# REPORT OF THE DIRECTORS AND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2004

FOR

J BRIAN HIGGS & CO. LIMITED

#A\$99T4TA# 0198
COMPANIES HOUSE 28/04/05

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## COMPANY INFORMATION FOR THE YEAR ENDED 31 DECEMBER 2004

DIRECTORS:

A V Wood Mrs J M Bryant P Thompson

SECRETARY:

Mrs S A Wood

**REGISTERED OFFICE:** 

806 High Street KINGSWINFORD West Midlands DY6 8AB

REGISTERED NUMBER:

01110410 (England and Wales)

**AUDITORS:** 

E R Grove & Co. 4 Halesowen Street Rowley Regis West Midlands B65 OHG

# REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 DECEMBER 2004

The directors present their report with the financial statements of the company for the year ended 31 December 2004.

#### PRINCIPAL ACTIVITY

The principal activity of the company in the year under review was that of insurance brokers and bank agents.

#### REVIEW OF BUSINESS

The results for the year and financial position of the company are as shown in the annexed financial statements.

#### DIVIDENDS

No interim dividend was paid during the year. The directors recommend a final dividend of 673.87 per share.

The total distribution of dividends for the year ended 31 December 2004 will be £134,773.

#### DIRECTORS

The directors during the year under review were:

A V Wood Mrs J M Bryant P Thompson

The directors holding office at 31 December 2004 did not hold any beneficial interest in the issued share capital of the company at 1 January 2004 or 31 December 2004.

The interests of the directors in the share capital of the parent undertaking are disclosed in the parent company accounts.

### STATEMENT OF DIRECTORS' RESPONSIBILITIES

Company law requires the directors 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 directors are required to

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements 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 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.

# REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 DECEMBER 2004

# **AUDITORS**

The auditors, E R Grove & Co., will be proposed for re-appointment in accordance with Section 385 of the Companies Act 1985.

ON BEHALF OF THE BOARD:

A. V. Wood

A V Wood - Director

25 March 2005

## REPORT OF THE INDEPENDENT AUDITORS TO THE SHAREHOLDERS OF J BRIAN HIGGS & CO. LIMITED

We have audited the financial statements of J Brian Higgs & Co. Limited for the year ended 31 December 2004 on pages five to twelve. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

# Respective responsibilities of directors and auditors

As described on page two the company's directors are responsible for the preparation of financial statements in accordance with applicable law and United Kingdom Accounting Standards.

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

### 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 31 December 2004 and of its profit for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

Bl Ceron Ga.

E R Grove & Co. 4 Halesowen Street Rowley Regis West Midlands B65 OHG

25 March 2005

## PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2004

	Notes	2004 £	2003 £
TURNOVER		406,878	417,095
Administrative expenses		221,760	249,954
OPERATING PROFIT	3	185,118	167,141
Interest receivable and similar income		499	275
		185,617	167,416
Interest payable and similar charges	4	(24)	2,413
PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION	ES	185,641	165,003
Tax on profit on ordinary activities	5	36,342	32,919
PROFIT FOR THE FINANCIAL YEAR AFTER TAXATION	AR.	149,299	132,084
Dividends	6	134,773	116,978
RETAINED PROFIT FOR THE YEAD	R	14,526	15,106

# CONTINUING OPERATIONS

None of the company's activities were acquired or discontinued during the current and previous years.

# TOTAL RECOGNISED GAINS AND LOSSES

The company has no recognised gains or losses other than the profits for the current and previous years.

## BALANCE SHEET 31 DECEMBER 2004

		2004		2003	
	Notes	£	£	£	£
FIXED ASSETS	7		0.250		11.050
Tangible assets	7		9,259		11,058
CURRENT ASSETS					
Debtors	8	82,605		122,468	
Cash at bank and in hand		79,118		86,219	
		161,723		208,687	
CREDITORS					
Amounts falling due within one year	9	114,214		178,393	
NET CURRENT ASSETS			47,509		30,294
TOTAL ASSETS LESS CURRENT					
LIABILITIES			56,768		41,352
			,		,
PROVISIONS FOR LIABILITIES					
AND CHARGES	10		890		
			55,878		41,352
CAPITAL AND RESERVES					
Called up share capital	11		200		200
Profit and loss account	12		55,678		41,152
SHAREHOLDERS' FUNDS	14		55,878		41,352
					·

# ON BEHALF OF THE BOARD:

A. V. Wood

A V Wood - Director

Approved by the Board on 25 March 2005

# CASH FLOW STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2004

		2004		2003	
	Notes	£	£	£	£
Net cash inflow from operating activities	1		167,721		177,509
Returns on investments and servicing of finance	2		523		(2,138)
Taxation			(32,923)		(14,403)
Capital expenditure	2		-		5,500
Equity dividends paid			(134,773)		(116,978)
			548		49,490
Financing	2		(7,649)		(16,843)
(Decrease)/Increase in cash in the po	eriod		(7,101)		32,647
Reconciliation of net cash flow to movement in net funds	3				
(Decrease)/Increase in cash in the period Cash outflow		(7,101)		32,647	
from decrease in debt and lease finance	ing			11,544	
Change in net funds resulting from cash flows			(7,101)		44,191
Movement in net funds in the period Net funds at 1 January			(7,101) 86,219		44,191 42,028
Net funds at 31 December			79,118		86,219

# NOTES TO THE CASH FLOW STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2004

#### 1. RECONCILIATION OF OPERATING PROFIT TO NET CASH INFLOW FROM OPERATING **ACTIVITIES**

	2004 £	2003 £
Operating profit	185,118	167,141
Depreciation charges	1,798	3,092
Loss on disposal of fixed assets	•	6,982
Decrease/(Increase) in debtors	47,513	(17,682)
(Decrease)/Increase in creditors	(66,708)	17,976
Net cash inflow from operating activities	167,721	177,509
ANALYSIS OF CASH FLOWS FOR HEADINGS NETTED I	N THE CASH FLOW STAT	EMENT

## 2.

	•			
			2004 £	2003 £
	Returns on investments and servicing of finance		<i></i>	~
	Interest received		499	275
	Interest paid		24	-
	Interest element of hire purchase or finance lease rentals payments		-	(2,413)
	Net cash inflow/(outflow) for returns on investments and service	ing of		<del></del>
	finance	_	523	(2,138)
				====
	Capital expenditure			
	Purchase of tangible fixed assets		-	(2,666)
	Sale of tangible fixed assets		-	8,166
	Not cook inflow for conital amountiture			5.500
	Net cash inflow for capital expenditure			5,500
	Financing			
	New loans in year		(7,649)	(5,299)
	Capital repayments in year		•	(11,544)
	Net cash outflow from financing		(7,649)	(16,843)
3.	ANALYSIS OF CHANGES IN NET FUNDS			
				At
	A	t 1.1.04	Cash flow	31.12.04
	N7	£	£	£
	Net cash: Cash at bank and in hand	06.010	(7.101)	
	Cash at bank and in nand	86,219	(7,101)	79,118
		86,219	(7,101)	79,118
	•			
	Total	86,219	(7,101)	79,118

# NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2004

## 1. ACCOUNTING POLICIES

## Accounting convention

The financial statements have been prepared under the historical cost convention and are in accordance with applicable accounting standards.

## Turnover

Turnover represents net invoiced sales of services, excluding value added tax.

## Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings

- 10% on cost

#### Deferred tax

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date.

## Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the profit and loss account as incurred.

#### **Pensions**

The company operates a defined contribution pension scheme. Contributions payable for the year are charged in the profit and loss account.

## 2. STAFF COSTS

	2004	2003
	£	£
Wages and salaries	121,945	124,792
Social security costs	447	1,610
Other pension costs	6,227	6,239
	128,619	132,641
The average monthly number of employees during the year was as follows:	***	••••
	2004	2003
	11	11

# NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2004

# 3. **OPERATING PROFIT**

The operating profit is stated after charging:

	Hire of plant and machinery Depreciation - owned assets Loss on disposal of fixed assets	2004 £ 1,798	2003 £ 743 3,092 6,982
	Auditors remuneration	3,738	3,818
	Directors' emoluments Directors' pension contributions to money purchase	16,842	17,008
	schemes	6,227	6,239
4.	INTEREST PAYABLE AND SIMILAR CHARGES	2004	2003
	Other interest Hire purchase	£ (24) ————————————————————————————————————	£ 2,413 2,413
5.	TAXATION		
	Analysis of the tax charge  The tax charge on the profit on ordinary activities for the year was as follows:	2004 £	2003 £
	Current tax: UK corporation tax	35,452	32,919
	Deferred tax	890	-
	Tax on profit on ordinary activities	36,342	32,919
6.	DIVIDENDS	2004	2003
	Equity shares: Final	£ 134,773	£ 116,978

# NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2004

7. TANGIBLE FIXED ASSETS	5
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••			Fixtures and fittings £
	COST		
	At 1 January 2004		
	and 31 December 2004		49,660
	DEPRECIATION		
	At 1 January 2004		38,603
	Charge for year		1,798
	At 31 December 2004		40,401
	NET BOOK VALUE		
	At 31 December 2004		9,259
	At 31 December 2003		11,057
8.	DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		
		2004	2003
		£	£
	Trade debtors	28,726	97,633
	Amounts owed by group undertakings	12,949	5,299
	Prepayments	40,930	19,536
		82,605	122,468
9.	CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		
		2004	2003
	77 1 1V	£	£
	Trade creditors Tax	71,589 35,452	133,275 32,923
	Social security and other taxes	2,429	1,770
	Accrued expenses	4,744	10,425
		114,214	178,393
			====
10.	PROVISION FOR LIABILITIES AND CHARGES		
		2004	2003
		£	£
	Deferred tax	890	-
		<del></del>	<u></u>
			Deferred
			tax £
	Accelerated capital allowances		890
	Balance at 31 December 2004		890

# NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2004

## 11. CALLED UP SHARE CAPITAL

	Authorised:				
	Number:	Class:	Nominal value:	2004 £	2003 £
	15,000	Ordinary	1	15,000	15,000
	Allotted, issued	l and fully paid:			
	Number:	Class:	Nominal value:	2004 £	2003 £
	200	Ordinary	1	<del>200</del>	====
12.	RESERVES				~ -
					Profit and loss
					account
	At 1 January 20	004			£ 41,152
	Retained profit				14,526
	At 31 December	r 2004			55,678

## 13. ULTIMATE PARENT COMPANY

The ultimate parent company is J Brian Higgs (Kingswinford) Limited, a company registered in England and Wales. A copy of the ultimate parent undertakings accounts may be obtained from its registered office at 806 High Street, Kingswinford, West Midlands DY6 8AB.

# 14. RECONCILIATION OF MOVEMENTS IN SHAREHOLDERS' FUNDS

The control of the children in difficulties in the children in		
	2004	2003
	£	£
Profit for the financial year	149,299	132,084
Dividends	(134,773)	(116,978)
Net addition to shareholders' funds	14,526	15,106
Opening shareholders' funds	41,352	26,246
Closing shareholders' funds	55,878	41,352
Equity interests	55,878	41,352

# PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2004

	2004		2003	
	£	£	£	£
Turnover				
Sales	309,477		334,063	
Building society commissions	97,401		83,032	
	<del></del>	406,878		417,095
Other income				
Deposit account interest		499		275
		407,377		417,370
Expenditure				
Rent	13,675		13,300	
Rates and water	2,540		3,009	
Insurance	11,511		12,407	
Light and heat	1,404		1,694	
Directors' salaries	16,842		17,008	
Directors' social security	447		1,610	
Directors' pension contributions	6,227		6,239	
Wages	105,103		107,784	
Hire of equipment	-		743	
Telephone	8,470		7,578	
Printing, postage & stationary	7,474		7,203	
Travelling	268		181	
Motor expenses	11,534		11,934	
Computer expenses	12,400		10,909	
Repairs and renewals	3,428		6,643	
Sundry expenses	8,527		9,671	
Accountancy	-		10,726	
Professional fees	5,322		6,485	
Auditors remuneration	3,738		3,818	
Entertainment	558	219,468	<u>236</u>	239,178
		187,909		178,192
Finance costs				
Bank charges	494		702	
Other interest	(24)		-	
Hire purchase	-		2,413	
		470		3,115
		<del></del> -		<del></del>
		187,439		175,077
Depreciation				
Fixtures and fittings		1,798		3,092
Carried forward		185,641		171,985

# PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2004

	200	2004		2003	
Brought forward	£	£ 185,641	£	£ 171,985	
Loss on disposal of fixed assets Motor vehicles				6,982	
NET PROFIT		185,641		165,003	