Company Number: 04422373

# Report of the Directors and

Financial Statements for the year ended 30th April 2005

for

INSOURCE HOLDING COMPANY LIMITED



# Contents of the Financial Statements for the year ended 30th April 2005

	Page
Company Information	1
Report of the Directors	2
Report of the Independent Auditors	4
Consolidated Profit and Loss Account	6
Consolidated Balance Sheet	7
Company Balance Sheet	8
Notes to the Financial Statements	9
Consolidated Trading and Profit and Loss Account	17

Company Information for the year ended 30th April 2005

**DIRECTORS:** 

S J Aitken Miss J Sawyer G V Bennett

**SECRETARY:** 

Miss J Sawyer

**REGISTERED OFFICE:** 

C/O 59 The Avenue

Southampton Hampshire SO17 1XS

**BUSINESS ADDRESS:** 

Insource House
4 Southern Court
South Street
Reading
Berkshire
RG1 4QS

**REGISTERED NUMBER:** 

04422373

**AUDITORS:** 

Hall & Co 59 The Avenue Southampton Hampshire SO17 1XS

# Report of the Directors for the year ended 30th April 2005

The directors present their report with the financial statements of the company and the group for the year ended 30th April 2005.

#### PRINCIPAL ACTIVITY

The principal activity of the group in the year under review was that of the provision of technical services to the IT industry.

#### DIRECTORS

The directors during the year under review were:

S J Aitken Miss J Sawyer G V Bennett

The beneficial interests of the directors holding office on 30th April 2005 in the issued share capital of the company were as follows:

Ordinary 0.01 shares	30.4.05	1.5.04
S J Aitken	1,512,276	1,512,276
Miss J Sawyer	1,469,856	1,469,856
G V Bennett	1,469,856	1,469,856

#### 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 the group and of the profit or loss of the group 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 the group 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 the group and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS

So far as the directors are aware, there is no relevant audit information (as defined by Section 234ZA of the Companies Act 1985) of which the group's auditors are unaware, and each director has taken all the steps that he or she ought to have taken as a director in order to make himself or herself aware of any relevant audit information and to establish that the group's auditors are aware of that information.

### **AUDITORS**

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

Report of the Directors for the year ended 30th April 2005

This report has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

ON BEHALF OF THE BOARD:

S J Aitken - Director

Date: 21 FB 06

# Report of the Independent Auditors to the Members of Insource Holding Company Limited

We have audited the financial statements of Insource Holding Company Limited for the year ended 30th April 2005 on pages six to sixteen. These financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002), under the historical cost convention (as modified by the revaluation of certain fixed assets) and the accounting policies set out therein.

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

## 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.

# Report of the Independent Auditors to the Members of Insource Holding Company Limited

## Opinion

In our opinion the financial statements give a true and fair view of the state of affairs of the company and the group as at 30th April 2005 and of the profit of the group for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

Hall & Co
59 The Avenue
Southampton
Hampshire
SO17 1XS

Date: 21st faloury 2006

# Consolidated Profit and Loss Account for the year ended 30th April 2005

		2005	2004
	Notes	£	£
TURNOVER		1,046,553	831,102
Cost of sales		216,058	49,447
GROSS PROFIT		830,495	781,655
Administrative expenses		644,219	800,122
		186,276	(18,467)
Other operating income		49,358	34,663
OPERATING PROFIT	2	235,634	16,196
Interest receivable and similar income		5,456	4,849
		241,090	21,045
Interest payable and similar charges		31,306	20,210
PROFIT ON ORDINARY ACTIVIT	TES		
BEFORE TAXATION		209,784	835
Tax on profit on ordinary activities	3	51,257	500
PROFIT FOR THE FINANCIAL Y	EAR	158,527	335
Dividends	5	279,500	48,000
DEFICIT FOR THE YEAR FOR THE GROUP		(120,973)	(47,665)

# Consolidated Balance Sheet 30th April 2005

		2005		200	4
	Notes	£	£	£	£
FIXED ASSETS					
Tangible assets	6		758,124		772,610
Investments	7				
			758,124		772,610
CURRENT ASSETS					
Debtors	8	364,184		403,959	
Cash at bank and in hand		274,574		374,752	
		638,758		778,711	
CREDITORS		•		•	
Amounts falling due within one year	9	485,818		498,185	
NET CURRENT ASSETS			152,940		280,526
TOTAL ASSETS LESS CURRENT			011.064		1.052.127
LIABILITIES			911,064		1,053,136
CREDITORS					
Amounts falling due after more than o	ne				
year	10		467,499		488,598
you	10		407,422		400,550
			443,565		564,538
			<del></del>		
			-		
CAPITAL AND RESERVES					
Called up share capital	13		445,199		445,199
Revaluation reserve	14		339,824		341,562
Other reserves	14		(451,599)		(451,599)
Profit and loss account	14		110,141		229,376
SHAREHOLDERS' FUNDS			443,565		564,538

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective June 2002).

ON BEHALF OF THE BOARD:

S J Aitken - Director

Approved by the Board on .

21" FEB 06

# Company Balance Sheet 30th April 2005

		2005	3	2004	
	Notes	£	£	£	£
FIXED ASSETS					
Tangible assets	6		-		-
Investments	7		216,339		216,339
			216,339		216,339
CURRENT ASSETS					
Debtors	8	228,860		228,860	
NET CURRENT ASSETS			228,860		228,860
TOTAL ASSETS LESS CURRENT LIABILITIES			445,199		445,199
CAPITAL AND RESERVES					
Called up share capital	13		445,199		445,199
Profit and loss account	14		<del></del>		=
SHAREHOLDERS' FUNDS			445,199		445,199

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective June 2002).

### ON BEHALF OF THE BOARD:

S J Aitken - Director

Approved by the Board on 21 ST FEB 06

# Notes to the Financial Statements for the year ended 30th April 2005

#### 1. ACCOUNTING POLICIES

#### Accounting convention

The financial statements have been prepared under the historical cost convention as modified by the revaluation of certain assets and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002).

#### Turnover

Turnover 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.

Land and buildings

- 2% on cost and

not provided

Plant and machinery etc

- 25% on cost

#### Deferred tax

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date.

### Foreign currencies

Assets and liabilities in foreign currencies are translated into sterling at the rates of exchange ruling at the balance sheet date. Transactions in foreign currencies are translated into sterling at the rate of exchange ruling at the date of transaction. Exchange differences are taken into account in arriving at the operating result.

#### **Pensions**

The group operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the group in an independently administered fund. Contributions payable for the year are charged in the profit and loss account.

#### 2. OPERATING PROFIT

The operating profit is stated after charging/(crediting):

	2005	2004
	£	£
Depreciation - owned assets	21,036	25,313
Profit on disposal of fixed assets	(1,880)	(7,500)
Auditors' remuneration	8,500	9,565
Foreign exchange differences	117	(3,730)
Pension costs	25,000	_
	<b>—</b>	
Directors' emoluments and other benefits etc	61,000	18,000

# Notes to the Financial Statements - continued for the year ended 30th April 2005

### 3. TAXATION

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

	2005 £	2004 £
Current tax: UK corporation tax	51,257	500
Tax on profit on ordinary activities	51,257	500

### 4. PROFIT OF PARENT COMPANY

As permitted by Section 230 of the Companies Act 1985, the profit and loss account of the parent company is not presented as part of these financial statements. The parent company's profit for the financial year was £279,500 (2004 - £48,000).

### 5. DIVIDENDS

	2005	2004
	£	£
Final	279,500	48,000

#### 6. TANGIBLE FIXED ASSETS

## Group

Totals £
15,094
6,549
38 <u>,295</u> )
83,348
42,483
21,036
38,295)
25,224
58,124
72,611
42 21 38 25

Plant and

Notes to the Financial Statements - continued for the year ended 30th April 2005

### 6. TANGIBLE FIXED ASSETS - continued

#### Group

Included in cost or valuation of land and buildings is freehold land of £195,000 (2004 - £195,000) which is not depreciated.

Cost or valuation at 30th April 2005 is represented by:

	Land and	Plant and machinery	
	buildings	etc	Totals
	£	£	£
Valuation in 2003	750,000	-	750,000
Cost	<del></del>	233,348	233,348
	750,000	233,348	983,348

If freehold land and buildings had not been revalued they would have been included at the following historical cost:

Cost	2005 £ 415,000	2004 £ 415,000
Aggregate depreciation		<u>8,800</u>
Value of land in freehold land and buildings	195,000	195,000

Freehold land and buildings were valued on an open market basis on 16th April 2003 by Fairweathers, Chartered Surveyors.

#### 7. FIXED ASSET INVESTMENTS

## Company

	Shares in group undertakings
COST At 1st May 2004 and 30th April 2005	216,339
NET BOOK VALUE At 30th April 2005	216,339
At 30th April 2004	216,339

# Notes to the Financial Statements - continued for the year ended 30th April 2005

#### 7. FIXED ASSET INVESTMENTS - continued

The group or the company's investments at the balance sheet date in the share capital of companies include the following:

#### **Subsidiaries**

#### Sabre Investments Limited

Nature of business: Property rental

Class of shares: holding Ordinary 100.00

#### Insource Limited

Nature of business: Support services

Class of shares: holding
Ordinary 100.00

The company owns 51% directly and 49% indirectly through its ownership of Sabre Investments Limited.

#### **Insource Select Limited**

Nature of business: Recruitment consultancy

Class of shares: holding
Ordinary 100.00

The company owns 100% indirectly through its ownership of Insource Limited.

### **Insource IT Consultancy Limited**

Nature of business: IT consultancy

Class of shares: holding
Ordinary 100.00

The company owns 100% indirectly through its ownership of Insource Limited.

# 8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	Group		Company	
	2005	2004	2005	2004
	£	£	£	£
Trade debtors	257,061	151,289	_	-
Amounts owed by group undertakings	-	-	228,760	228,760
Other debtors	107,123	252,670	100	100
	364,184	403,959	228,860	228,860

Notes to the Financial Statements - continued for the year ended 30th April 2005

## 9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	Group	
	2005	2004
	£	£
Bank loans and overdrafts	25,313	24,232
Trade creditors	73,670	62,512
Taxation and social security	106,687	69,913
Other creditors	280,148	341,528
	485,818	498,185

# 10. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	Gı	Group	
	2005	2004	
	£	£	
Bank loans	467,499	488,598	

Amounts falling due in more than five years:

	G	Group	
	2005	2004	
	£	£	
Repayable by instalments			
Bank loans	<u>351,881</u>	<u>377,919</u>	

### 11. OPERATING LEASE COMMITMENTS

The following operating lease payments are committed to be paid within one year:

	Group	
	2005	2004
	£	£
Expiring:		
In more than five years	50,000	50,000

Notes to the Financial Statements - continued for the year ended 30th April 2005

## 12. SECURED DEBTS

The following secured debts are included within creditors:

	Gr	Group	
	2005	2004	
	£	£	
Bank loans	<u>492,812</u>	512,830	

Bank overdrafts and loans are secured by fixed and floating charges over all the assets of the group and by cross guarantees by the subsidiary undertakings.

## 13. CALLED UP SHARE CAPITAL

Authorised: Number:	Class:	Nominal value:	2005 £	2004 £
50,000,000	Ordinary	0.01	500,000	500,000
Allotted, issu	ed and fully paid:			
Number:	Class:	Nominal value:	2005 £	2004 £
44,519,900	Ordinary	0.01	445,199	445,199

Notes to the Financial Statements - continued for the year ended 30th April 2005

### 14. RESERVES

Grou	D
O104	М

At 1st May 2004	Profit and loss account £ 229,376	Revaluation reserve £ 341,562	Other reserves £ (451,599)	Totals £ 119,339
Deficit for the year Transfer from revaluation reserve	(120,973) 	(1,738)		(120,973)
At 30th April 2005	110,141	339,824	(451,599)	(1,634)

### Company

	Profit and loss account
Retained profit for the year	<del></del>
At 30th April 2005	-

## 15. CONTINGENT LIABILITIES

There were no contingent liabilities in the company or the group at 30th April 2005 or at 30th April 2004.

### 16. CAPITAL COMMITMENTS

	2005 £	2004 £
Contracted but not provided for in the		
financial statements		<del></del>

## 17. TRANSACTIONS WITH DIRECTORS

The following loans to directors subsisted during the year ended 30th April 2005:

	£
S J Aitken	
Balance outstanding at start of year	15,869
Balance outstanding at end of year	-
Maximum balance outstanding during year	45,417

Notes to the Financial Statements - continued for the year ended 30th April 2005

## 17. TRANSACTIONS WITH DIRECTORS - continued

$\mathbf{G}$	V F	3enr	iett

Balance outstanding at start of year	16,487
Balance outstanding at end of year	-
Maximum balance outstanding during year	<u>45,416</u>

#### Miss J Sawver

Balance outstanding at start of year	15,451
Balance outstanding at end of year	, -
Maximum balance outstanding during year	45,416

### 18. ULTIMATE CONTROLLING PARTY

By virtue of their ownership of the entire share capital of Insource Holding Company Limited the directors S J Aitken, G V Bennett and J Sawyer ultimately control the company and the group.