REPORT AND ACCOUNTS

YEAR ENDED 31 AUGUST 1997



**DIRECTORS** 

D. MOVERLEY

K.C. NEWMAN

**SECRETARY** 

K.C. NEWMAN

REGISTERED OFFICE

"NEWLANDS"

**DEANS LANE** 

WALTON-ON-THE-HILL

**TADWORTH** 

**SURREY** 

**KT20 7UE** 

## REPORT AND ACCOUNTS 31 AUGUST 1997

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The Trading and Profit and Loss Account on Page 9 does not form part of the statutory accounts

### REPORT OF THE DIRECTORS

The Directors present their Report with the Accounts of the Company for the year ended 31 August 1997.

#### PRINCIPAL ACTIVITY

The principal activity of the Company in the year under review was that of building contracting.

#### DIRECTORS

The Directors in office in the year were as follows:-

D. MOVERLEY K.C. NEWMAN

The interests of the Directors in the ultimate Holding Company, Brookpass Limited, are disclosed in the Report of that Company.

### DIRECTORS' RESPONSIBILITIES FOR THE ACCOUNTS

Company Law requires the Directors 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 profit or loss of the Company for that year. In preparing the Company's accounts, the Directors consider that they have:

- a) selected suitable accounting policies and applied them consistently
- b) made judgements and estimates that are reasonable and prudent
- c) followed applicable accounting standards; and
- d) prepared the accounts on a going concern basis.

The Directors are responsible for ensuring that the Company keeps proper accounting records which disclose with reasonable accuracy at any time the financial position of the Company and enable them to ensure that the accounts comply with the Companies Act 1985. They are responsible for taking reasonable steps to safeguard the assets of the Company and to prevent and detect fraud and other irregularities.

In preparing the Directors' Report, the Directors have taken advantage of the exemptions conferred by Part II of Schedule 8 to the Companies Act 1985 on the basis that, in their opinion, the Company qualifies as a small company.

By Order of the Board

Secretary

22 May 1998

### AUDITOR'S REPORT

To the Members of Hawkins Construction (London) Limited.

I have audited the accounts on Pages 3 to 8 which have been prepared under the historical cost convention and the accounting policies set out on Page 5.

### RESPECTIVE RESPONSIBILITIES OF DIRECTORS AND AUDITORS

As described on Page 1 the Company's Directors are responsible for the preparation of the accounts. It is my responsibility to form an independent opinion, based on my audit, on those accounts and to report my opinion to you.

#### BASIS OF OPINION

I conducted my 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 accounts. It also includes an assessment of the significant estimates and judgements made by the Directors in the preparation of the accounts, and of whether the accounting policies are appropriate to the Company's circumstances, consistently applied and adequately disclosed

I planned and performed my audit so as to obtain all the information and explanations which I considered necessary in order to provide me with sufficient evidence to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or other irregularity or error. In forming my opinion I also evaluated the overall adequacy of the presentation of information in the accounts.

#### **OPINION**

In my opinion the accounts give a true and fair view of the state of the Company's affairs as at 31 August 1997 and of its profit for the year then ended and have been properly prepared in accordance with the provisions of the Companies Act 1985 applicable to small companies.

16 Chalfont Drive Hove East Sussex BN3 6QR

22 May 1998

GERALD F. CRONIN
M.A. F.C.A.
Chartered Accountant and
Registered Auditor

#### PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED

# 31 AUGUST 1997

|   | <u>NOTES</u> | 1997<br>£ | 1996<br>£ |
|---|--------------|-----------|-----------|
| TURNOVER                                      | 2            | 2411545   | 2074646   |
| Cost of Sales                                 |              | 2209890   | 1885984   |
| GROSS PROFIT                                  | •            | 201655    | 188662    |
| Administrative Expenses                       |              | 176822    | 172820    |
| OPERATING PROFIT                              | 3            | 24833     | 15842     |
| Interest Receivable                           |              | 20458     | 6035      |
|   |              | 45291     | 21877     |
| Interest Payable and similar charges          |              | 1111      | 2059      |
| PROFIT on ordinary activities before taxation |              | 44180     | 19818     |
| TAXATION                                      | 4            | 9256      | 3012      |
| PROFIT for the financial year                 |              | 34924     | 16806     |
| RETAINED PROFIT at 1 September 1996           |              | 77570     | 185764    |
|   |              | 112494    | 202570    |
| DIVIDEND                                      |              | -<br>-    | 125000    |
| RETAINED PROFIT at 31 August 1997             |              | 112494    | 77570     |

The notes on pages 5 to 8 form part of these accounts.

The Company had no recognised gains or losses other than the profit for the financial year shown above.

# BALANCE SHEET AS AT 31 AUGUST 1997

|  |              | <u> 1997</u> | <u>1996</u>   |
|--|--------------|--------------|---------------|
|  | <u>NOTES</u> | £            | £             |
| FIXED ASSETS                                   |              |              |               |
| Tangible Assets                                | 5            | 88676        | 75366         |
|  |              |              |               |
| CURRENT ASSETS                                 |              |              |               |
| Stocks and work in progress                    | 6.           | 127082       | 124737        |
| Debtors  | 7.           | 430696       | 569497        |
| Cash at bank and in hand                       | -            | 550000       | 100000        |
|  |              | 1107778      | 794234        |
| CREDITORS: Amounts falling due within one year | 8            | 1078960      | 787030        |
|  |              |              |               |
| NET CURRENT ASSETS                             |              | 28818        | 7204          |
| TOTAL ASSETS LESS CURRENT                      |              |              | •             |
| LIABILITIES                                    |              | 117494       | 82570         |
| CAPITAL AND RESERVES                           | ;            |              | . <del></del> |
| Called up share capital                        | . 9          | 5000         | 5000          |
| Profit and loss account                        | . •          | 112494       | 77570         |
|  |              | 117494       | 82570         |
|  |              |              | ·             |

In preparing these accounts the Directors have taken advantage of the exemptions conferred by Part I of Schedule 8 to the Companies Act 1985 on the basis that, in their opinion, the Company qualifies as a small company.

Approved by the Board:

D. MOVERLEY, DIRECTOR

K.C. NEWMAN, DIRECTOR

22 May 1998

The notes on pages 5 to 8 form part of these accounts.

#### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED

### 31 AUGUST 1997

#### ACCOUNTING POLICIES

- a) Basis of accounting
  The accounts have been prepared under the historical cost convention and in
  accordance with applicable UK accounting standards.
- b) Turnover Turnover represents net invoiced sale of contracting services excluding value added tax.
- c) Tangible fixed assets
  Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life on a straight line basis.

Furniture, Fittings & Equipment 10% Motor Vehicles 20%

- d) Stocks
  Stocks and work in progress are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items. Cost includes all direct expenditure and an appropriate proportion of fixed and variable overheads.
- e) Pensions
  The Company operates a defined benefit pension scheme, the contributions to which are charged to the Profit and Loss Account so as to spread the cost of pensions over the members' working lives using the attained age method. Contributions to the scheme are determined on the basis of professional actuarial advice in accordance with statutory requirements.

#### 2. TURNOVER

The turnover and the operating profit before taxation is attributable to the one principal activity of the Company, which arose entirely in the United Kingdom.

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED

#### 31 AUGUST 1997 (CONTINUED)

#### 3 OPERATING PROFIT

The operating profit is stated after charging:

|    |   | <u> 1997</u> | <u> 1996</u> |
|----|---|--------------|--------------|
|    |   | £            | £            |
| a) | Depreciation of tangible fixed assets             | 23529        | 19550        |
| Ψ) | Directors' emoluments                             | 106132       | 96612        |
|    | Auditor's remuneration                            | 1900         | 900          |
|    | (Profits) less Losses on disposal of fixed assets | (1313)       | 646          |
|    | ·   |              |              |

#### b) Pension Costs

The Company operates a defined benefit pension scheme based on final pensionable pay. The assets of the scheme are held separately from those of the Company, being invested in a with profit Deferred Annuity policy with an insurance company. Contributions to the scheme are charged to the profit and loss account so as to spread the cost of pensions over the members' working lives with the Company. The contributions are determined by a qualified actuary appointed by the insurance company on the basis of triennial valuations using the Attained Age method of valuation, which considers the liability for benefits relating to service before and after the valuation date separately.

The most recent valuation was as at 1 September 1996. The assumptions which have the most significant effect on the results of the valuation are those relating to the rate of return on investments and the rates of increase in salaries and pensions. It was assumed that, on an on-going basis, the investment returns would be 9% per annum and that future salary escalation would be at the rate of 8% per annum. Provision is made for present and future pensions for directors to increase at the rate of 3% per annum and the normal retirement age for all members is 60.

The pension charge for the period was £33257 (1996 - £30759). At the date of the latest actuarial valuation, the present value of the fund amounted to approximately £634,000, and the actuarial value represented approximately 107.6% of the liabilities for benefits that had accrued to members, allowing for expected future increases in salaries.

The contributions to the scheme for the current year by the Company and by the members were 23.5% and 6.5% respectively, the same as the previous year.

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED

## 31 AUGUST 1997 (CONTINUED)

### 4. TAXATION

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

|   | 1997<br>£   | 1996<br>£ |
|---|-------------|-----------|
| Corporation tax at 24% for the period 1 September 1996 to 31 March 1997 and 21% for the period 1 April to 31 August 1997 on the profit apportioned pro rata, (year to 31 August 1996 - 25% and 24%) | 9256        | 3012      |
|   | <del></del> | · .       |

#### 5. TANGIBLE FIXED ASSETS

|        |   | FURNITURE<br>FITTINGS &<br>EQUIPMENT  | MOTOR<br><u>VEHICLES</u>              | <u>TOTAL</u>                          |
|--------|---|---------------------------------------|---------------------------------------|---------------------------------------|
| Cost   | ,•  | £                                     | £                                     | £                                     |
| Cost   | At 1 September 1996<br>Additions<br>Disposals         | 31461<br>1029<br>-                    | 144000<br>47947<br>(19437)            | 175461<br>48976<br>(19437)            |
|        | At 31 August 1997                                     | 32490                                 | 172510                                | 205000                                |
| Depre  | eciation  |                                       |                                       |                                       |
|        | At 1September 1996<br>Charge for year<br>On Disposals | 16749<br>3042<br>-                    | 83346<br>20487<br>(7300)              | 100095<br>23529<br>(7300)             |
|        |   | ·                                     | <del></del>                           |                                       |
|        | At 31 August 1997                                     | 19791                                 | 96533                                 | 116324                                |
| Writte | en Down Values  | · · · · · · · · · · · · · · · · · · · | · · · · · · · · · · · · · · · · · · · |                                       |
|        | At 31 August 1997                                     | 12699                                 | 75977                                 | 88676                                 |
|        | At 31 August 1996                                     | 14712                                 | 60654                                 | 75366                                 |
|        |   |                                       | ·                                     | · · · · · · · · · · · · · · · · · · · |

# NOTES TO THE ACCOUNTS FOR THE YEAR ENDED

## 31 AUGUST 1997 ( CONTINUED)

|    |  |     | <u>1997</u>                         | <u>1996</u>                        |
|----|--|-----|-------------------------------------|------------------------------------|
|    |  |     | £                                   | £                                  |
| 6  | STOCKS   | · . |                                     |                                    |
|    | Work in Progress   |     | 127082                              | 124737                             |
|    |  |     |                                     |                                    |
| 7  | DEBTORS DUE WITHIN ONE YEAR  |     |                                     |                                    |
|    | Trade debtors Amount owed by Parent Company Other debtors and prepayments                |     | 315524<br>100039<br>15133           | 331612<br>236023<br>1862           |
|    |  |     | 430696                              | 569497                             |
|    |  |     | <del></del> '                       | •                                  |
| 8. | CREDITORS: AMOUNTS FALLING DUE WITH ONE YEAR   | IIN |                                     |                                    |
|    | Bank overdraft Trade creditors Taxation and social security Other creditors and accruals | . • | 190088<br>696509<br>50918<br>141445 | 174550<br>460839<br>52166<br>99475 |
|    |  | •   | 1078960                             | 787030                             |
|    |  |     |                                     |                                    |
| 9. | CALLED UP SHARE CAPITAL  | ,   |                                     |                                    |
|    | Authorised, issued and fully paid 5000 Ordinary Shares at £1 each                        |     | 5000                                | 5000                               |
|    |  |     | <del></del>                         |                                    |

## 10. ULTIMATE HOLDING COMPANY

The ultimate holding company is BROOKPASS LIMITED, which is registered in England.

#### TRADING AND PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED

# 31 AUGUST 1997

|   | 19  | <u>1997</u>        |   | <u>1996</u>        |  |
|---|---|--------------------|---|--------------------|--|
|   | £   | £                  | £   | £                  |  |
| SALES<br>COST OF SALES  |   | 2411545<br>2209890 |   | 2074646<br>1885984 |  |
| GROSS PROFIT  |   | 201655             |   | 188662             |  |
| ESTABLISHMENT EXPENSES Rent & Rates Light, heat and power Insurance   | 4625<br>4351<br>7074                                    |                    | 4638<br>3789<br>5496                                    | e<br>. e e e .     |  |
| ADMINISTRATIVE EXPENSES   | 16050   |                    | 13923   |                    |  |
| Salaries and payroll Directors' remuneration Pension costs Telephone Printing, postage and stationery Advertising Depreciation Net (Profit) Loss on disposal of | 71169<br>80000<br>33258<br>3482<br>1959<br>415<br>23529 |                    | 59063<br>70000<br>30759<br>3192<br>2220<br>598<br>19550 |                    |  |
| fixed assets General administration Audit and accountancy Legal and professional Bank charges Motor expenses Travelling and entertaining Management and Service | (1313)<br>6427<br>1900<br>9742<br>2777<br>14501<br>2926 |                    | 646<br>6007<br>900<br>12893<br>2126<br>13112<br>2831    |                    |  |
| Charge receivable   | (90000)   | . , ,              | (65000)   |                    |  |
|   | 160772  |                    | 158897  |                    |  |
|   |   | 176822             |   | 172820             |  |
| OPERATING PROFIT  |   | 24833              |   | 15842              |  |
| INTEREST RECEIVABLE Bank Interest   |   | 20458              |   | 6035               |  |
| INTEREST PAYABLE  |   | 45291              |   | 21877              |  |
| Bank overdraft Other  | 987<br>124  |                    | 1989<br>70  |                    |  |
|   | ······································                  | 1111               |   | 2059               |  |
| PROFIT on ordinary activities before taxation   |   | 44180              |   | 19818              |  |
|   |   |                    |   | · —                |  |

This page does not form part of the statutory accounts.