

Co No: 1290711

Registrar

**Arundel Office Cleaning Services Limited**

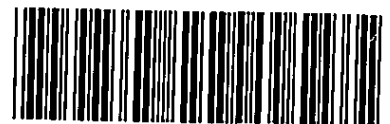
Report and Financial Statements

Year Ended

31 March 2007

**BDO**  
BDO Stoy Hayward  
Chartered Accountants

THURSDAY



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COMPANIES HOUSE

**Arundel Office Cleaning Services Limited**

**Annual report and financial statements for the year ended 31 March 2007**

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**Directors**

R Newell  
L J Austen

**Secretary and registered office**

D Pennington, Buckland House, Waterside Drive, Langley, Slough SL3 6EZ

**Company number**

1290711

**Auditors**

BDO Stoy Hayward LLP, Arcadia House, Maritime Walk, Ocean Village, Southampton,  
SO14 3TL

## **Arundel Office Cleaning Services Limited**

### **Report of the directors for the year ended 31 March 2007**

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The directors present their report together with the audited financial statements for the year ended 31 March 2007

#### **Results**

The profit and loss account is set out on page 5 and shows the profit for the year

#### **Principal activities**

The company's principal activity continued to be the provision of office cleaning services

#### **Directors**

The directors of the company during the year were

R Newell  
L J Austen

#### **Directors' responsibilities**

The directors are responsible for preparing the annual report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice

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 year. 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 and,
- 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

#### **Auditors**

All of the current directors have taken all the steps that they ought to have taken to make themselves aware of any information needed by the company's auditors for the purposes of their audit and to establish that the auditors are aware of that information. The directors are not aware of any relevant audit information of which the auditors are unaware

BDO Stoy Hayward LLP have expressed their willingness to continue in office and a resolution to re-appoint them will be proposed at the annual general meeting

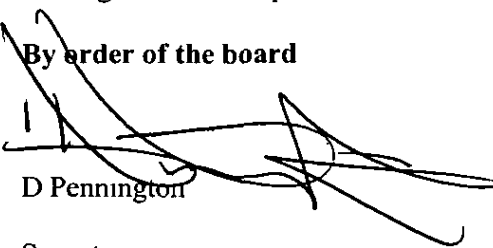
**Arundel Office Cleaning Services Limited**

**Report of the directors for the year ended 31 March 2007 (*Continued*)**

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This report 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**



D Pennington

**Secretary**

13/07/07

## **Arundel Office Cleaning Services Limited**

### **Independent auditor's report**

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#### **To the shareholders of Arundel Office Cleaning Services Limited**

We have audited the financial statements of Arundel Office Cleaning Services Limited for the year ended 31 March 2007 which comprise the profit and loss account, the balance sheet and the related notes. These financial statements have been prepared in accordance with the accounting policies set out therein and the requirements of the Financial Reporting Standard for Smaller Entities.

#### *Respective responsibilities of directors and auditors*

The directors' responsibilities for preparing the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) 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 International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and have been properly prepared in accordance with the Companies Act 1985 and whether the information given in the directors' report is consistent with those financial statements. We also report to you if, in our opinion, 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 other transactions 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 International Standards on Auditing (UK and Ireland) 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.

**Arundel Office Cleaning Services Limited**

**Independent auditor's report (*Continued*)**

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*Opinion*

In our opinion

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities, of the state of the company's affairs as at 31 March 2007 and of its profit for the year then ended,
- the financial statements have been properly prepared in accordance with the Companies Act 1985, and
- the information given in the directors' report is consistent with the financial statements

*BDO Stoy Hayward LLP*

**BDO STOY HAYWARD LLP**

*Chartered Accountants  
and Registered Auditors  
Southampton*

*24<sup>th</sup> July 2007*

**Arundel Office Cleaning Services Limited**

**Profit and loss account for the year ended 31 March 2007**

	Note	2007 £	2006 £
Turnover	2	673,163	675,562
Cost of sales		<u>538,504</u>	<u>545,249</u>
Gross profit		134,659	130,313
Administrative expenses		<u>106,035</u>	<u>105,616</u>
Operating profit	3	28,624	24,697
Other interest receivable and similar income		<u>5,381</u>	<u>6,158</u>
Profit on ordinary activities before taxation		34,005	30,855
Taxation on profit on ordinary activities	5	<u>7,779</u>	<u>113</u>
Profit on ordinary activities after taxation		<u>26,226</u>	<u>30,742</u>

The notes on pages 7 to 11 form part of these financial statements

# Arundel Office Cleaning Services Limited

## Balance sheet at 31 March 2007

	Note	2007 £	2007 £	2006 £	2006 £
<b>Fixed assets</b>					
Tangible assets	6		20,771		19,749
<b>Current assets</b>					
Stocks		2,996		2,691	
Debtors	7	77,824		97,008	
Cash at bank and in hand		86,804		249,927	
		<u>167,624</u>		<u>349,626</u>	
<b>Creditors: amounts falling due within one year</b>	8	<u>91,356</u>		<u>88,876</u>	
<b>Net current assets</b>			<u>76,268</u>		<u>260,750</u>
<b>Total assets less current liabilities</b>			<u>97,039</u>		<u>280,499</u>
<b>Provisions for liabilities</b>	9		<u>460</u>		<u>1,146</u>
			<u>96,579</u>		<u>279,353</u>
<b>Capital and reserves</b>					
Called up share capital	10		100		100
Profit and loss account	11		96,479		279,253
<b>Shareholders' funds</b>			<u>96,579</u>		<u>279,353</u>

These 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 Smaller Entities (effective January 2005)

The financial statements were approved by the board of directors and authorised for issue on

  
R Newell  
Director

13/7/07

The notes on pages 7 to 11 form part of these financial statements



## Arundel Office Cleaning Services Limited

### Notes forming part of the financial statements for the year ended 31 March 2007

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#### 1 Accounting policies

The financial statements have been prepared under the historical cost convention. The following principal accounting policies have been applied:

##### *Cash flow statement*

The company has taken advantage of the exemption conferred by the Financial Reporting Standard for Smaller Entities (effective January 2005) not to prepare a cash flow statement.

##### *Depreciation*

Depreciation is provided to write off the cost or valuation, less estimated residual values, of all tangible fixed assets, except for investment properties and freehold land, over their expected useful lives. It is calculated at the following rates:

Other fixed assets - 15% - 25% on written down value

##### *Goodwill*

Goodwill represents the excess of cost of acquisition over the fair value of separable net assets acquired. Goodwill is amortised through the profit and loss account in equal instalments over its estimated useful life.

##### *Turnover*

Turnover represents sales to external customers at invoiced amounts less value added tax or local taxes on sales.

##### *Stocks*

Stocks are valued at the lower of cost and net realisable value. Cost is based on the cost of purchase on a first in, first out basis. Net realisable value is based on estimated selling price less additional costs to completion and disposal.

##### *Deferred taxation*

Deferred tax balances are recognised in respect of all timing differences that have originated but not reversed by the balance sheet date, except that:

- deferred tax is not recognised on timing differences arising on revalued properties unless the company has entered into a binding sale agreement and is not proposing to take advantage of rollover relief, and
- the recognition of deferred tax assets is limited to the extent that the company anticipates making sufficient taxable profits in the future to absorb the reversal of the underlying timing differences.

Deferred tax balances arising from underlying timing differences in respect of tax allowances on industrial buildings are reversed if and when all conditions for retaining those allowances have been met.

Deferred tax balances are not discounted.

# Arundel Office Cleaning Services Limited

## Notes forming part of the financial statements for the year ended 31 March 2007 (Continued)

### 1 Accounting policies (continued)

#### *Dividends*

Equity dividends are recognised when they become legally payable. Interim equity dividends are recognised when paid. Final equity dividends are recognised when approved by the shareholders at an annual general meeting.

Dividends on shares wholly recognised as liabilities are recognised as expenses and classified within interest payable.

#### *Pensions*

Contributions to the company's defined contribution pension scheme are charged to the profit and loss account in the year in which they become payable. The assets of the scheme are held separately from those of the company in an independently administered fund.

### 2 Turnover

Turnover arises solely within the United Kingdom.

### 3 Operating profit

	2007 £	2006 £
This is arrived at after charging		
Depreciation of tangible fixed assets	4,361	4,310
Auditors' remuneration - audit services	3,350	3,200
	<u>          </u>	<u>          </u>

### 4 Directors' remuneration

	2007 £	2006 £
Aggregate emoluments and pension contributions	42,341	43,702
	<u>          </u>	<u>          </u>

There was 1 director in the company's defined contribution pension scheme during the year (2006 - 1)

• **Arundel Office Cleaning Services Limited**

Notes forming part of the financial statements for the year ended 31 March 2007 (*Continued*)

**5 Taxation on profit on ordinary activities**

	2007 £	2006 £
<i>Current tax</i>		
Tax on profits of the year	8,465	-
Adjustment in respect of previous periods	-	(557)
<i>Deferred tax</i>		
Origination and reversal of timing differences	(686)	670
	<u>7,779</u>	<u>113</u>
Taxation on profit on ordinary activities	<u>7,779</u>	<u>113</u>

**6 Tangible fixed assets**

	Other tangible fixed assets £
<i>Cost</i>	
At 1 April 2006	74,876
Additions	6,985
Disposals	(10,900)
	<u>70,961</u>
At 31 March 2007	<u>70,961</u>
<i>Depreciation</i>	
At 1 April 2006	55,127
Provided for the year	4,361
Disposals	(9,298)
	<u>50,190</u>
At 31 March 2007	<u>50,190</u>
<i>Net book value</i>	
At 31 March 2007	<u>20,771</u>
	<u>19,749</u>
At 31 March 2006	<u>19,749</u>

**Arundel Office Cleaning Services Limited**

**Notes forming part of the financial statements for the year ended 31 March 2007 (Continued)**

**7 Debtors**

	2007 £	2006 £
Trade debtors	72,746	86,672
Amounts owed by group undertakings	-	4,000
Other debtors	5,078	6,336
	<u>77,824</u>	<u>97,008</u>

All amounts shown under debtors fall due for payment within one year

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

	2007 £	2006 £
Trade creditors	2,794	2,231
Corporation tax	8,465	-
Other taxation and social security	44,276	50,098
Other creditors	35,821	36,547
	<u>91,356</u>	<u>88,876</u>

**9 Provisions for liabilities**

		Deferred taxation £
At 1 April 2006		1,146
Charged in year		(686)
		<hr/>
At 31 March 2007		460
		<hr/>
<i>Deferred taxation</i>		
	2007 £	2006 £
Accelerated capital allowances	460	1,146

## Arundel Office Cleaning Services Limited

### Notes forming part of the financial statements for the year ended 31 March 2007 (Continued)

#### 10 Share capital

	2007	Authorised	Allotted, called up	
	2007	2006	and fully paid	
	£	£	2007	2006
			£	£
100 Ordinary shares of £1 each	100	100	100	100
	<u>100</u>	<u>100</u>	<u>100</u>	<u>100</u>

#### 11 Reserves

	Profit and loss account £
At 1 April 2006	279,253
Profit for the year	26,226
Dividends	(209,000)
	<u>96,479</u>
At 31 March 2007	<u>96,479</u>

#### 12 Pensions

The pension charge amounted to £5,400 (2006 £5,400). There were no outstanding or prepaid contributions at either the beginning or end of the financial year.

#### 13 Related party disclosures

##### *Controlling parties*

The company is controlled by Falcon Holdings Limited.

##### *Related party transactions and balances*

The balance shown in note 7 at 31 March 2006 of £4,000 as "amounts owed by group undertakings" was due from the company's parent, Courtyard Services Limited.

#### 14 Ultimate parent company and parent undertaking of larger group

The company is a subsidiary of Falcon Holdings Limited, which is the ultimate parent company incorporated in Belize.

The immediate parent company is Courtyard Services Limited, a company registered in England and Wales.