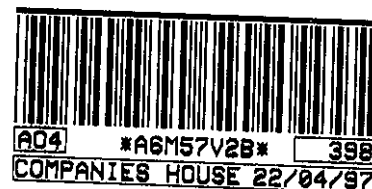


ADMINISTRATION (WELLINGBOROUGH) LIMITED
DIRECTORS' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 30TH JUNE 1996

Company No. 934607



ADMINISTRATION (WELLINGBOROUGH) LIMITED

COMPANY INFORMATION

Directors	Mr B R Carrington Mrs M F Carrington
Secretary	Mr B R Carrington
Company Number	934607
Registered Office	Howard House 121-123 Norton Way South Letchworth Herts SG6 1NZ
Auditors	Watts Knowles Chartered Accountants Howard House 121-123 Norton Way South Letchworth Herts SG6 1NZ
Bankers	Yorkshire Bank plc 88 High Street Bedford MK40 1RG

ADMINISTRATION (WELLINGBOROUGH) LIMITED

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ADMINISTRATION (WELLINGBOROUGH) LIMITED

DIRECTORS' REPORT

FOR THE YEAR ENDED 30TH JUNE 1996

The directors present their report together with the audited accounts for the year ended 30th June 1996.

Principal Activities

The company's principal activity continued to be that of business and technical management. In addition to this, the company also rents its freehold property to associated companies.

Results

The results for the year are set out in the profit and loss account on page 3.

Directors

The directors who served during the year and their beneficial interests in the company's issued share capital were:

£1 ordinary shares

	30th June 1996	1st July 1995
Mr B R Carrington	2	2
Mrs M F Carrington	2	2

Directors' Responsibilities

Company law requires the directors to prepare accounts for each financial year which give a true and fair view of the state of the company's affairs and of the profit or loss for that year. In preparing these accounts the directors are required to:

Select suitable accounting policies and then apply them consistently;

Make judgements and estimates that are reasonable and prudent;

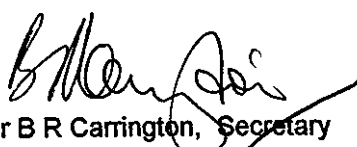
Prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the company and enable them to ensure that the accounts 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 and detection of fraud and other irregularities.

Auditors

A resolution to reappoint Watts Knowles, Chartered Accountants as auditors will be put to the members at the Annual General Meeting.

This report was approved by the board on 4th April 1997, taking advantage of the exemptions conferred by Part II of Schedule 8 to the Companies Act 1985, and signed on its behalf.


Mr B R Carrington, Secretary

AUDITORS' REPORT TO THE

MEMBERS OF ADMINISTRATION (WELLINGBOROUGH) LIMITED

We have audited the accounts on pages 3 to 7 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 our responsibility to form an independent opinion, based on our audit, on those accounts and 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 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.

We planned and performed our audit so as to obtain all information and explanations which we considered necessary in order to provide us 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 our opinion we also evaluated the overall adequacy of the presentation of the information in the accounts.

Qualified Opinion

The company has not complied with the provisions of the Statements of Standard Accounting Practice Number 19 in that none of its freehold properties have been revalued professionally. We are unable to express an opinion on the effect that such a revaluation would have on the value of fixed assets or revaluation reserve.

Except for the absence of the above provision, in our opinion the accounts give a true and fair view of the state of the company's affairs as at 30th June 1996, 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.



Watts Knowles
Chartered Accountants
and Registered Auditors
Howard House
121-123 Norton Way South
Letchworth
Herts
SG6 1NZ
Date: 17th April 1997

ADMINISTRATION (WELLINGBOROUGH) LIMITED**PROFIT AND LOSS ACCOUNT****FOR THE YEAR ENDED 30TH JUNE 1996**

	Notes	1996 £	1995 £
Turnover	2	54,021	105,062
Cost of sales		30,966	85,939
Gross Profit		23,055	19,123
Administrative expenses		25,013	24,443
		(1,958)	(5,320)
Other operating income		2,979	2,437
Operating Profit/Loss	3	1,021	(2,883)
Interest receivable		456	1,018
Profit/Loss on Ordinary Activities before Taxation		1,477	(1,865)
Tax on profit/loss on ordinary activities		253	(48)
Profit/Loss for the Financial Year		1,224	(1,817)
Retained Profit Brought Forward		3,147	4,964
Retained Profit Carried Forward		4,371	3,147

All amounts relate to continuing activities.

There were no recognised gains or losses for 1996 or 1995 other than those included in the profit and loss account.

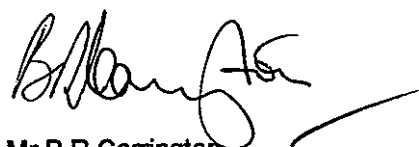
ADMINISTRATION (WELLINGBOROUGH) LIMITED**BALANCE SHEET**

AS AT 30TH JUNE 1996

	Notes	1996	1995
		£	£
Fixed Assets			
Tangible assets	4	13,509	13,605
Current Assets			
Stocks		-	28,625
Debtors	5	16,085	8,228
Cash at bank and in hand		34,814	12,102
		<u>50,899</u>	<u>48,955</u>
Creditors: Amounts Falling Due Within One Year	6	<u>60,033</u>	<u>59,409</u>
Net Current Liabilities		<u>(9,134)</u>	<u>(10,454)</u>
Total Assets Less Current Liabilities		<u>4,375</u>	<u>3,151</u>
Capital and Reserves			
Share capital - equity	7	4	4
Profit and loss account		4,371	3,147
Shareholders' Funds	8	<u>4,375</u>	<u>3,151</u>

The directors have taken advantage, in the preparation of these accounts, of special exemptions applicable to small companies under Schedule 8 Part I of the Companies Act 1985 on the grounds that, in the opinion of the directors, the company qualifies as a small company and is entitled to make use of the special exemptions.

These accounts were approved by the board on 4th April 1997 and signed on its behalf.



Mr B R Carrington
Director

ADMINISTRATION (WELLINGBOROUGH) LIMITED

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 30TH JUNE 1996

1 Accounting Policies

Basis of Accounting

The accounts are prepared under the historical cost convention and in accordance with applicable Accounting Standards except that the company has not complied with the Statement of Standard Accounting Practice number 19 in that its freehold property has not been revalued currently.

The company has taken advantage of the exemptions in Financial Reporting Standard No. 1 from the requirement to produce a cash flow statement on the grounds that it is a small company.

Turnover

Turnover is the total amount receivable by the company for goods supplied and services provided, excluding VAT and trade discounts.

Depreciation

Depreciation is calculated to write down the cost or valuation less estimated residual value of all tangible fixed assets by reducing balance method over their expected useful lives. The rates and periods generally applicable are:

Freehold properties	Nil
Fixtures and fittings	10% pa

No depreciation is provided on the freehold property because the directors consider the property's value exceeds the costs.

Stocks

Stocks are stated at the lower of cost and net realisable value.

2 Turnover

The turnover was derived from the company's principal activity which was carried out wholly in the UK.

3 Operating Profit

The operating profit is stated after charging or crediting:

	1996 £	1995 £
Depreciation of owned assets	96	102
Auditors' remuneration	1,020	1,000
Rental income	(2,979)	(2,437)

ADMINISTRATION (WELLINGBOROUGH) LIMITED

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 30TH JUNE 1996

4 Tangible Fixed Assets

	Land & Buildings	Other Fixed Assets	Total
	£	£	£
Cost			
At 1st July 1995	12,642	2,339	14,981
At 30th June 1996	12,642	2,339	14,981
Depreciation			
At 1st July 1995	-	1,376	1,376
Charge for the year	-	96	96
At 30th June 1996	-	1,472	1,472
Net Book Value			
At 30th June 1996	12,642	867	13,509
At 30th June 1995	12,642	963	13,605

The properties have not been valued currently and therefore the accounts do not comply with the requirements of Statement of Standard Accounting Practice number 19.

In the opinion of the directors, the current valuation of the property is in excess of its cost. This affects tangible fixed assets and a revaluation reserve.

5 Debtors

	1996 £	1995 £
Trade debtors	16,036	8,179
Other debtors	49	49
	16,085	8,228

6 Creditors: Amounts Falling Due Within One Year

	1996 £	1995 £
Trade creditors	52,533	51,486
Other creditors	4,579	5,002
Directors' loan accounts	2,921	2,921
	60,033	59,409

'Other creditors' include £3,559 (1995 - £4,002) in respect of taxation and social security.

ADMINISTRATION (WELLINGBOROUGH) LIMITED**NOTES TO THE ACCOUNTS****FOR THE YEAR ENDED 30TH JUNE 1996**

7	Share Capital	1996 £	1995 £
	Authorised Equity Shares		
	Ordinary shares of £1.00 each	<u>100</u>	<u>100</u>
	Allotted Equity Shares		
	Allotted, called up and fully paid ordinary shares of £1.00 each	<u>4</u>	<u>4</u>
8	Reconciliation of Shareholders' Funds	1996 £	1995 £
	Profit/Loss for the financial year	<u>1,224</u>	<u>(1,817)</u>
	Increase/Decrease in the shareholders' funds	<u>1,224</u>	<u>(1,817)</u>
	Opening shareholders' funds	<u>3,151</u>	<u>4,968</u>
	Closing shareholders' funds	<u>4,375</u>	<u>3,151</u>

ADMINISTRATION (WELLINGBOROUGH) LIMITED

MANAGEMENT PROFIT AND LOSS ACCOUNT

FOR THE YEAR ENDED 30TH JUNE 1996

	1996	1995
	£	£
Turnover	54,021	105,062
Cost of Sales		
Purchases	30,966	85,939
	30,966	85,939
Gross Profit	23,055	19,123
Less Expenses		
Cleaning	195	250
Wages and salaries	22,215	21,644
Rent and rates	1,180	455
Light, heat and power	(77)	65
Telephone and postage	(26)	167
Insurance	-	264
Auditors' remuneration	1,020	1,000
Repairs and maintenance	50	97
Bank charges	55	234
General expenses	305	165
Depreciation	96	102
	25,013	24,443
	(1,958)	(5,320)
Other Income		
Rents receivable	2,979	2,437
Bank deposit interest	456	1,018
	3,435	3,455
	1,477	(1,865)
Finance Costs		
	-	-
Net Profit/Loss for the Year	1,477	(1,865)