

Company Registration No. 04534652 (England and Wales)

ONE STEP (SUPPORT) LIMITED
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2017

SATURDAY



A76R8R82

A18

26/05/2018

#187

COMPANIES HOUSE

ONE STEP (SUPPORT) LIMITED

COMPANY INFORMATION

Directors

F Sheikh
H Sheikh
M G Hill

Company number

04534652

Registered office

5th Floor
Metropolitan House
3 Darkes Lane
Potters Bar
Hertfordshire
EN6 1AG

ONE STEP (SUPPORT) LIMITED

CONTENTS

	Page
Directors' report	1 - 2
Statement of comprehensive income	3
Statement of financial position	4 - 5
Statement of changes in equity	6
Statement of cash flows	7
Notes to the financial statements	8 - 23

ONE STEP (SUPPORT) LIMITED

DIRECTORS' REPORT

FOR THE YEAR ENDED 30 SEPTEMBER 2017

The directors present their annual report and financial statements for the year ended 30 September 2017.

Principal activity

The principal activity of the company in the year under review was that of residential care services.

Review of business

The income statement on page 3 sets out the results for the year.

Strategic report exemption

The company has taken advantage of the small companies exemption under S414B of the Companies Act 2006 from the requirement to prepare a strategic report.

Future prospects

The directors are satisfied with the results for the year and the future prospects of the company.

Key performance indicators

Client occupation levels and associated income streams are the key monitor of performance and these have been maintained during the year.

Principal risks and uncertainties

The company's performance and its reputation is underpinned by the quality of its services. To this end, the company invests significantly in its quality management processes. There are also a number of financial risks and uncertainties which could impact the company's performance and these are set out in note 16.

Disabled persons

It is the company's policy to ensure that disabled persons are treated fairly and consistently in terms of recruitment, training, career development and promotion and that their employment opportunities should be based on a realistic assessment of their aptitudes and abilities. Wherever possible, the company will continue the employment of persons who become disabled during the course of their employment with the company through retraining, acquisition of special aids and equipment or the provision of suitable alternative employment.

Employee information programme

The directors recognise the benefits which arise from keeping employees informed of the company's progress and plans and through their participation in the company's performance. The company is, therefore, committed to providing its employees with information on a regular basis, to consulting with them on a regular basis so that their views may be taken into account when taking decisions which may affect their interests and to encourage their participation in schemes through which they will benefit from the company's progress and profitability.

Directors

The directors who held office during the year and up to the date of signature of the financial statements were as follows:

F Sheikh
H Sheikh
M G Hill

ONE STEP (SUPPORT) LIMITED

DIRECTORS' REPORT (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2017

Statement of directors' responsibilities

The directors are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

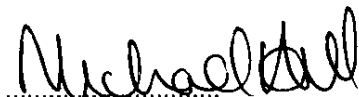
Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with International Financial Reporting Standards (IFRSs) as adopted by the European Union. Under company law the directors must not approve the financial statements unless they are satisfied that they 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 period. In preparing these financial statements, International Accounting Standard 1 requires that directors:

- properly select and apply accounting policies;
- present information, including accounting policies, in a manner that provides relevant, reliable, comparable and understandable information;
- provide additional disclosures when compliance with the specific requirements in IFRSs are insufficient to enable users to understand the impact of particular transactions, other events and conditions on the entity's financial position and financial performance; and
- make an assessment of the company's ability to continue as a going concern.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. 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.

Legislation in the UK governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

On behalf of the board



M G Hill

Director

Date: 2/5/18

ONE STEP (SUPPORT) LIMITED

STATEMENT OF COMPREHENSIVE INCOME FOR THE YEAR ENDED 30 SEPTEMBER 2017

	Notes	2017 £'000	2016 £
Revenue		3,433	3,146
Cost of sales		(2,084)	(1,668)
Gross profit		1,349	1,478
Administrative expenses		(488)	(495)
Operating profit	3	861	983
Income tax expense	4	(173)	(91)
Profit and total comprehensive income for the year		688	892

The income statement has been prepared on the basis that all operations are continuing operations.

ONE STEP (SUPPORT) LIMITED

STATEMENT OF FINANCIAL POSITION

AS AT 30 SEPTEMBER 2017

	Notes	2017 £'000	2016 £
Non-current assets			
Goodwill	6	1,094	1,094
Property, plant and equipment	7	30	81
		<u>1,124</u>	<u>1,175</u>
Current assets			
Trade and other receivables	8	1,167	1,491
Cash and cash equivalents		51	843
		<u>1,218</u>	<u>2,334</u>
Total assets		<u>2,342</u>	<u>3,509</u>
Current liabilities			
Trade and other payables	9	510	368
Deferred revenue	11	3	-
		<u>513</u>	<u>368</u>
Net current assets		<u>705</u>	<u>1,966</u>
Non-current liabilities			
Deferred tax liabilities	10	1	1
Total liabilities		<u>514</u>	<u>369</u>
Net assets		<u>1,828</u>	<u>3,140</u>
Equity			
Called up share capital		-	-
Retained earnings		1,828	3,140
Total equity		<u>1,828</u>	<u>3,140</u>

The company is entitled to exemption from audit under Section 479A of the Companies Act 2006 relating to subsidiary companies for the year ended 30 September 2017.

The members have not required the company to obtain an audit of its financial statements for the year ended 30 September 2017 in accordance with Section 476 of the Companies Act 2006.

ONE STEP (SUPPORT) LIMITED

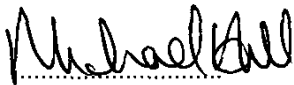
STATEMENT OF FINANCIAL POSITION (CONTINUED)

AS AT 30 SEPTEMBER 2017

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements were approved by the board of directors and authorised for issue on 2 May 2018 and are signed on its behalf by:



M G Hill
Director

Company Registration No. 04534652

ONE STEP (SUPPORT) LIMITED

STATEMENT OF CHANGES IN EQUITY

FOR THE YEAR ENDED 30 SEPTEMBER 2017

	Notes	Retained earnings £'000
Balance at 1 October 2015		2,248
Year ended 30 September 2016:		
Profit and total comprehensive income for the year		892
Balance at 30 September 2016		3,140
Year ended 30 September 2017:		
Profit and total comprehensive income for the year		688
Dividends	5	(2,000)
Balance at 30 September 2017		1,828

ONE STEP (SUPPORT) LIMITED

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 30 SEPTEMBER 2017

	Notes	2017 £'000	2016 £
Cash flows from operating activities			
Cash generated from operations	13	1,258	912
Tax paid		(34)	-
Net cash inflow from operating activities		1,224	912
Investing activities			
Purchase of property, plant and equipment		(16)	(136)
Net cash used in investing activities		(16)	(136)
Financing activities			
Dividends paid		(2,000)	-
Net cash used in financing activities		(2,000)	-
Net (decrease)/increase in cash and cash equivalents		(792)	776
Cash and cash equivalents at beginning of year		843	67
Cash and cash equivalents at end of year		51	843

ONE STEP (SUPPORT) LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 SEPTEMBER 2017

1 Accounting policies

1.1 Basis of preparation

The company is registered and domiciled in the UK.

1.2 Applicable accounting standards

The company is exempt by virtue of s400 of the Companies Act 2006 from the requirement to prepare group financial statements on the grounds that it is a wholly owned subsidiary of CareTech Holdings PLC, for which consolidated financial statements are prepared and are publicly available from Metropolitan House, 3 Darkes Lane, Potters Bar, Hertfordshire EN6 1AG.

The company financial statements have been prepared and approved by the directors in accordance with International Financial Reporting Standards as adopted by the EU ("Adopted IFRSs").

The accounting policies set out below have, unless otherwise stated, been applied consistently to all periods presented in these financial statements.

1.3 New and revised accounting standards applied for the first time in the current year

The company has adopted the following new standards, or net provisions of amended standards:

- Annual Improvements to IFRSs 2010-2012 Cycle
- Annual Improvements to IFRSs 2011-2013 Cycle

There has been no material impact on either amounts reported or disclosure in the financial statements arising from first time adoption.

1.4 Measurement convention

The financial statements are prepared on the historical cost basis except that derivative financial instruments are stated at their fair value and contingent consideration is stated at fair value through profit or loss.

1.5 Revenue

Revenue in respect of the provision of care services is measured as the fair value of fee income received or receivable in respect of the services provided and is recognised in respect of the care that has been provided in the relevant period. Any additional services provided by the group are recognised on provision of the service. Fostering revenue is recognised on the basis of the daily placements made with a full day's revenue recognised for every night a placement is with a foster carer.

Revenue in respect of learning services is directly linked to specific achievements, and milestones reached by apprentices at which point the funding from the Skills Funding Agency is receivable. A corresponding balance is recognised in receivables.

Income which has been invoiced but irrecoverable is treated as a bad debt expense. Revenue invoiced in advance is included in deferred income until the service is provided. Revenue is recognised net of VAT and credit notes.

ONE STEP (SUPPORT) LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2017

1 Accounting policies

(Continued)

1.6 Property, plant and equipment

Property, plant and equipment are stated at cost less accumulated depreciation and impairment losses.

Cost includes expenditure that is directly attributable to the acquisition of the asset. The cost of self-constructed assets includes the cost of materials and direct labour, any other costs directly attributable to bringing the assets to a working condition for their intended use and capitalised borrowing costs. Purchased software that is integral to the functionality of the related equipment is capitalised as part of that equipment.

The cost of replacing a component of an item of property, plant and equipment is recognised in the carrying amount of the item if it is probable that the future economic benefits embodied within the component will flow to the company, and its cost can be measured reliably. The carrying amount of the replaced component is derecognised. The costs of the day-to-day servicing of property, plant and equipment are recognised in the profit or loss as incurred.

Where parts of an item of property, plant and equipment have different useful lives, they are accounted for as separate items of property, plant and equipment.

Leases in which the company assumes substantially all the risks and rewards of ownership of the leased asset are classified as finance leases. Where land and buildings are held under leases the accounting treatment of the land is considered separately from that of the buildings. Leased assets acquired by way of finance lease are stated at an amount equal to the lower of their fair value and the present value of minimum lease payments at inception of the lease, less accumulated depreciation and impairment losses. Lease payments are accounted for as described below.

Depreciation is charged to the income statement over the estimated useful lives of each part of an item of property, plant and equipment. Land (which comprises approximately 50% of the land and buildings balance) is not depreciated. The directors reassess the residual value estimates, particularly in respect of properties, on an annual basis. The estimated useful lives are as follows:

Freehold land and buildings	2% straight-line to residual value
Leasehold land and buildings	Over the life of the lease (to a maximum of 50 years)
Leasehold improvements	Over the life of the lease
Fixtures and fittings	15% straight-line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the income statement.

1.7 Intangible assets and goodwill

All business combinations are accounted for by applying the acquisition method. Goodwill represents the excess of the fair value of the consideration over the fair value of the assets, liabilities and contingent liabilities acquired on acquisition of subsidiaries. Identifiable intangibles are those which can be sold separately or which arise from legal rights regardless of whether those rights are separable.

Goodwill is stated at cost less accumulated impairment losses. Goodwill is allocated to cash-generating units and is not amortised but is tested annually for impairment.

Negative goodwill (bargain purchase credit) arising on an acquisition is recognised in the statement of comprehensive income.

Other intangible assets that are acquired by the company are stated at cost less accumulated depreciation and impairment losses.

ONE STEP (SUPPORT) LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2017

1 Accounting policies

(Continued)

1.7 Intangible assets and goodwill (continued)

Amortisation is charged to the statement of comprehensive income on a straight line basis over the estimated useful lives of intangible assets unless such lives are indefinite. Intangible assets with an indefinite useful life and goodwill are systematically tested for impairment at each balance sheet date. Other intangible assets are amortised from the date they are available for use. The estimated useful lives are as follows:

Customer relationships	1 - 20 years; and
Software and licences	5 years.

1.8 Impairment (excluding deferred tax assets)

The carrying amounts of the company's assets are reviewed at each balance sheet date to determine whether there is any indication of impairment. If any such indication exists, the asset's recoverable amount is estimated.

Impairment losses recognised in respect of cash-generating units are allocated first to reduce the carrying amount of any goodwill allocated to cash-generating units and then to reduce the carrying amount of the other assets in the unit on a pro rata basis. A cash generating unit is the smallest identifiable group of assets that generates cash inflows that are largely independent of the cash inflows from other assets or group of assets.

Calculation of recoverable amount

The recoverable amount of the company's receivables carried at amortised cost is calculated as the present value of estimated future cash flows, discounted at the original effective interest rate. Receivables with a short duration are not discounted.

The recoverable amount of other assets is the greater of the fair value less costs to sell and value in use. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset. For an asset that does not generate largely independent cash inflows, the recoverable amount is determined for the cash-generating unit to which the asset belongs.

Reversals of impairment

An impairment loss in respect of a receivable carried at amortised cost is reversed if the subsequent increase in recoverable amount can be related objectively to an event occurring after the impairment loss was recognised.

An impairment loss in respect of goodwill is not reversed.

In respect of other assets, an impairment loss is reversed when there is an indication that the impairment loss may no longer exist and there has been a change in the estimates used to determine the recoverable amount.

An impairment loss is reversed only to the extent that the asset's carrying amount does not exceed the carrying amount that would have been determined, net of depreciation or amortisation, if no impairment loss had been recognised.

ONE STEP (SUPPORT) LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2017

1 Accounting policies

(Continued)

1.9 Interest-bearing borrowings

Interest-bearing borrowings are recognised initially at fair value less attributable transaction costs. Subsequent to initial recognition, interest-bearing borrowings are stated at amortised cost with any difference between proceeds (net of transaction costs) and redemption value being recognised in the statement of comprehensive income over the period of the borrowings on an effective interest basis.

Borrowings are classified as current liabilities unless the company has an unconditional right to defer settlement of the liability for at least twelve months after the reporting date.

Interest associated with qualifying properties under development is capitalised in accordance with IAS 23 borrowing costs.

1.10 Inventories

Inventories are valued at the lower of cost and net realisable value. The cost of inventories is based on a first-in first-out cost basis.

1.11 Cash and cash equivalents

Cash and cash equivalents comprise cash balances and call deposits.

1.12 Financial instruments

Recognition, initial measurement and derecognition

Financial assets and financial liabilities are recognised when the company becomes a party to the contractual provisions of the financial instrument and are measured initially at fair value adjusted by transaction costs, except for those carried at fair value through profit or loss which are measured initially at fair value. Subsequent measurement of financial assets and financial liabilities are described below.

Financial assets are derecognised when the contractual rights to the cash flows from the financial asset expire, or when the financial asset and all substantial risks and rewards are transferred. A financial liability is derecognised when it is extinguished, discharged, cancelled or expires.

Classification and subsequent measurement of financial assets

For the purpose of subsequent measurement, financial assets other than those designated and effective as hedging instruments are classified into the following categories upon initial recognition:

- loans and receivables
- financial assets at fair value through profit or loss (FVTPL)

All financial assets except for those at FVTPL are subject to review for impairment at least at each reporting date to identify whether there is any objective evidence that a financial asset or a group of financial assets is impaired. Different criteria to determine impairment are applied for each category of financial assets, which are described below.

All income and expenses relating to financial assets that are recognised in the statement of comprehensive income are presented within finance costs, finance income or other financial items, except for impairment of trade receivables which is presented within other administrative expenses.

Financial assets at FVTPL

Financial assets at FVTPL include financial assets that are either classified as held for trading or that meet certain conditions and are designated at FVTPL upon initial recognition. All derivative financial instruments fall into this category. Assets in this category are measured at fair value with gains or losses recognised in statement of comprehensive income. The fair values of financial assets in this category are determined by reference to active market transactions or using a valuation technique where no active market exists.

ONE STEP (SUPPORT) LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2017

1 Accounting policies

(Continued)

Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. After initial recognition, these are measured at amortised cost using the effective interest rate method, less provision for impairment. Discounting is omitted where the effect of discounting is immaterial. The company's cash and cash equivalents, trade and most other receivables fall into this category of financial instruments. Individually significant receivables are considered for impairment when they are past due or when other objective evidence is received that a specific counterparty will default. Receivables that are not considered to be individually impaired are reviewed for impairment in groups, which are determined by reference to shared credit risk characteristics. The impairment loss estimate is then based on recent historical counterparty default rates for each identifiable group.

Classification and subsequent measurement of financial liabilities

The company's financial liabilities include borrowings, trade and other payables and derivative financial instruments. Financial liabilities are measured subsequently at amortised cost using the effective interest method, except for financial liabilities held for trading or designated at FVTPL, that are carried subsequently at fair value with gains or losses recognised in the statement of comprehensive income. All derivative financial instruments that are not designated and effective as hedging instruments are accounted for at FVTPL.

All interest-related charges and, if applicable, changes in an instrument's fair value that are reported in the statement of comprehensive income are included within finance costs or finance income.

Where a non-substantial modification to the terms of a financial liability arises this is accounted for as an adjustment to the existing liability. The carrying value of the existing liabilities is adjusted for fees paid or costs incurred. The effective interest rate method is amended such that the adjusted carrying amount and the revised estimate of future cash flows are discounted over the revised, estimated life of the liability. No gain or loss is recorded on modification.

Derivative financial instruments and hedging

From time to time, the company enters into derivative financial instruments, such as interest rate swaps, to manage its exposure to interest rate risk.

Derivatives are initially recognised at fair value at the date a derivative is entered into and are subsequently remeasured to their fair value at each balance sheet date. A derivative with a positive fair value is recognised as a financial asset whereas a derivative with a negative fair value is recognised as a financial liability. The resulting gain or loss is recognised in statement of comprehensive income immediately.

A derivative is presented as a non-current asset or non-current liability if the company has an unconditional right to defer payment beyond twelve months. Otherwise derivatives are presented as current assets or liabilities.

ONE STEP (SUPPORT) LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2017

1 Accounting policies

(Continued)

1.13 Taxation

Tax on the profit or loss for the year comprises current and deferred tax. Tax is recognised in the statement of comprehensive income except to the extent that it relates to items recognised directly in equity, in which case it is recognised in equity.

Current tax is the expected tax payable on the taxable income for the year, using tax rates enacted or substantively enacted at the balance sheet date, and any adjustment to tax payable in respect of previous years.

The company is part of a larger group of companies and as a result will be able to take advantage of group relief before paying any corporation tax. The tax benefits arising from group relief are recognised in the statement of comprehensive income of the surrendering and recipient companies.

Deferred tax is provided on temporary differences between the carrying amounts of assets and liabilities for financial reporting purposes and the amounts used for taxation purposes. The following temporary differences are not provided for where the parent company controls the reversals: the initial recognition of goodwill; the initial recognition of assets or liabilities that affect neither accounting nor taxable profit other than in a business combination, and differences relating to investments in subsidiaries to the extent that they will probably not reverse in the foreseeable future. The amount of deferred tax provided is based on the expected manner or realisation or settlement of the carrying amount of assets and liabilities, using tax rates enacted or substantially enacted at the balance sheet date.

A deferred tax asset is recognised only to the extent that it is probable that future taxable profits will be available against which the asset can be utilised. The carrying amounts of deferred tax assets are reviewed at each balance sheet date.

1.14 Employee benefits

Defined contribution plans

Obligations for contributions to defined contribution pension plans are recognised as an expense in the statement of comprehensive income as incurred.

Short term benefits

Short-term employee benefit obligations are measured on an undiscounted basis and are expensed as the related service is provided. A provision is recognised for the amount expected to be paid under short-term cash bonus or profit-sharing plans if the company has a present legal or constructive obligation to pay this amount as a result of past service provided by the employees and the obligation can be estimated reliably.

1.15 Provisions

A provision, other than provisions for deferred taxation, is recognised in the balance sheet when the company has a present, legal or constructive obligation as a result of a past event, and it is probable that an outflow of economic benefits will be required to settle the obligation. If the effect is material, provisions are determined by discounting the expected, risk adjusted, future cash flows at a pre-tax risk-free rate.

1.16 Finance lease payments

Minimum lease payments are apportioned between the finance charge and the reduction of the outstanding liability. The finance charge is allocated to each period during the lease term so as to produce a constant periodic rate of interest on the remaining balance of the liability.

ONE STEP (SUPPORT) LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2017

1 Accounting policies

(Continued)

1.17 Financing costs

Financing costs, comprising interest payable on bank loans and overdrafts, finance charges on finance leases, the unwinding of the discount on provisions and the costs incurred in connection with the arrangement of borrowings are recognised in the statement of comprehensive income using the effective interest rate method.

Interest income and interest payable is recognised in the statement of comprehensive income as it accrues, using the effective interest method. Interest income also includes gains arising on the change in fair value of hedging instruments in the statement of comprehensive income.

Financing costs that are directly attributable to the acquisition or construction of a qualifying asset are capitalised as part of the cost of that asset.

Financing costs also include losses arising on the change in fair value of derivatives that are recognised in the statement of comprehensive income.

1.18 Operating leases

Payments made under operating leases are recognised in the statement of comprehensive income on a straight-line basis over the term of the lease. Lease incentives received are recognised in the statement of comprehensive income on a straight-line basis over the lease term.

1.19 Segmental analysis

A business segment is a group of assets and operations engaged in providing products or services that are subject to risks and returns that are different from those of other business segments.

Based on an analysis of risks and returns, the directors consider that the company has one identifiable business segment; being the provision of care services. The company likewise operates entirely in the UK and the directors consider the risks and returns do not differ between geographical locations. As such, no additional segmental disclosure is necessary.

2 Employees

The average monthly number of employees during the year was as follows:

	2017 Number	2016 Number
Residential care staff	68	62
Administrative	1	-
	<u>69</u>	<u>62</u>

ONE STEP (SUPPORT) LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2017

2 Employees

(Continued)

Their aggregate remuneration comprised:

	2017 £'000	2016 £'000
Wages and salaries	1,192	1,020
Social security costs	111	85
Pension costs	10	9
	<u>1,313</u>	<u>1,114</u>

None of the directors received any remuneration for their services to the company during the year (2016: none). The number of the directors to whom pension contribution are accruing is nil (2016: nil).

3 Operating profit

	2017 £'000	2016 £'000
Operating profit for the year is stated after charging/(crediting):		
Depreciation of property, plant and equipment	67	72
(Profit)/loss on disposal of property, plant and equipment	-	28
	<u></u>	<u></u>

4 Income tax expense

	2017 £'000	2016 £'000
Current tax		
UK corporation tax on profits for the current period	173	91
	<u></u>	<u></u>

The charge for the year can be reconciled to the profit per the income statement as follows:

	2017 £'000	2016 £'000
Profit before taxation	<u>861</u>	<u>983</u>
Expected tax charge based on a corporation tax rate of 19.50%	168	197
Adjustment in respect of prior years	-	(117)
Permanent capital allowances in excess of depreciation	5	5
Other permanent differences	-	6
Taxation charge for the year	<u>173</u>	<u>91</u>

5 Dividends

The company paid dividends of £2,000,000 in the financial year (2016: £nil).

ONE STEP (SUPPORT) LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2017

6 Intangible assets

	Goodwill £'000
Cost	
At 1 October 2015	1,450
At 30 September 2016	1,450
At 30 September 2017	1,450
Amortisation and impairment	
At 1 October 2015	356
At 30 September 2016	356
At 30 September 2017	356
Carrying amount	
At 30 September 2017	1,094
At 30 September 2016	1,094
At 30 September 2015	1,094

Impairment testing for cash generating units containing goodwill

The company tests goodwill for impairment on an annual basis by considering the recoverable amount of individual cash generating units against carrying value.

Cash generating units comprise collections of care homes acquired in separate transactions on which goodwill has arisen. This is the lowest level at which goodwill has arisen and is the lowest level at which goodwill is monitored for impairment by management. There are no intangible assets with indefinite useful lives.

For the purpose of impairment testing, the recoverable amount of each cash generating unit has been calculated with reference to value in use. The key assumptions for the period over which management approved forecasts are based and, beyond this, for the value in use calculations overall, are those regarding discount rates, growth and occupancy rates, achievement of future revenues, expected changes in direct costs during the periods and residual values of freehold properties (which include an assumption for the growth of the House Prices Index of 2% per annum and that residual values will be 75% of the indexed market value). In arriving at the values assigned to each key assumption management make reference to past experience and external sources of information regarding the future - for example changes in tax rates. The key assumptions have been reviewed in light of the current economic and public spending environment. The key features of these calculations are shown below:

	2017	2016
Period on which management approved forecasts are based	1 year	1 year
Growth rate applied beyond approved forecasts are based	0%	0%
Pre-tax discount	8-12%	8-12%

ONE STEP (SUPPORT) LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2017

6 Intangible assets

(Continued)

In preparing value in use calculations for cash generating units, cash flow periods of between 10 and 20 years have been used in order to match the period of goodwill with the average period of time service users are expected to remain in their relevant home. The discount rates used in each value in use calculation have been based upon divisional specific risk taking account of factors such as the nature of service user need, cost profiles and the barriers to entry into each market segment as well as other macro-economic factors.

The Directors believe that, even in the current economic and public spending environment and taking into account the nature of the company's operations, any reasonably possible change in the key assumptions on which the recoverable amounts are based would not cause the cash-generating units' carrying amount to exceed the recoverable amount.

The carrying value of goodwill is split between the following cash-generating units

	2017 £'000	2016 £'000	
Acquisition of trading business	27	27	
	<u>27</u>	<u>27</u>	
7 Property, plant and equipment			
	Freehold land and buildings £'000	Fixtures and fittings £'000	Total £'000
Cost			
At 1 October 2015	246	285	531
Additions	93	43	136
Disposals	-	(33)	(33)
	<u>339</u>	<u>295</u>	<u>634</u>
At 30 September 2016	339	295	634
Additions	-	17	17
Disposals	-	(1)	(1)
	<u>339</u>	<u>311</u>	<u>650</u>
At 30 September 2017	339	311	650
	<u>339</u>	<u>311</u>	<u>650</u>
Accumulated depreciation and impairment			
At 1 October 2015	201	285	486
Charge for the year	72	-	72
Eliminated on disposal	-	(5)	(5)
	<u>273</u>	<u>280</u>	<u>553</u>
At 30 September 2016	273	280	553
Charge for the year	36	31	67
	<u>309</u>	<u>311</u>	<u>620</u>
At 30 September 2017	309	311	620

ONE STEP (SUPPORT) LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2017

7 Property, plant and equipment

(Continued)

	Freehold land and buildings £'000	Fixtures and fittings £'000	Total £'000
Carrying amount			
At 30 September 2017	30	-	30
At 30 September 2016	66	15	81
At 30 September 2015	45	-	45

8 Trade and other receivables

	Current 2017 £'000	2016 £'000
Trade receivables	482	364
Other receivables	2	59
Amounts due from fellow group undertakings	683	1,068
	1,167	1,491

Trade receivables disclosed above are classified as loans and receivables and are therefore measured at amortised cost.

9 Trade and other payables

	Current 2017 £'000	2016 £'000
Social security and other taxation	431	225
Other payables	79	143
	510	368

ONE STEP (SUPPORT) LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2017

10 Deferred taxation

The following are the major deferred tax liabilities and assets recognised by the company and movements thereon during the current and prior reporting period.

	ACAs £'000
Deferred tax liability at 1 October 2015	1
Deferred tax liability at 1 October 2016 and 30 September 2017	<u>1</u>

Deferred tax assets and liabilities are offset where the company has a legally enforceable right to do so. The following is the analysis of the deferred tax balances (after offset) for financial reporting purposes:

	2017 £'000	2016 £'000
Deferred tax liabilities	<u>1</u>	<u>1</u>

11 Deferred revenue

	2017 £'000	2016 £'000
Arising from Care fees	<u>3</u>	<u>-</u>

Analysis of deferred revenue

Deferred revenues are classified based on the amounts that are expected to be settled within the next 12 months and after more than 12 months from the reporting date, as follows:

	2017 £'000	2016 £'000
Current liabilities	<u>3</u>	<u>-</u>

12 Operating lease commitments

Lessee

Amounts recognised in profit or loss as an expense during the period in respect of operating lease arrangements are as follows:

	2017 £'000	2016 £'000
Minimum lease payments under operating leases	<u>173</u>	<u>174</u>

ONE STEP (SUPPORT) LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2017

13 Cash generated from operations

	2017 £'000	2016 £
Profit for the year after tax	688	892
Adjustments for:		
Taxation charged	173	91
(Gain)/loss on disposal of property, plant and equipment	-	28
Depreciation and impairment of property, plant and equipment	67	72
Movements in working capital:		
Decrease/(increase) in trade and other receivables	325	(266)
Increase in trade and other payables	2	95
Increase/(decrease) in deferred revenue	3	-
Cash generated from operations	1,258	912

14 Related party transactions

The company has conducted a commercial trading relationship with a number of companies in its wider group.

The company had the following transactions in the year with related parties:

	2017 £'000	£'000	£'000	2016 £'000	£'000	£'000
	Receivable/ (Payable) balance	Revenue	Purchases	Receivable/ (Payable) balance	Revenue	Purchases
Fellow group undertakings	683	-	-	1,068	-	-

The directors are considered to be the key management personnel of the company. Their emoluments are disclosed in note 2.

15 ULTIMATE PARENT UNDERTAKING

The company's ultimate parent undertaking is CareTech Holdings PLC. The consolidated financial statements of this Group are available to the public and may be obtained from Metropolitan House, 3 Darkes Lane, Potters Bar, Hertfordshire, EN6 1AG.

16 FINANCIAL INSTRUMENTS

These are designed to reduce the financial risks faced by the company, which primarily relate to credit, interest and liquidity risks, which arise in the normal course of the company's business.

ONE STEP (SUPPORT) LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2017

16 FINANCIAL INSTRUMENTS

(Continued)

Credit risk

Financial instruments which potentially expose the company to credit risk consist primarily of cash equivalents and trade receivables. Cash equivalents are deposited only with major financial institutions that satisfy certain credit criteria.

Management has a credit policy in place and exposure to credit risk is monitored on an ongoing basis. Credit evaluations are carried out on all significant prospective customers and all existing customers requiring credit beyond a certain threshold. Varying approval levels are set on the extension of credit depending upon the value of the sale.

Where the credit risk is deemed to have risen to an unacceptable level, remedial actions including the variation of terms of trade are implemented under the guidance of senior management until the level of credit risk has been normalised.

The company provides credit to customers in the normal course of business with a provision for specific doubtful receivables. The balance includes the amounts considered recoverable which also equals their fair value. The company does not require collateral in respect of financial assets. During the year there was no charge to the income statement for bad or doubtful debts (30 September 2016: £Nil).

At the balance sheet date, there were no significant concentrations of credit risk. The maximum exposure to credit risk is represented by the carrying amount of each financial asset.

The trade receivables as at 30 September are aged as follows:

	2017 £'000	2016 £'000
Not due	482	364
Not more than three months past due	-	-
More than three months but not more than six months past due	-	-
More than six months past due	-	-
	<u>482</u>	<u>364</u>
Trade receivables	<u>482</u>	<u>364</u>

Interest rate risk

The company finances its operations through called up share capital, retained profits, intergroup borrowings and bank borrowings. The company's income is by its nature relatively stable and its growth is, inter alia, impacted by inflation. Company policy is to balance interest rate fixes between the short, medium and long term. The benchmark rate for bank borrowings is LIBOR.

Liquidity Risk

The company prepares annual cash flow forecasts reflecting known commitments and anticipated projects. Borrowing facilities are arranged as necessary to finance requirements. The wider group has available bank and overdraft facilities, sufficient, with cash flow from profits, to fund present commitments. Term facilities are utilised to fund capital expenditure and short term flexibility is achieved by the utilisation of overdraft facilities in respect of financial liabilities. There were no contractual cash flow maturities at 30 September 2017 (30 September 2016: £Nil).

ONE STEP (SUPPORT) LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2017

16 FINANCIAL INSTRUMENTS

(Continued)

Capital risk management

The company manages its capital to ensure that activities of the company will be able to continue as going concerns whilst maximising returns for stakeholders through the optimisation of debt and equity. The company does not currently have any external debt and details of the company's equity are disclosed in the Statement of Financial Position.

Foreign currency risk

The company operates entirely in the UK and is not exposed to any foreign currency risks.

Sensitivity analysis

In managing interest rate risks the company aims to reduce the impact of short-term fluctuations on the company's earnings. Over the longer-term, however, permanent changes in interest rates would have an impact on earnings. However, the wider group's financing arrangements mean that there is not expected to be a significant impact from interest rate changes on the company.

Fair values

Book values are considered to be equivalent to fair values.

17 ACCOUNTING ESTIMATES AND JUDGEMENTS

The preparation of the financial statements in conformity with IFRS requires management to make estimates and assumptions which effect the application of accounting policies and the reported amounts of assets, liabilities, income and expenses. Actual results may differ from these estimates.

Estimates

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimates are revised and in any future periods affected

In the process of applying the company's accounting policies, the directors have made the following estimates and judgements which have the most significant effect on the amounts recognised in the financial statements:

Customer relationships

The company's management team assess each acquisition in the historical financial information period to identify the intangible assets that were acquired in each transaction that qualify for separate recognition. The assessment of the future economic benefits generated from acquired customer relationships, and the determination of the related amortisation profile, involves a significant degree of judgement based on management estimation of future potential revenue and profit and the useful lives of the assets. The valuation method used to value customer relationships is a multi-period excess earnings method. The useful economic life has been assessed as ranging from 1 to 20 years across the acquisitions. Annual reviews are performed to ensure the recoverability of this intangible asset.

Property, plant and equipment

It is company policy to depreciate property, plant and equipment to their estimated residual value over their estimated useful lives. This applies an appropriate matching of the revenue earned with the capital costs of delivery of services. A key element of this policy is the annual estimate of the residual value of such assets. Similarly the directors estimate the useful life applied to each category of property, plant and equipment which, in turn, determines the annual depreciation charge. Variations in residual values or asset lives could impact significantly company profit through an increase in the depreciation charge.

ONE STEP (SUPPORT) LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2017

17 ACCOUNTING ESTIMATES AND JUDGEMENTS

(Continued)

Judgements

Current asset provisions

In the course of normal trading activities, judgement is used to establish the net realisable value of various elements of working capital, principally trade receivables. Provisions are established for bad and doubtful debts. Provisions are based on the facts available at the time and are also determined by using profiles, based upon past practise, applied to aged receivables.

Deferred taxation

The company may recognise deferred tax assets in respect of temporary differences arising. This requires management to make decisions on the recoverability of such deferred tax assets based on future forecasts of taxable profit. If these forecast profits do not materialise, or there are changes in the tax rates or to the period over which the losses or timing difference might be recognised, the value of the deferred tax asset will need to be revised in a future period.

Peter Wain

From: Info
Sent: 21 March 2018 14:36
To: Peter Wain
Subject: FW: Spark of Genius Training Limited - 961PE10114443
Attachments: General ERS Flyer.docx

Oonagh Scutt / Receptionist
Oonagh.Scutt@caretech-uk.com
CareTech Community Services Ltd or CareTech Holdings PLC
Office: 01707601800
5th Floor Metropolitan House, 3 Darkes Lane, Potters Bar, EN6 1AG, Hertfordshire <http://www.caretech-uk.com>

Internet communications are not secure and therefore neither CareTech Holdings PLC or CareTech Community Services Limited (together "CareTech") accept legal responsibility for the contents of this message, even though CareTech operates anti-virus programmes, it does not accept responsibility for any damage whatsoever that is caused by viruses being passed. Any views or opinions presented are solely those of the author and do not necessarily represent those of CareTech. Replies to this email may be monitored by CareTech [CareTech Community Services Limited] for operational or business reasons. CareTech Holdings PLC and CareTech Community Services Limited are registered in England and Wales with registration numbers 04457287 and 02804415 (respectively) and whose registered offices are at Metropolitan House, 3 Darkes Lane, Potters Bar, Hertfordshire EN6 1AG. This message is private and confidential. If you have received this message in error, please notify the sender and remove it from your system.

-----Original Message-----

From: shirley.wooder@hmrc.gsi.gov.uk [mailto:shirley.wooder@hmrc.gsi.gov.uk] On Behalf Of shareschemes@hmrc.gsi.gov.uk
Sent: 21 March 2018 13:56
To: Info <Info@caretech-uk.com>
Subject: Spark of Genius Training Limited - 961PE10114443

Dear P M Wain

Thank you for your letter dated 12 March 2018.

I will give a breakdown of the ERS Shareschemes that our live on our system for the PAYE ref. 961PE10114443. There are 2 live schemes as follows:-

Scheme opened 04/03/2015

Submission of 14/15 Notification 19/03/2015 Submission of 14/15 Return 19/06/2015 Resubmission of 14/15 Return 03/12/29015 Submission of 15/16 Return 29/06/2016 No 16/17 Return submitted yet, needs to be submitted to prevent further penalties accruing.

Scheme opened 19/03/2015

Submission of 14/15 Return 19/06/2015

Submission of 15/16 Return 29/06/2016

No 16/17 Return submitted yet, needs to be submitted to prevent further penalties accruing.

op. I attach a copy of our helpcard for further information.

If you have any problems gaining access to these schemes through PAYE for Employers which your login details give PAYE a call on 0300 200 3200.

Regards

Employment Related Securities

-----Original Message-----

From: Tilney, Carol (DM Debt Mgmt)

Sent: 16 March 2018 11:50

To: Shareschemes, SPT (Specialist PT ESSU) <shareschemes@hmrc.gsi.gov.uk>

Subject: Emailing: spark of genus

Please see attached post re ERS PENALTIES

Please deal with as appropriate PAYE REF 961PE10114443

thanks

Your message is ready to be sent with the following file or link attachments:

spark of genus

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

The information in this e-mail and any attachments is confidential and may be subject to legal professional privilege. Unless you are the intended recipient or his/her representative you are not authorised to, and must not, read, copy, distribute, use or retain this message or any part of it. If you are not the intended recipient, please notify the sender immediately.

HM Revenue & Customs computer systems will be monitored and communications carried on them recorded, to secure the effective operation of the system and for lawful purposes.

The Commissioners for HM Revenue and Customs are not liable for any personal views of the sender.

This e-mail may have been intercepted and its information altered.

EMPLOYMENT RELATED SECURITIES (ERS) – Help Card

Annual returns are to be submitted on or before **6th July** each year.

The system will allow returns for the current tax year to be submitted from the end of that tax year (5th April onwards).

Returns, including nil returns, must be submitted for any and all schemes that have been registered on the Employment Related Securities online service.

A return is required even if you have:

- Had no transactions
- Have made an appeal/Had an appeal allowed
- Rely on a third party to submit the return
- Ceased the scheme by entering a final event date
- Registered the scheme in error
- Registered a duplicate scheme
- Did not receive a reminder
- Have changed accountant/agent/staff

Once a scheme or arrangement has been registered on the service and remains live, **you have a continuing annual obligation to submit an electronic end of year return** by the deadline (6th July). If you do not submit your annual return on time you will be subject to penalties until you do.

Action to take

To submit a return

If you have anything to report, you will first need to complete the relevant template which can be found on Gov.uk. <https://www.gov.uk/government/collections/employment-related-securities>. **Nil returns are reported online, no template is required.**

To submit your return you require access to **PAYE for Employers**. If you require login details or you have lost your login details, please call **0300 200 3600**.

- Select 'ERS online Service'.
- Select 'View schemes and arrangements'. All your registered schemes will be listed here.
- Click on the relevant scheme – the customer reference on the penalty notice, disregarding the first X, is the unique scheme reference number for the scheme with the outstanding return.
- From the table, select 'Submit annual return' for the relevant year. For an EMI scheme, you will need to select 'End of year returns' before seeing this table.

You will then be taken through to the submission service. Press 'Start' and select whether you have something to report or nil return. If you have something to report, upload your previously completed template.

To cease a scheme (if registered in error or no longer required)

In order to cease a scheme you must access the ERS service through the company's PAYE for Employers account. Select 'View schemes and arrangements'. Select the relevant scheme. On the next screen enter the final event date. To close an EMI scheme, after selecting the scheme select 'End of year returns' and then on the next screen select provide a date of final event. This can be a date in the past, but remember that **an annual return must be submitted for the tax year in which the final event date falls**. Please note that agents cannot enter final event dates only Companies.

If you are still not sure why a scheme was registered on ERS service you will need to speak to the Company Secretary or seek professional advice. **Please note a scheme can only be registered by someone in the company who has access to the company's HMRC online services account.**

Please note: Submitting a return, after penalties have been issued, does not remove the penalty.