

**ADMINISTRATION
(WELLINGBOROUGH) LIMITED**



**DIRECTORS' REPORT AND
ACCOUNTS**

**FOR THE YEAR ENDED
30TH JUNE 1997**

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
Reporting Accountants	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

CONTENTS

	Page
Directors' Report	1
Profit and Loss Account	2
Balance Sheet	3
Notes to the Accounts	4 to 6
<i>The following pages do not form part of the statutory accounts:</i>	
Management Profit and Loss Account	8

ADMINISTRATION (WELLINGBOROUGH) LIMITED

DIRECTORS' REPORT

FOR THE YEAR ENDED 30TH JUNE 1997

The directors present their report together with the accounts for the year ended 30th June 1997.

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 2.

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 1997	1st July 1996
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;

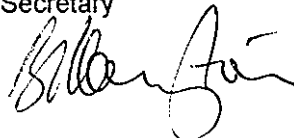
Make judgements and estimates that are reasonable and prudent;

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.

This report was approved by the board on 16th March 1998, taking advantage of the exemptions conferred by Part II of Schedule 8 to the Companies Act 1985, and signed on its behalf.

Secretary



Mr B R Carrington, Secretary

ADMINISTRATION (WELLINGBOROUGH) LIMITED**PROFIT AND LOSS ACCOUNT**

FOR THE YEAR ENDED 30TH JUNE 1997

	Notes	1997 £	1996 £
Turnover	2	33,684	54,021
Cost of sales		-	30,966
Gross Profit		33,684	23,055
Administrative expenses		29,223	25,013
		4,461	(1,958)
Other operating income		-	2,979
Operating Profit	3	4,461	1,021
Interest receivable		1,226	456
Interest payable and similar charges		(380)	-
Profit on Ordinary Activities before Taxation		5,307	1,477
Tax on profit on ordinary activities		109	253
Profit for the Financial Year		5,198	1,224
Retained Profit Brought Forward		4,371	3,147
Retained Profit Carried Forward		9,569	4,371

All amounts relate to continuing activities.

There were no recognised gains or losses for 1997 or 1996 other than those included in the profit and loss account.

ADMINISTRATION (WELLINGBOROUGH) LIMITED

BALANCE SHEET

AS AT 30TH JUNE 1997

	Notes	1997		1996	
		£	£	£	£
Fixed Assets					
Tangible assets	4		48,941		13,509
Current Assets					
Debtors	5	24,608		16,085	
Cash at bank and in hand		4,016		34,814	
		<u>28,624</u>		<u>50,899</u>	
Creditors: Amounts Falling Due Within One Year	6	<u>67,992</u>		<u>60,033</u>	
Net Current Liabilities			<u>(39,368)</u>		<u>(9,134)</u>
Total Assets Less Current Liabilities			<u>9,573</u>		<u>4,375</u>
Capital and Reserves					
Share capital - equity	7		4		4
Profit and loss account			9,569		4,371
Shareholders' Funds	8		<u>9,573</u>		<u>4,375</u>

The directors are of the opinion that the company is entitled to exemption from audit conferred by subsection 1 of Section 249A of the Companies Act 1985 for the year ended 30th June 1997.

The directors confirm that no member or members have requested an audit pursuant to Subsection 2 of Section 249B of the Companies Act 1985.

The directors confirm that they are responsible for:

ensuring that the company keeps accounting records which comply with Section 221 of the Companies Act 1985,

and preparing accounts which give a true and fair view of the state of the affairs of the company as at the end of the financial year and of its results for the financial year in accordance with the requirements of Section 226 of the Companies Act 1985, and which otherwise comply with the requirements of this Act relating to accounts, so far as applicable to the company.

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 16th March, 1998 and signed on its behalf.

B.R. Carrington

M.F. Carrington

Directors

The notes on pages 4 to 6 form part of these accounts.

ADMINISTRATION (WELLINGBOROUGH) LIMITED

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 30TH JUNE 1997

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 properties because the directors consider the property's value exceeds the cost.

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:

	1997 £	1996 £
Depreciation of owned assets	87	96
Rental income	-	(2,979)

ADMINISTRATION (WELLINGBOROUGH) LIMITED

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 30TH JUNE 1997

4 Tangible Fixed Assets

	Land & Buildings	Other Fixed Assets	Total
	£	£	£
Cost			
At 1st July 1996	12,642	2,339	14,981
Additions	35,519	-	35,519
At 30th June 1997	48,161	2,339	50,500
Depreciation			
At 1st July 1996	-	1,472	1,472
Charge for the year	-	87	87
At 30th June 1997	-	1,559	1,559
Net Book Value			
At 30th June 1997	48,161	780	48,941
<i>At 30th June 1996</i>	<i>12,642</i>	<i>867</i>	<i>13,509</i>

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 properties are in excess of their cost. This affects tangible fixed assets and a revaluation reserve.

5 Debtors

	1997	1996
	£	£
Trade debtors	24,075	16,036
Other debtors	533	49
	24,608	16,085

6 Creditors: Amounts Falling Due Within One Year

	1997	1996
	£	£
Trade creditors	56,776	52,533
Other creditors	5,295	4,579
Directors' loan accounts	5,921	2,921
	67,992	60,033

'Other creditors' include £4,195 (1996 - £3,559) in respect of taxation and social security.

ADMINISTRATION (WELLINGBOROUGH) LIMITED

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 30TH JUNE 1997

7	Share Capital	1997 £	1996 £
	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	1997 £	1996 £
	Profit for the financial year	<u>5,198</u>	<u>1,224</u>
	Increase in the shareholders' funds	<u>5,198</u>	<u>1,224</u>
	Opening shareholders' funds	<u>4,375</u>	<u>3,151</u>
	Closing shareholders' funds	<u>9,573</u>	<u>4,375</u>

9 Related Party Transactions

During the year the company received administration charges totalling £33,684 (1996 £23,021) from a company in which Mr B R Carrington is a director and shareholder. The charges were made on a normal commercial basis.

10 Controlling Parties

The company is controlled by Mr and Mrs B R Carrington, who together own all of the issued share capital.