Institute**

R. Bartup

**THE BRITISH ASSOCIATION OF REMOVERS LIMITED**  
**(LIMITED BY GUARANTEE)**

31 December 1999

**REPORT OF THE BOARD OF MANAGEMENT**  
(continued)

**Board of Management** (continued)

Nominated by the Board

D. Payne	-	Chairman Membership Committee (resigned 22nd May 1999)
E.J. Bourne	-	Chairman Publicity & Publications Committee
A.L. Richman F.W.R.I.	-	Chairman of the External Affairs Committee
B.L. Charles	-	Chairman British Association of Removers (Training Services) Limited
P. R. Barrett	-	Chairman British Association of Removers (Services) Limited

**Statement of directors' responsibilities**

The directors are required under company law to prepare accounts for each financial year which give a true and fair view of the state of affairs of the company and of the group, and of the profit or loss of the group for that period.

In preparing these accounts the directors are required to:

- select suitable accounting policies and apply them consistently;
- make reasonable and prudent judgements and estimates;
- state whether applicable accounting standards have been followed, and give details of any departures;
- prepare the accounts on a going concern basis unless in our view the company will be unable to continue in business.

The directors confirm that the accounts comply with the above requirements.

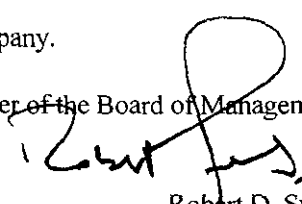
The directors are also responsible for:

- keeping proper accounting records;
- safeguarding the group's assets;
- taking reasonable steps for the prevention and detection of fraud.

**Auditors**

HLB Kidsons have agreed to offer themselves for reappointment as auditors of the company.

By order of the Board of Management

  
Robert D. Syers  
Secretary

3 Churchill Court  
58 Station Road  
North Harrow  
Middlesex HA2 7SA

3 May 2000

**THE BRITISH ASSOCIATION OF REMOVERS LIMITED**  
**(LIMITED BY GUARANTEE)**

**AUDITORS' REPORT**

**Auditors' report to the members of The British Association of Removers Limited**

We have audited the accounts on pages 4 to 14 which have been prepared under the accounting policies set out on page 8.

**Respective responsibilities of directors and auditors**

As described on page 2 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.

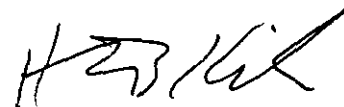
**Basis of opinion**

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 accounts give a true and fair view of the state of affairs of the company and of the group at 31 December 1999 and of the profit of the group for the year then ended and have been properly prepared in accordance with the Companies Act 1985.



HLB Kidsons

Registered Auditors

Chartered Accountants

Spectrum House  
20-26 Cursitor Street  
London EC4A 1HY

3 May 2000

**THE BRITISH ASSOCIATION OF REMOVERS LIMITED**  
(LIMITED BY GUARANTEE)

**AND SUBSIDIARY COMPANIES**

**CONSOLIDATED PROFIT AND LOSS ACCOUNT**

for the year ended 31 December 1999

	Note	1999 £	1998 £
<b>Turnover</b>	2	4,808,026	4,317,976
Cost of sales		<u>(3,719,462)</u>	<u>(3,346,758)</u>
<b>Gross profit</b>		1,088,564	971,218
Other income		-	148,533
Distribution costs		(79,915)	(78,728)
Administration expenses		<u>(1,002,169)</u>	<u>(874,419)</u>
<b>Operating profit</b>	3	6,480	166,604
Interest receivable	5	30,805	36,543
Interest payable	6	<u>(37)</u>	<u>(8)</u>
<b>Profit on ordinary activities before taxation</b>		37,248	203,139
Taxation	7	<u>(8,984)</u>	<u>(12,858)</u>
<b>Profit on ordinary activities after taxation</b>		28,264	190,281
<b>Reserves brought forward</b>		<u>991,097</u>	<u>800,816</u>
<b>Reserves carried forward</b>		<u><u>1,019,361</u></u>	<u><u>991,097</u></u>
<b>The retained reserves are dealt with as follows-</b>			
Accumulated Fund of the company		821,533	803,332
Undistributed post acquisition profits retained by subsidiary and associated undertakings		<u>197,828</u>	<u>187,765</u>
		<u><u>1,019,361</u></u>	<u><u>991,097</u></u>

A separate statement of recognised gains and losses has not been prepared as the group has no recognised gains and losses other than profit for the year.

All activities are classed as continuing. There were no acquisitions during the year.

**THE BRITISH ASSOCIATION OF REMOVERS LIMITED**  
(LIMITED BY GUARANTEE)

**AND SUBSIDIARY COMPANIES**

**CONSOLIDATED BALANCE SHEET**

at 31 December 1999

	Note	1999	1998
		£	£
<b>Fixed assets</b>			
Tangible assets	8	455,110	469,115
Investments	9	<u>6,127</u>	<u>6,127</u>
		461,237	475,242
<b>Current assets</b>			
Stocks	11	47,358	47,646
Debtors	12	875,834	770,693
Cash at bank and in hand		<u>733,731</u>	<u>688,670</u>
		1,656,923	1,507,009
<b>Creditors: amounts falling due within one year</b>	13	<u>(1,067,652)</u>	<u>(960,007)</u>
<b>Net current assets</b>		<u>589,271</u>	<u>547,002</u>
<b>Total assets less current liabilities</b>		<u>1,050,508</u>	<u>1,022,244</u>
<b>Capital and reserves</b>			
Revaluation reserve arising on acquisition of subsidiary undertaking	10	31,147	31,147
Accumulated fund of the company		821,533	803,332
Undistributed post acquisition profits retained by subsidiary and associated undertakings		<u>197,828</u>	<u>187,765</u>
		<u>1,050,508</u>	<u>1,022,244</u>

The accounts on pages 4 to 14 were approved by the Board of Management on 3 May 2000.

G. A. Sweeney -

President



**THE BRITISH ASSOCIATION OF REMOVERS LIMITED**  
(LIMITED BY GUARANTEE)

**BALANCE SHEET**

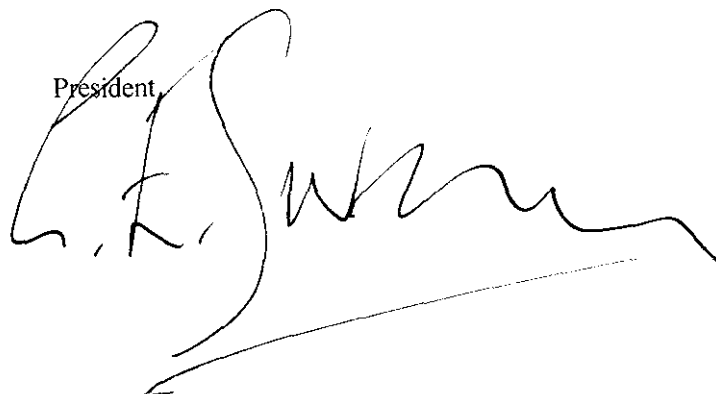
at 31 December 1999

	Note	£	1999	£	£	1998	£
<b>Fixed assets</b>							
Tangible assets	8		442,649			452,792	
Investments	9		<u>3,791</u>			<u>3,791</u>	
			446,440			456,583	
Investment in subsidiary undertakings	10		<u>31,151</u>			<u>31,149</u>	
			477,591			487,732	
<b>Current assets</b>							
Debtors	12	147,929			149,320		
Cash at bank and in hand		<u>423,899</u>			<u>485,477</u>		
		571,828			634,797		
<b>Creditors:</b> amounts falling due within one year	13	<u>(196,739)</u>			<u>(288,050)</u>		
<b>Net current assets</b>			<u>375,089</u>			<u>346,747</u>	
<b>Total assets less current liabilities</b>			<u>852,680</u>			<u>834,479</u>	
<b>Capital and reserves</b>							
Accumulated fund							
- Revaluation reserve	10		31,147			31,147	
- The company			<u>821,533</u>			<u>803,332</u>	
			<u>852,680</u>			<u>834,479</u>	

The accounts on pages 4 to 14 were approved by the Board of Management on 3 May 2000.

G. A. Sweeney -

President



**THE BRITISH ASSOCIATION OF REMOVERS LIMITED**  
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**AND SUBSIDIARY COMPANIES**

**CONSOLIDATED CASH FLOW STATEMENT**

for the year ended 31 December 1999

	Note	1999	1998
		£	£
<b>Net cash inflow from operating activities</b>	17a	47,635	221,415
<b>Returns on investment and servicing of finance</b>			
Interest received		30,805	36,543
Interest paid		<u>(37)</u>	<u>(8)</u>
		30,768	36,535
<b>Taxation</b>			
Corporation tax paid		(12,384)	(15,744)
<b>Capital expenditure</b>			
Payments to acquire tangible fixed assets		(20,992)	(37,174)
Receipt from disposal of fixed assets		34	-
Receipt from maturity of investments		<u>-</u>	<u>176,097</u>
<b>Net cash inflow/(outflow) from investing activities</b>		<u>(20,958)</u>	<u>138,923</u>
<b>Increase in cash</b>	17b	<u>45,061</u>	<u>381,129</u>

Explanatory notes to the consolidated cash flow statement are given in note 17 to the accounts.



**THE BRITISH ASSOCIATION OF REMOVERS LIMITED**  
**(LIMITED BY GUARANTEE)**

**NOTES ON ACCOUNTS**

**31 December 1999**

**1 Accounting policies**

**Basis of accounting**

The accounts have been prepared in accordance with applicable accounting standards and under the historical cost accounting rules.

**Turnover**

Turnover represents subscriptions receivable during the year, the invoiced value excluding value added tax of goods sold and income derived from other activities.

**Stocks**

Stocks of goods for resale, are valued at the lower of cost and net realisable value.

**Depreciation**

Depreciation of fixed assets is charged to write off their cost over the expected useful lives which are as follows:

Freehold property	50 years
Furniture, fixtures and fittings	6 - 7 years
Office and computer equipment	3 years

**Government grants**

Government grants receivable are recognised in the profit and loss account so as to match them with the expenditure to which they relate.

**Deferred taxation**

Deferred taxation is provided on the liability method in respect of all timing differences to the extent that the Board of Management consider that tax liabilities are likely to crystallise in the foreseeable future.

**Subsidiary undertakings**

The consolidated accounts include the results of the Association and of its subsidiary undertakings, British Association of Removers (Services) Limited, British Association of Removers (Training Services) Limited and Quality Service Standards Limited, which provide bulk buying services for members of the Association, training services, and quality assessment services respectively.

**Associated undertaking**

The group's associated undertaking, Fedepack (see note 9d), is required by its articles to distribute all of its profit or loss for each year. The group's share of this profit or loss is not material and is accounted for in the profit and loss account of the relevant subsidiary undertaking.

**Consolidation**

The company has taken advantage of Section 230 of the Companies Act 1985 and has not published its separate profit and loss account. Profits dealt with in the accounts of the company were £18,201 (1998: £161,525).

**Leases**

Rentals paid under operating leases are charged to expenditure as incurred.

**Pension scheme**

Contributions are paid under a company pension plan and to individual personal pension plans of the employees under a defined benefits basis. The assets of the plans are held independently of the assets of the group

**THE BRITISH ASSOCIATION OF REMOVERS LIMITED**  
(LIMITED BY GUARANTEE)

**NOTES ON ACCOUNTS**

31 December 1999  
(continued)

**2 Turnover and segmental analysis**

Turnover represents the amount derived from the provision of goods and services which fall within the group's ordinary activities, stated net of value added tax.

The analysis of turnover and gross profit is as follows:

	Turnover	Cost of Sales	Gross profit 1999	Turnover 1998	Gross profit 1998
	£	£	£	£	£
Subscriptions	465,434	-	465,434	446,401	446,401
Bulk buying sales	3,729,656	3,303,898	425,758	3,236,521	353,776
Training courses	83,768	40,682	43,086	137,867	69,329
Journal	220,288	170,825	49,463	214,377	61,215
Stationery and publications	20,942	20,093	849	22,374	8,551
Conferences	177,817	152,253	25,564	143,310	9,469
Institute training	7,437	4,165	3,272	5,670	279
DTI sector challenge )	28,567	27,546	1,021	( 54,570	(32,791)
DTI sector challenge video )				( 23,379	23,379
Commission and other activities	49,617	-	49,617	31,824	30,527
Accreditation scheme	-	-	-	1,683	1,083
Quality assessment services	24,500	-	24,500	-	-
	<u>4,808,026</u>	<u>3,719,462</u>	<u>1,088,564</u>	<u>4,317,976</u>	<u>971,218</u>

**3 Operating profit**

**1999**  
**£**                      **1998**  
**£**

Operating profit is stated after charging or crediting:

Income from maturity of endowment policy	-	(148,533)
Government grants	(29,811)	(54,570)
Depreciation	34,997	30,564
Equipment and vehicle hire	15,706	12,879
Audit fees - Audit	8,500	7,675
- Other services	<u>3,165</u>	<u>3,440</u>

**4 Staff**

**1999**  
**£**                      **1998**  
**£**

Staff costs:

- Wages and salaries	254,083	239,056
- Social security costs	24,558	22,932
- Pension costs	<u>11,094</u>	<u>10,023</u>
	<u>289,735</u>	<u>272,011</u>

No emoluments have been paid during the year to the directors of the company.

Honoraria totalling £10,227 (1998: £10,088) have been paid to officers of the Association to cover travel costs.

Staff numbers:

**Number**                      **Number**

The average number of persons employed by the group during the Year including executive directors was as follows:

- Administrative staff	<u>12</u>	<u>11</u>
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**THE BRITISH ASSOCIATION OF REMOVERS LIMITED**  
(LIMITED BY GUARANTEE)

**NOTES ON ACCOUNTS**

**31 December 1999**  
(continued)

5	<b>Interest receivable</b>	<b>1999</b> £	<b>1998</b> £
	Bank interest receivable	<u>30,805</u>	<u>36,543</u>
6	<b>Interest payable</b>		
	Bank interest payable	<u>37</u>	<u>8</u>
7	<b>Taxation</b>		
	United Kingdom corporation tax on profit on ordinary activities at 20% (1998 - 21%)	10,800	14,200
	Overprovision in previous years	<u>(1,816)</u>	<u>(1,342)</u>
		<u>8,984</u>	<u>12,858</u>

No tax was payable in the previous year on the maturity of the endowment policy encashed in 1998.

8	<b>Tangible assets</b>	<b>Freehold Property</b>	<b>Fixtures, fittings and equipment</b>	<b>Total</b>
	<b>The Group</b>	£	£	£
	<b>Cost</b>			
	1 January 1999	517,895	111,410	629,305
	Additions	-	20,992	20,992
	Disposals	<u>-</u>	<u>(1,313)</u>	<u>(1,313)</u>
	31 December 1999	<u>517,895</u>	<u>131,089</u>	<u>648,984</u>
	<b>Accumulated depreciation</b>			
	1 January 1999	103,579	56,611	160,190
	Charge for the year	10,358	24,639	34,997
	Disposals	<u>-</u>	<u>(1,313)</u>	<u>(1,313)</u>
	31 December 1999	<u>113,937</u>	<u>79,937</u>	<u>193,874</u>
	<b>Net book value</b>			
	31 December 1999	<u>403,958</u>	<u>51,152</u>	<u>455,110</u>
	31 December 1998	<u>414,316</u>	<u>54,799</u>	<u>469,115</u>

The group has commitments to purchase fixed assets of £15,000 at 31 December 1999.

**THE BRITISH ASSOCIATION OF REMOVERS LIMITED**  
(LIMITED BY GUARANTEE)

**NOTES ON ACCOUNTS**

**31 December 1999**  
(continued)

8	Tangible assets (continued)	Freehold Property £	Fixtures, fittings and equipment £	Total £
	<b>The Company</b>			
	<b>Cost</b>			
	1 January 1999	517,895	82,361	600,256
	Additions	<u>-</u>	<u>16,451</u>	<u>16,451</u>
	31 December 1999	<u>517,895</u>	<u>98,812</u>	<u>616,707</u>
	<b>Accumulated depreciation</b>			
	1 January 1999	103,579	43,885	147,464
	Charge for the year	<u>10,358</u>	<u>16,236</u>	<u>26,594</u>
	31 December 1999	<u>113,937</u>	<u>60,121</u>	<u>174,058</u>
	<b>Net book value</b>			
	31 December 1999	<u>403,958</u>	<u>38,691</u>	<u>442,649</u>
	31 December 1998	<u>414,316</u>	<u>38,476</u>	<u>452,792</u>
9	<b>Investments</b>		<b>1999 £</b>	<b>1998 £</b>
	(a) Property reserve fund			
	Twenty five (1998: Twenty five) years' premiums paid on 25 year with-profits endowment policy of £25,000		-	27,564
	Less maturity during year		<u>-</u>	<u>(27,564)</u>
			-	-
	The policy matured on 10 April 1998.			
	(b) Investment in Optioncivil Limited (an unquoted company dealing with the management of Churchill Court)		1	1
	(c) Investment listed on The London Stock Exchange (market value at 31 December 1999 - £35,783) (1998 - £34,197)		<u>3,790</u>	<u>3,790</u>
	Investments held by the company		3,791	3,791
	(d) Investment in Fedepack, an European Economic Interest Grouping, registered in France, the object of which is to negotiate, acquire and sell packaging, supplies and material. The shareholding comprises 100 ordinary share of 200 French francs each and represents an interest of 25%.			
	Cost of investment		<u>2,336</u>	<u>2,336</u>
	Investments held by the group		<u>6,127</u>	<u>6,127</u>

**THE BRITISH ASSOCIATION OF REMOVERS LIMITED**  
(LIMITED BY GUARANTEE)

**NOTES ON ACCOUNTS**

**31 December 1999**  
(continued)

10	<b>Investment in subsidiary undertakings</b>			<b>1999</b>	<b>1998</b>
				£	£
	At valuation (representing net assets at the time of acquisition)			<u>31,151</u>	<u>31,149</u>
	<p>British Association of Removers (Services) Limited is a wholly owned subsidiary company which is incorporated in Great Britain and which is engaged in bulk buying services for the members of British Association of Removers Limited. British Association of Removers (Training Services) Limited is a wholly owned subsidiary company incorporated in Great Britain and engaged in the provision of training services. The balance sheet incorporates a revaluation reserve of £31,147 arising on the acquisition of the former.</p> <p>Quality Service Standards Limited is a wholly owned subsidiary company which is engaged in providing quality assessment services. The company was formed during the year with an issued share capital of £2.</p>				
11	<b>Stocks</b>	<b>The Group</b>		<b>The Company</b>	
		<b>1999</b>	<b>1998</b>	<b>1999</b>	<b>1998</b>
		£	£	£	£
	Goods for resale	<u>47,358</u>	<u>47,646</u>	<u>-</u>	<u>-</u>
12	<b>Debtors</b>				
	Trade debtors	820,814	713,223	69,332	70,831
	Other debtors	28,720	12,539	6,150	4,759
	Prepayments and accrued income	26,300	44,931	23,359	41,660
	Amounts owed by group undertakings	<u>-</u>	<u>-</u>	<u>49,088</u>	<u>32,070</u>
		<u>875,834</u>	<u>770,693</u>	<u>147,929</u>	<u>149,320</u>
13	<b>Creditors: amounts falling due within one year</b>				
	Trade creditors	951,482	721,275	104,552	84,886
	Amounts owed to group undertakings	-	-	5,293	-
	Subscriptions received in advance	13,366	54,797	13,366	54,797
	Corporation tax	10,800	14,201	7,300	6,000
	Other taxes and social security	10,357	12,669	9,605	11,639
	Other creditors	86	15,355	86	15,355
	Accruals and deferred income	<u>81,561</u>	<u>141,710</u>	<u>56,537</u>	<u>115,373</u>
		<u>1,067,652</u>	<u>960,007</u>	<u>196,739</u>	<u>288,050</u>
14	<b>Reconciliation of funds</b>			<b>1999</b>	<b>1998</b>
				£	£
	Profit for the financial year			28,264	190,281
	Opening funds			<u>1,022,244</u>	<u>831,963</u>
	Closing funds			<u>1,050,508</u>	<u>1,022,244</u>

**THE BRITISH ASSOCIATION OF REMOVERS LIMITED**  
(LIMITED BY GUARANTEE)

**NOTES ON ACCOUNTS**

**31 December 1999**  
(continued)

**15 Financial commitments**

Financial commitments due under operating leases for the year ending 31 December 1999 are as follows:

Leases expiring:	Other equipment	
	1999	1998
	£	£
Within two to five years	5,991	5,447
Within one to two years	3,814	9,700
Within one year	<u>4,052</u>	<u>-</u>
	<u>13,857</u>	<u>15,147</u>

**16 Contingent liabilities**

- (a) No provision has been made in these accounts in relation to litigation commenced against the company during 1992 alleging damages and breach of contract. The company is contesting these proceedings and believes that the Defence and Counterclaim will be successful. Furthermore the company is advised that the amount claimed of £2.4 million can clearly be shown to be grossly exaggerated.
- (b) There is a potential contingent liability to repay Government grants received to date on the Sector Challenge: "Making Customer Care Happen" project, if certain conditions attached to the grant are not observed by the company. The potential liability at 31 December 1999 is approximately £98,000 (1998 - £68,000).

**17 Notes to the consolidated cash flow statement**

(a) Reconciliation of operating profit to net cash inflow from operating activities	1999	1998
	£	£
Operating profit	6,480	166,604
Depreciation	34,997	30,564
Loss/(profit) on sale of tangible fixed assets	(34)	-
Profit on maturity of fixed asset investment	-	(148,533)
Decrease/(increase) in debtors	(105,141)	13,259
Increase/(decrease) in creditors	111,045	158,067
Decrease in stock	<u>288</u>	<u>1,454</u>
<b>Net cash inflow from operating activities</b>	<u>47,635</u>	<u>221,415</u>

(b) Analysis of changes in net funds	At 1 January 1999	Cash flow	At 31 December 1999
	£	£	£
Cash at bank and in hand	<u>688,670</u>	<u>45,061</u>	<u>733,731</u>

**THE BRITISH ASSOCIATION OF REMOVERS LIMITED**  
**(LIMITED BY GUARANTEE)**

**NOTES ON ACCOUNTS**

**31 December 1999**  
*(continued)*

**18 Related parties**

In accordance with Financial Reporting Standard No.8, the company is not required to provide related party disclosures in its own financial statements on the grounds that its own financial statements are presented with the consolidated financial statements of the group. Transactions with subsidiary undertakings have been eliminated on consolidation in the group financial statements.

**Transactions with directors**

The names of the company's directors are set out in the directors' report. The directors are considered to be its key management for the purposes of Financial Reporting Standard No.8.

During the year group undertakings provided supplies in the normal course of business to companies in which certain directors have a controlling interest. No such transactions are considered to be material.