

**CREDIT CARD HOLIDAYS LIMITED**  
(A company limited by guarantee)

**Annual report and financial statements**

**Year ended 29 February 2004**

Registered number : 543108



**CREDIT CARD HOLIDAYS LIMITED**  
(A company limited by guarantee)

**Annual report and financial statements for the year ended 29 February 2004**

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**Management Committee**

G H Clarke (Chairman)  
D C Moxom  
R J Higgs  
J C Simms  
R A Bolam

**Secretary**

R B Kirton

**Registered office**

Old Mansion House  
Eamont Bridge  
Penrith  
Cumbria  
CA10 2BX

**Registered number**

543108

**Auditors**

BDO Stoy Hayward LLP  
Commercial Buildings  
11-15 Cross Street  
Manchester M2 1WE

**CREDIT CARD HOLIDAYS LIMITED**  
**(A company limited by guarantee)**

**Report of the management committee for the year ended 29 February 2004**

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The management committee submits its report together with the audited financial statements for the year ended 29 February 2004.

**Principal activities, trading review and future developments**

The company, which does not trade for profit, administers two schemes to provide holidays with pay for operatives employed in the heating, ventilating, air conditioning and refrigeration contracting industry. Employers participating in the schemes purchase units thus providing a credit for the operatives' holidays. The company is administered by Welplan Limited, a wholly owned subsidiary undertaking of the Heating and Ventilating Contractors' Association ("HVCA").

Based on forecast industry workloads, holiday credit sales are expected to remain buoyant.

In accordance with the company's articles of association and the accounting policies set out on page 6, the following transactions are reflected in the financial statements for the year ended 29 February 2004:

- The balance on the 2001/02 holiday credit account of £16,626 (2000/01 - £20,876) has been transferred into the unclaimed holiday pay fund.
- Late claims for reimbursement of holiday credits and refunds for unused credits totalling £988 (2003 - £13,753) have been paid on a discretionary basis from the unclaimed holiday pay fund.

**Management committee**

The present membership of the board is as follows,

G H Clarke (Chairman)  
D C Moxom  
R J Higgs  
J C Simms  
R A Bolam

None of the management committee had any beneficial interest in the company or in any material contract during the year relating to the business of the company.

**CREDIT CARD HOLIDAYS LIMITED**  
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**Report of the management committee for the year ended 29 February 2004 (Continued)**

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**Management committee's responsibilities**

Company law requires the management committee to prepare financial statements 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 period. In preparing those financial statements, the management committee is required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The management committee is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements 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**

On 31 December 2003, BDO Stoy Hayward, the company's auditors, transferred their business to BDO Stoy Hayward LLP, a limited liability partnership incorporated under the Limited Liability Partnerships Act 2000. Accordingly, BDO Stoy Hayward resigned as auditors on that date and the directors appointed BDO Stoy Hayward LLP as successor. A resolution to re-appoint BDO Stoy Hayward LLP will be proposed at the forthcoming annual general meeting.

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

**By order of the Board**



**R.B. Kirton**  
Secretary

15 June 2004

**CREDIT CARD HOLIDAYS LIMITED**  
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**Report of the independent auditors**

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**Independent Auditors' Report to the Shareholders of Credit Card Holidays Limited**

We have audited the financial statements of Credit Card Holidays Limited for the year ended 29 February 2004 on pages 4 to 11 which have been prepared in accordance with the Financial Reporting Standards for Small Entities (effective June 2003) and under the accounting policies set out on page 6.

*Respective responsibilities of directors and auditors*

The directors' responsibilities for preparing the annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards are set out in the Statement of Directors' Responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Directors' Report is not consistent with the financial statements, if the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding directors' remuneration and transactions with the company is not disclosed.

We read the Directors' Report and consider the implications for our report if we become aware of any apparent misstatements within it.

Our report has been prepared pursuant to the requirements of the Companies Act 1985 and for no other purpose. No person is entitled to rely on this report unless such a person is a person entitled to rely upon this report by virtue of and for the purpose of the Companies Act 1985 or has been expressly authorised to do so by our prior written consent. Save as above, we do not accept responsibility for this report to any other person or for any other purpose and we hereby expressly disclaim any and all such liability.

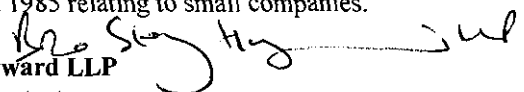
*Basis of audit opinion*

We conducted our audit in accordance with United Kingdom 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 financial statements. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements, 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 the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements 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 information in the financial statements.

*Opinion*

In our opinion the financial statements give a true and fair view of the state of the company's affairs as at 29 February 2004 and of its result for the year then ended and have been properly prepared in accordance with the provisions of the Companies Act 1985 relating to small companies.

  
**BDO Stoy Hayward LLP**  
Chartered Accountants  
and Registered Auditors  
Manchester

*S. Nourse* 2004

**CREDIT CARD HOLIDAYS LIMITED**  
**(A company limited by guarantee)**

**Profit and loss account for the year ended 29 February 2004**

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	Note	2004 £	2003 £
Turnover	2	2,650,851	2,566,266
Cost of sales		2,650,851	2,566,266
Result for the year		<u>-</u>	<u>-</u>

All amounts relate to continuing activities

There are no recognised gains and losses for the current financial year and preceding financial year other than as stated in the profit and loss account. Accordingly no statement of total recognised gains and losses has been prepared.

There have been no movements in both the current financial year and the preceding financial year in respect of reserves. Accordingly, no reconciliation of the movement in reserves has been prepared.

The notes on pages 6 to 11 form part of these financial statements.

**CREDIT CARD HOLIDAYS LIMITED**  
**(A company limited by guarantee)**

**Balance sheet at 29 February 2004**

	Note	2004		2003	
		£	£	£	£
<b>Fixed assets</b>					
Investments	3		71,886		71,886
<b>Current assets</b>					
Debtors	4	12,515,041		10,043,544	
		<u>12,515,041</u>		<u>10,043,544</u>	
<b>Creditors: amounts falling due within one year</b>	5	12,372,201		9,908,978	
		<u>12,372,201</u>		<u>9,908,978</u>	
<b>Net current assets</b>			142,840		134,566
<b>Total assets less current liabilities</b>			<u>214,726</u>		<u>206,452</u>
<b>Creditors: amounts falling due after more than one year</b>	8		214,726		206,452
			<u>-</u>		<u>-</u>
<b>Reserves</b>					
Revaluation reserve			71,874		71,874
Other reserves			5,470		5,470
Profit and loss account			(77,344)		(77,344)
<b>Total equity shareholders' funds</b>			<u>-</u>		<u>-</u>

The financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and the Financial Reporting Standard for Small Entities (effective June 2002).

These financial statements were approved by the Management Committee 15 June 2004.



**G.H. Clarke**

**Signed on behalf of the  
Management Committee**

The notes on pages 6 to 11 form part of these financial statements.

## **CREDIT CARD HOLIDAYS LIMITED**

**(A company limited by guarantee)**

**Notes forming part of the financial statements for the year ended 29 February 2004**

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### **1 Accounting policies**

The financial statements have been prepared under the historical cost convention, as modified by the revaluation of the investment in the subsidiary undertaking and are in accordance with applicable accounting standards. The following accounting policies, which have not changed in the year, have been applied:

#### *Consolidation*

The company has taken advantage of the exemption under Section 248 of the Companies Act 1985 not to prepare group accounts, as the group qualifies as a small group. As such, the financial statements present only information on the company and not the group.

#### *Cashflow statement*

The company has taken advantage of the exemption under FRS1 (revised) not to prepare a cash flow statement as it qualifies as a small company under section 247 of the Companies Act 1985.

#### *Turnover*

Turnover represents welfare contributions received during the year.

#### *Investments*

Investments held as fixed assets are stated at revalued amount less any provision for permanent diminution in value.

#### *Discretionary payments suspense*

Any unclaimed credit or stamp balances relating to scheme years more than seven years prior to the balance sheet date are transferred to the Discretionary Payments Suspense. The balance standing to the credit of this account is paid out annually at the discretion of the Management Committee in accordance with the Articles of Association.

#### *Holiday scheme payments*

In accordance with the industry's National Agreement, the company is obliged to meet claims for reimbursement of holiday scheme credits (previously stamps) which are submitted within seven months of the end of the appropriate holiday period. Late claims, i.e. those made outside this timescale, are paid at the discretion of the Management Committee.

Unclaimed amounts for the two scheme years prior to the balance sheet date are treated as current liabilities. Any amounts unclaimed for scheme years between two and seven prior to the balance sheet date are transferred to the Unclaimed Holiday Fund and are shown as long term liabilities.



**CREDIT CARD HOLIDAYS LIMITED****(A company limited by guarantee)****Notes forming part of the financial statements for the year ended 29 February 2004 (Continued)****2 Turnover**

Turnover is wholly attributable to the principal activity of the company and arises solely within the United Kingdom.

**3 Investments**

	2004 £	2003 £
Shares in subsidiary undertakings	71,886	71,886

The investment represents 12 "A" shares of £1 each in Welfare Holdings (H&V) Limited, a company registered in England, and represents the whole of the equity voting rights in that company.

Welfare Holdings (H&V) Limited holds investments and derives its income from the investment of funds generated by the holiday scheme operated by Credit Card Holidays Limited.

During the year ended 28 February 1986 these shares were revalued by the management committee to £71,886 from their historic cost of £12. The investment in Welfare Holdings (H&V) Limited, accounted for under the equity method of accounting, at 29 February 2004 was £12 (2003 - £12) and its profit after taxation but before dividends for the year then ended was £246,077 (2003 - £203,431). The aggregate of its capital and reserves at 29 February 2004 was £48 (2003 - £48).

**4 Debtors**

	2004 £	2003 £
Amounts owed by subsidiary undertaking	12,515,041	10,043,544

**5 Creditors: amounts falling due within one year**

	2004 £	2003 £
Overdraft	2,234,885	1,376,566
Amounts owed to related undertakings	239,717	233,990
Holiday scheme liability (note 6)	9,897,599	8,298,422
	12,372,201	9,908,978

The overdraft balance is represented by unpresented cheques.

**CREDIT CARD HOLIDAYS LIMITED**  
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**Notes forming part of the financial statements for the year ended 29 February 2004 (Continued)**

**6 Holiday scheme**

	<b>2004</b>	<b>2003</b>
	£	£
Balance at 1 March 2003	8,298,422	7,607,503
Surplus of credits received over payments made for the year	1,615,803	711,795
	<u>9,914,225</u>	<u>8,319,298</u>
Transfer to unclaimed holiday fund in respect of 2001/02 (2000/01) unclaimed stamp balances (note 8)	(16,626)	(20,876)
Balance at 29 February 2004	<u>9,897,599</u>	<u>8,298,422</u>

**7 Discretionary payments suspense**

	<b>2004</b>	<b>2003</b>
	£	£
Balance at 1 March 2003	-	-
Transfer from unclaimed holiday fund (note 8)	9,340	5,213
	<u>9,340</u>	<u>5,213</u>
Discretionary payment made to Welplan Limited	(9,340)	(5,213)
Balance at 29 February 2004	<u>-</u>	<u>-</u>

**CREDIT CARD HOLIDAYS LIMITED****(A company limited by guarantee)****Notes forming part of the financial statements for the year ended 29 February 2004 (Continued)****8 Creditors: amounts falling due after more than one year**

	<b>2004</b>		<b>2003</b>	
	£	£	£	£
Balance at 1 March 2003		206,452		204,542
Transfer in respect of 2001/02 (2000/01) unclaimed stamp balances		16,626		20,876
		<u>223,078</u>		<u>225,418</u>
Payment of outdated claims	(988)		13,753	
Transfer balances more than seven years old to discretionary payment suspense (note 7)	9,340		5,213	
		<u>(8,352)</u>		<u>(18,966)</u>
Balance at 29 February 2004		<u>214,726</u>		<u>206,452</u>

**9 Liability of members**

The liability of members, of whom there are a maximum of 12, is limited by the company's Memorandum of Association to a sum not to exceed £1 per member on liquidation.

**10 Taxation**

The company does not trade for profit and therefore no taxation liabilities arise.

**11 Employees**

No remuneration was paid to any member of the management committee during the year (2003 - £nil) and there were no employees of the company during the current and the preceding financial year.

One member of the management committee is a member of the HVCA Retirement Benefits Scheme, a defined benefit scheme (2003 - one).

**CREDIT CARD HOLIDAYS LIMITED****(A company limited by guarantee)****Notes forming part of the financial statements for the year ended 29 February 2004 (Continued)****12 Related party transactions**

The directors consider there to be four classes of related party as follows:-

- (i) The controlling members of Credit Card Holidays Limited, Amicus and the Heating and Ventilating Contractors' Association (including its subsidiary companies) are considered to be related parties for the purposes of Financial Reporting Standard No. 8 'Related Party Disclosures'. A summary of the aggregate transactions which have been undertaken by Credit Card Holidays Limited with these related parties is as follows:-

	2004 £	2003 £
Amounts included in costs of sales:		
Welfare contributions	1,094,625	1,059,361
Amounts included in creditors due within one year	239,717	233,990
	<u>          </u>	<u>          </u>

- (ii) The welfare schemes listed below are considered to be related parties for the purposes of Financial Reporting Standard No. 8 'Related Party Disclosures' by virtue of Welplan Limited, a wholly owned subsidiary undertaking of the Heating and Ventilating Contractors' Association, administering these schemes as Trustee. The schemes are as follows:-

H&V Sickness and Accident Scheme  
H&V Death Benefit Scheme  
H&V Pensions  
TICI Sickness and Accident Scheme  
TICI Death Benefit Scheme

A summary of the aggregate transactions which have been undertaken by Credit Card Holidays Limited with these related parties is as follows:-

	2004 £	2003 £
Amounts included in cost of sales:		
Welfare contributions	1,556,226	1,506,905
	<u>          </u>	<u>          </u>

- (iii) The members of the management committee of Credit Card Holidays Limited are related parties for the purposes of Financial Reporting Statement No. 8 'Related Party Disclosures'. A summary of the aggregate transactions with members' representative firms serving on the Council of the Heating and Ventilating Contractors' Association is as follows:

	2004 £	2003 £
Amounts included in turnover:		
Welfare contributions	39,369	28,957
	<u>          </u>	<u>          </u>

**CREDIT CARD HOLIDAYS LIMITED**  
(A company limited by guarantee)

Notes forming part of the financial statements for the year ended 29 February 2004 (*Continued*)

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**12 Related party transactions (*continued*)**

(iv) Welfare Holdings (H & V) Limited, the subsidiary undertaking of Credit Card Holidays Limited, is considered to be a related party for the purposes of Financial Reporting Standard 8 'Related Party Disclosures'. A summary of the aggregate transactions which have been undertaken by Credit Card Holidays Limited with Welfare Holdings (H & V) Limited are as follows:-

	2004 £	2003 £
Investment in subsidiary undertaking	71,886	71,886
Amounts owed by subsidiary undertaking	12,515,041	10,043,544
	<u>                    </u>	<u>                    </u>

**13 Ultimate controlling party**

The company is 50% owned by the Heating and Ventilating Contractors' Association and 50% owned by Amicus.