

**BUSINESS IN FOCUS LIMITED**

**ABBREVIATED ACCOUNTS**

**FOR THE YEAR ENDING**

**31 MARCH 2003**



**CLAY SHAW THOMAS**  
Chartered Accountants & Registered Auditors  
Charter House  
46/48 Coity Road  
Bridgend  
CF31 1XX

# **BUSINESS IN FOCUS LIMITED**

## **ABBREVIATED ACCOUNTS**

**YEAR ENDED 31 MARCH 2003**

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<b>CONTENTS</b>	<b>PAGE</b>
Independent auditors' report to the company	1
Abbreviated balance sheet	2
Notes to the abbreviated accounts	3

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# BUSINESS IN FOCUS LIMITED

## INDEPENDENT AUDITORS' REPORT TO THE COMPANY

### PURSUANT TO SECTION 247B OF THE COMPANIES ACT 1985

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We have examined the abbreviated accounts which comprise the Balance Sheet and the related notes, together with the financial statements of the company for the year ended 31 March 2003 prepared under Section 226 of the Companies Act 1985.

This report is made solely to the company's members, as a body, in accordance with Section 247B 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 THE DIRECTORS AND THE AUDITORS

The directors are responsible for preparing the abbreviated accounts in accordance with section 246 of the Companies Act 1985. It is our responsibility to form an independent opinion as to whether the company is entitled to deliver abbreviated accounts prepared in accordance with sections 246(5) and (6) of the Act to the Registrar of Companies and whether the accounts to be delivered are properly prepared in accordance with those provisions and report our opinion to you.

#### BASIS OF OPINION


We have carried out the procedures we consider necessary to confirm, by reference to the financial statements, that the company is entitled to deliver abbreviated accounts and that the abbreviated accounts to be delivered are properly prepared. The scope of our work for the purpose of this report did not include examining or dealing with events after the date of our report on the financial statements.

#### OPINION

In our opinion the company is entitled to deliver abbreviated accounts prepared in accordance with sections 246(5) and (6) of the Act, and the abbreviated accounts on pages 2 to 6 are properly prepared in accordance with those provisions.

Charter House  
46/48 Coity Road  
Bridgend  
CF31 1XX

30/7/03.....

  
CLAY SHAW THOMAS  
Chartered Accountants  
& Registered Auditors

# BUSINESS IN FOCUS LIMITED

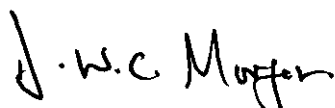
## ABBREVIATED BALANCE SHEET

AS AT 31 MARCH 2003

	Note	2003		2002	
		£	£	£	£
<b>FIXED ASSETS</b>	2				
Tangible assets			6,042,842		5,998,003
Investments			1		1
			<u>6,042,843</u>		<u>5,998,004</u>
<b>CURRENT ASSETS</b>					
Stocks		46,994		54,560	
Debtors		502,317		658,691	
Cash at bank and in hand		10,869		19,178	
		<u>560,180</u>		<u>732,429</u>	
<b>CREDITORS: Amounts falling due within one year</b>		<u>530,003</u>		<u>606,148</u>	
<b>NET CURRENT ASSETS</b>			<u>30,177</u>		<u>126,281</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>6,073,020</u>		<u>6,124,285</u>
<b>CREDITORS: Amounts falling due after more than one year</b>			1,650,404		1,679,432
<b>DEFERRED INCOME</b>	3		<u>2,326,275</u>		<u>2,417,762</u>
			<u>2,096,341</u>		<u>2,027,091</u>
<b>RESERVES</b>	5				
Revaluation reserve			1,355,424		1,355,424
Profit and loss account			740,917		671,667
<b>MEMBERS' FUNDS</b>			<u>2,096,341</u>		<u>2,027,091</u>

These abbreviated financial statements have been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985.

These abbreviated accounts were approved by the directors on the 29 July 2003 and are signed on their behalf by:

  
D W C MORGAN (CHAIRMAN)

The notes on pages 3 to 6 form part of these abbreviated accounts.

# BUSINESS IN FOCUS LIMITED

## NOTES TO THE ABBREVIATED ACCOUNTS

YEAR ENDED 31 MARCH 2003

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### 1. ACCOUNTING POLICIES

#### Basis of accounting

The abbreviated accounts have been prepared under the historical cost convention, modified to include the revaluation of certain fixed assets, and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002).

#### Consolidation

In the opinion of the directors, the company and its subsidiary undertakings comprise a small group. The company has therefore taken advantage of the exemption provided by Section 248 of the Companies Act 1985 not to prepare group accounts.

#### Turnover

The turnover shown in the profit and loss account represents amounts invoiced during the year, exclusive of Value Added Tax.

#### Fixed assets

All fixed assets are initially recorded at cost.

#### Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Plant & Machinery	-	33 1/3% per annum
Fixtures & Fittings	-	33 1/3% per annum
Motor Vehicles	-	25% per annum

#### Investment properties

In accordance with Statement of Standard Accounting Practice No.19, the company's properties are held for long-term investment and are valued annually by the Board and every five years valued externally by a professional valuer. The surplus on revaluation of such properties are transferred to the investment property revaluation reserve, and deficits are written off to the profit and loss account.

The policy represents a departure from statutory accounting principles, which require depreciation to be provided on all fixed assets. The directors consider this policy is necessary in order that the accounts may give a true and fair view because current values and changes in current values are of prime importance rather than the calculation of systematic annual depreciation. Depreciation is only one of the many factors reflected in the valuation and the amount which might otherwise have been shown cannot be separately identified or quantified.

# **BUSINESS IN FOCUS LIMITED**

## **NOTES TO THE ABBREVIATED ACCOUNTS**

**YEAR ENDED 31 MARCH 2003**

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### **1. ACCOUNTING POLICIES *(continued)***

#### **Work in progress and long term contracts**

Work in progress is valued on the basis of direct costs plus attributable overheads based on normal level of activity. Provision is made for any foreseeable losses where appropriate. No element of profit is included in the valuation of work in progress.

#### **Hire purchase agreements**

Assets held under hire purchase agreements are capitalised and disclosed under tangible fixed assets at their fair value. The capital element of the future payments is treated as a liability and the interest is charged to the profit and loss account on a straight line basis.

#### **Operating lease agreements**

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.

#### **Pension costs**

The company operates a defined contribution pension scheme for an employee. The contributions payable for the year are charged to the Profit and Loss Account.

#### **Deferred taxation**

Provision is made, under the liability method, to take account of timing differences between the treatment of certain items for accounts purposes and their treatment for tax purposes. Tax deferred or accelerated is accounted for in respect of all material timing differences to the extent that it is considered that a net liability will arise.

#### **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 the transaction. Exchange differences are taken into account in arriving at the operating profit.

#### **Capitalisation of interest**

Interest on capital borrowed directly attributable to finance the construction of properties is capitalised and included within the cost or valuation in the Balance Sheet. Interest is no longer capitalised when the properties are physically completed and available for rent.

# BUSINESS IN FOCUS LIMITED

## NOTES TO THE ABBREVIATED ACCOUNTS

### YEAR ENDED 31 MARCH 2003

#### 1. ACCOUNTING POLICIES *(continued)*

##### Deferred income

Government grants relating to capital expenditure are held as deferred income in the balance sheet and are released to the profit and loss account when the related assets are sold.

Government grants of a revenue nature are credited to the profit and loss account in the same period as the related expenditure

#### 2. FIXED ASSETS

	Tangible Assets £	Investments £	Total £
<b>COST OR VALUATION</b>			
At 1 April 2002	6,184,053	1	6,184,054
Additions	127,767	-	127,767
<b>At 31 March 2003</b>	<u><u>6,311,820</u></u>	<u><u>1</u></u>	<u><u>6,311,821</u></u>
<b>DEPRECIATION</b>			
At 1 April 2002	186,050	8	186,058
Charge for year	82,928	-	82,928
Written off in prior years written back	-	(8)	(8)
<b>At 31 March 2003</b>	<u><u>268,978</u></u>	<u><u>-</u></u>	<u><u>268,978</u></u>
<b>NET BOOK VALUE</b>			
<b>At 31 March 2003</b>	<u><u>6,042,842</u></u>	<u><u>1</u></u>	<u><u>6,042,843</u></u>
At 31 March 2002	<u><u>5,998,003</u></u>	<u><u>(7)</u></u>	<u><u>5,997,996</u></u>

The net book value of investments as at the year end is in respect of Cardiff and Vale Enterprise International Limited, where Business in Focus owns 100% of the voting rights of the company.

#### 3. DEFERRED INCOME

	2003 £	2002 £
Received and receivable	<u><u>2,326,275</u></u>	<u><u>2,417,762</u></u>

#### 4. RELATED PARTY TRANSACTIONS

Business in Focus Limited owns 100% of the voting rights of Cardiff & Vale Enterprise Limited. The company has taken advantage of the exemption stated in FRS8 which does not require the disclosure of transactions between group companies if at least 90% of the voting rights are controlled within the group.

# **BUSINESS IN FOCUS LIMITED**

## **NOTES TO THE ABBREVIATED ACCOUNTS**

**YEAR ENDED 31 MARCH 2003**

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### **5. COMPANY LIMITED BY GUARANTEE**

The company is limited by guarantee and therefore has no issued share capital.