

**ADMINISTRATION
(WELLINGBOROUGH) LIMITED**



**DIRECTORS' REPORT AND
ACCOUNTS**

**FOR THE YEAR ENDED
30TH JUNE 2000**

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
Accountants	Watts Knowles 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>	
Accountants' report	7
Management profit and loss account	8 to 9

ADMINISTRATION (WELLINGBOROUGH) LIMITED

DIRECTORS' REPORT

FOR THE YEAR ENDED 30TH JUNE 2000

The directors present their report and the accounts for the company for the year ended 30th June 2000.

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.

Directors and their interests

The directors who held office during the year and their beneficial interests in the company's issued share capital are given below:

Name of director	Share type	At 30th June 2000	At 1st July 1999
Mr B R Carrington	£1 Ordinary	2	2
Mrs M F Carrington	£1 Ordinary	2	2

Statement of 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 affairs of the company and of the profit or loss for that year. In preparing those accounts the directors are required to:

Select suitable accounting policies and then apply them consistently;

Make judgements and estimates that are reasonable and prudent;

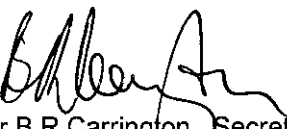
Prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business.

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.

Small company exemptions

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

By order of the Board


Mr B R Carrington, Secretary
14th March 2001

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

FOR THE YEAR ENDED 30TH JUNE 2000

	Notes	2000 £	1999 £
Turnover	2	53,167	53,767
Administrative expenses		(41,310)	(33,774)
Operating profit	3	11,857	19,993
Interest receivable		95	113
Profit on ordinary activities before taxation		11,952	20,106
Tax on profit on ordinary activities	4	(4,360)	(2,259)
Profit for the financial year		7,592	17,847
Retained profit brought forward		27,022	9,175
Retained profit carried forward		34,614	27,022

ADMINISTRATION (WELLINGBOROUGH) LIMITED**BALANCE SHEET**

AS AT 30TH JUNE 2000

	Notes	£	2000 £	£	1999 £
Fixed assets					
Tangible assets	5		49,062		49,104
Current assets					
Debtors	6	35,147		35,925	
Cash at bank and in hand		11,107		2,843	
		<u>46,254</u>		<u>38,768</u>	
Creditors: amounts falling due within one year	7	<u>(60,698)</u>		<u>(60,846)</u>	
Net current liabilities			(14,444)		(22,078)
Total assets less current liabilities			34,618		27,026
Capital and reserves					
Share capital	8		4		4
Profit and loss account			34,614		27,022
Shareholders' funds			34,618		27,026

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 2000.

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 accounts have been prepared in accordance with the special provisions relating to small companies within Part VII of the Companies Act 1985 and the Financial Reporting Standard for Smaller Entities (effective March 2000).

These accounts were approved by the board on 14th March 2001 and signed on its behalf by:


Mr B R Carrington
Director

ADMINISTRATION (WELLINGBOROUGH) LIMITED

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 30TH JUNE 2000

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 stated at current market value.

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 services provided, excluding VAT and trade discounts, and for rent of property.

Tangible fixed assets and depreciation

Depreciation has been provided at the following rates in order to write down the cost or valuation, less estimated residual value, of all tangible fixed assets, by equal annual instalments over their expected useful lives:

Freehold properties	Nil
Fixtures and fittings	10% per annum
Computer equipment	25% per annum

In accordance with Statement of Standard Accounting Practice Number 19, no depreciation is provided on freehold and leasehold properties, provided that the latter have over 20 years to expiry. This is a departure from the requirements of the Companies Act, 1985, which requires all properties to be depreciated. Such properties are not held for consumption, but for investment, and the directors consider that to depreciate them would not give a true and fair view.

Deferred taxation

Provision is made for deferred taxation using the liability method to take account of timing differences between the incidence of income and expenditure for taxation and accounting purposes except to the extent that the directors consider that a liability to taxation is unlikely to crystallise.

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:

	2000	1999
	£	£
Depreciation of tangible fixed assets:		
-owned assets	436	174

ADMINISTRATION (WELLINGBOROUGH) LIMITED

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 30TH JUNE 2000

4 Taxation

	2000 £	1999 £
Based on the profit for the year:		
UK corporation tax at 19.35% (1999 20.74%)	2,374	2,259
	<u>2,374</u>	<u>2,259</u>
Prior periods		
UK corporation tax	1,986	-
	<u>4,360</u>	<u>2,259</u>

5 Tangible fixed assets

	Investment land and buildings £	Plant and machinery etc £	Total £
Cost			
At 1st July 1999	48,161	2,753	50,914
Additions	-	394	394
At 30th June 2000	<u>48,161</u>	<u>3,147</u>	<u>51,308</u>
Depreciation			
At 1st July 1999	-	1,810	1,810
Charge for the year	-	436	436
At 30th June 2000	<u>-</u>	<u>2,246</u>	<u>2,246</u>
Net book value			
At 30th June 2000	<u>48,161</u>	<u>901</u>	<u>49,062</u>
<i>At 30th June 1999</i>	<u>48,161</u>	<u>943</u>	<u>49,104</u>

The investment properties have not been revalued to current market value and therefore the accounts do not comply with the requirements of Statement of Standard Accounting Practice number 19. This affects the value of tangible fixed assets and revaluation reserve.

In the opinion of the directors, the current valuation of the properties is in excess of their cost.

6 Debtors

	2000 £	1999 £
Amount owed by associated undertaking (note 9)	35,114	35,600
Other debtors	33	325
	<u>35,147</u>	<u>35,925</u>

ADMINISTRATION (WELLINGBOROUGH) LIMITED

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 30TH JUNE 2000

7	Creditors: amounts falling due within one year	2000 £	1999 £
	Trade creditors	42	-
	Other creditors	8,190	8,380
	Directors' loans	52,466	52,466
		<u>60,698</u>	<u>60,846</u>

'Other creditors' include £6,890 (1999: £6,641) in respect of taxation and social security.

8	Share capital	2000 £	1999 £
	Authorised		
	100 Ordinary shares of £1.00 each	100	100
	Allotted		
	4 Allotted, called up and fully paid ordinary shares of £1.00 each	4	4

9 Related Party Transactions

During the year, the company raised administration charges totalling £47,167 (1999 £47,767) and rental charges of £6,000 (1999 £6,000) to Neofloors Limited, a company in which Mr B R Carrington is a director and shareholder. The charges were calculated on normal commercial terms. The amount owed by Neofloors Limited at the Balance Sheet date was £35,114 (1999 £35,600).

At the balance sheet date the company owed Mr B R Carrington £52,466. This was also the balance outstanding at the beginning of the year, and the account did not become overdrawn at any point during the year. No interest has been charged to the company to date and there are no specific terms for the repayment of the loan.

10 Controlling Parties

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