

Arundel Office Cleaning Services Limited

Report and Financial Statements

Year Ended

31 March 2011

Company Number 1290711



Arundel Office Cleaning Services Limited

**Report and financial statements
for the year ended 31 March 2011**

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Director

J Manning

Registered office

Orchard House, Orchard Way, Uxbridge, Middlesex, UB8 2BP

Company number

1290711

Auditors

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

Arundel Office Cleaning Services Limited

Report of the director for the year ended 31 March 2011

The director presents its report together with the audited financial statements for the year ended 31 March 2011

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 is the provision of cleaning services

Directors

The directors of the company during the year were

R Newell (resigned 29 June 2011)
L J Austen (resigned 29 June 2011)

J Manning was appointed as a director on 29 June 2011

Director's responsibilities

The director is responsible for preparing the director's report and the financial statements in accordance with applicable law and regulations

Company law requires the director to prepare financial statements for each financial year. Under that law the director has elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the director 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, the director is required to

- select suitable accounting policies and then apply them consistently,
- make judgements and accounting estimates that are reasonable and prudent,
- state whether applicable UK 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 director is 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. The director is 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.

Arundel Office Cleaning Services Limited

Report of the director for the year ended 31 March 2011 (*continued*)

Auditors

The current director has taken all the steps that it ought to have taken to make itself 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 director is not aware of any relevant audit information of which the auditors are unaware.

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

In preparing this director's report advantage has been taken of the small companies' exemption.

On behalf of the board



J Manning

Director

Date

7/11/11

Arundel Office Cleaning Services Limited

Independent auditor's report

TO THE MEMBER OF ARUNDEL OFFICE CLEANING SERVICES LIMITED

We have audited the financial statements of Arundel Office Cleaning Services Limited for the year ended 31 March 2011 which comprise the profit and loss account, the balance sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the company's member in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's member those matters we are required to state to them in an auditor's 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 member, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of directors and auditors

As explained more fully in the statement of director's responsibilities, the director is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

Scope of the audit of the financial statements

A description of the scope of an audit of financial statements is provided on the APB's website at www.frc.org.uk/apb/scope/private.cfm.

Opinion on financial statements

In our opinion the financial statements

- give a true and fair view of the state of the company's affairs as at 31 March 2011 and of its profit for the year then ended,
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the director's report for the financial year for which the financial statements are prepared is consistent with the financial statements.

Arundel Office Cleaning Services Limited

Independent auditor's report (*continued*)

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us, or
- the financial statements are not in agreement with the accounting records and returns, or
- certain disclosures of director's remuneration specified by law are not made, or
- we have not received all the information and explanations we require for our audit, or
- the director was not entitled to prepare the financial statements and the director's report in accordance with the small companies' regime



*Christopher Driver (senior statutory auditor)
For and on behalf of BDO LLP, statutory auditor
Southampton
United Kingdom*

Date 11th November 2011

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127)

Arundel Office Cleaning Services Limited

Profit and loss account for the year ended 31 March 2011

	Note	2011 £	2010 £
Turnover	2	596,167	615,525
Cost of sales		<u>476,181</u>	<u>499,043</u>
Gross profit		119,986	116,482
Administrative expenses		<u>109,565</u>	<u>108,028</u>
Operating profit	3	10,421	8,454
Other interest receivable and similar income		50	38
Interest payable and similar charges	6	<u>(917)</u>	<u>(794)</u>
Profit on ordinary activities before taxation		9,554	7,698
Taxation on profit on ordinary activities	7	<u>67</u>	<u>1,146</u>
Profit on ordinary activities after taxation		9,487	6,552

All amounts relate to continuing activities

All recognised gains and losses in the current and prior year are included in the profit and loss account

The notes on pages 7 to 13 form part of these financial statements

Arundel Office Cleaning Services Limited

Balance sheet at 31 March 2011

<i>Company number 1290711</i>	Note	2011 £	2011 £	2010 £	2010 £
Fixed assets					
Tangible assets	9		12,671		14,429
Current assets					
Stocks	10	6,673		3,269	
Debtors	11	74,152		80,937	
Cash at bank and in hand		99,024		108,264	
		<u>179,849</u>		<u>192,470</u>	
Creditors' amounts falling due within one year	12	<u>54,099</u>		<u>72,965</u>	
Net current assets			<u>125,750</u>		<u>119,505</u>
Total assets less current liabilities			<u>138,421</u>		<u>133,934</u>
Capital and reserves					
Called up share capital	14		100		100
Profit and loss account	15		138,321		133,834
Shareholder's funds	16		<u>138,421</u>		<u>133,934</u>

The financial statements were approved by the director and authorised for issue on

7/11/11


J. Manning
Director

The notes on pages 7 to 13 form part of these financial statements

Arundel Office Cleaning Services Limited

Notes forming part of the financial statements for the year ended 31 March 2011

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 Financial Reporting Standard 1 'Cash Flow Statements (Revised 1996)' not to prepare a cash flow statement on the grounds that it is a 'small' company under the Companies Act 2006

Turnover

Turnover represents sales to external customers at invoiced amounts less value added tax. Sales are recognised as services are provided.

Depreciation

Depreciation is provided to write off the cost, less estimated residual values, of all tangible fixed assets over their expected useful lives. Depreciation is calculated using the written down value at the following rates:

Plant and machinery	- 25% on written down value
Motor vehicles	- 25% on written down value
Fixtures and fittings	- 15% on written down value

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.

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.

Taxation

The charge for taxation is based on the profit for the year and takes into account taxation deferred.

Current tax is measured at amounts expected to be paid using the tax rates and laws that have been enacted or substantively enacted at the balance sheet date.

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

Arundel Office Cleaning Services Limited

Notes forming part of the financial statements
for the year ended 31 March 2011 (*continued*)

1 Accounting policies (*continued*)

Pension costs

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

2 Turnover

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

3 Operating profit

	2011 £	2010 £
This is arrived at after charging		
Depreciation of tangible fixed assets	3,508	5,311
Auditors' remuneration - fees payable to the company's auditor for the audit of the company's annual accounts	4,000	3,800
Taxation services	835	835
	<u> </u>	<u> </u>

4 Employees

Staff costs (including directors) consist of

	2011 £	2010 £
Wages and salaries	430,195	444,190
Social security costs	10,347	11,026
Other pension costs	5,400	5,400
	<u> </u>	<u> </u>
	445,942	460,616
	<u> </u>	<u> </u>

The average number of employees (including directors) during the year was 110 (2010 - 111)

5 Director's remuneration

	2011 £	2010 £
Director's emoluments	44,487	44,330
Company contributions to money purchase pension schemes	5,400	5,400
	<u> </u>	<u> </u>

Arundel Office Cleaning Services Limited

Notes forming part of the financial statements
for the year ended 31 March 2011 (*continued*)

6 Interest payable and similar charges

	2011 £	2010 £
Bank loans and overdrafts	917	794
	<u> </u>	<u> </u>

7 Taxation on profit on ordinary activities

	2011 £	2010 £
<i>UK Corporation tax</i>		
Current tax on profits of the year	109	1,254
Adjustment in respect of previous periods	(42)	-
	<u> </u>	<u> </u>
Total current tax	67	1,254
<i>Deferred tax</i>		
Adjustment in respect of previous periods	-	(108)
	<u> </u>	<u> </u>
Taxation on profit on ordinary activities	67	1,146
	<u> </u>	<u> </u>

The tax assessed for the year is lower than the standard rate of corporation tax in the UK applied to profit before tax. The differences are explained below:

	2011 £	2010 £
Profit on ordinary activities before tax	9,554	7,698
	<u> </u>	<u> </u>
Profit on ordinary activities at the standard rate of corporation tax in the UK of 28% (2010 - 28%)	2,675	2,155
Effect of		
Expenses not deductible for tax purposes	22	(6)
Capital allowances for period in (excess)/deficit of depreciation	(424)	680
Adjustment to tax charge in respect of previous periods	(42)	-
Group relief	(2,164)	(1,575)
	<u> </u>	<u> </u>
Current tax charge for the year	67	1,254
	<u> </u>	<u> </u>

Arundel Office Cleaning Services Limited

Notes forming part of the financial statements
for the year ended 31 March 2011 (*continued*)

8 Dividends

	2011 £	2010 £
Ordinary shares		
Interim paid of £50 (2010 - £50) per share	5,000	5,000

9 Tangible fixed assets

	Plant and machinery £	Motor vehicles £	Fixtures and fittings £	Total £
<i>Cost or valuation</i>				
At 1 April 2010	30,946	16,257	22,084	69,287
Additions	1,750	-	-	1,750
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
At 31 March 2011	32,696	16,257	22,084	71,037
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<i>Depreciation</i>				
At 1 April 2010	28,996	7,659	18,203	54,858
Provided for the year	771	2,152	585	3,508
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
At 31 March 2011	29,767	9,811	18,788	58,366
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<i>Net book value</i>				
At 31 March 2011	2,929	6,446	3,296	12,671
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
At 31 March 2010	1,950	8,598	3,881	14,429
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

10 Stocks

	2011 £	2010 £
Raw materials and consumables	6,673	3,269

There is no material difference between the replacement cost of stocks and the amounts stated above

Arundel Office Cleaning Services Limited

Notes forming part of the financial statements
for the year ended 31 March 2011 (*continued*)

11 Debtors

	2011 £	2010 £
Trade debtors	69,044	75,673
Prepayments and accrued income	5,108	5,264
	<u>74,152</u>	<u>80,937</u>

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

12 Creditors: amounts falling due within one year

	2011 £	2010 £
Trade creditors	7,663	3,927
Corporation tax	109	1,254
Other taxation and social security	39,166	33,838
Other creditors	-	30,146
Accruals and deferred income	7,161	3,800
	<u>54,099</u>	<u>72,965</u>

Arundel Office Cleaning Services Limited

Notes forming part of the financial statements
for the year ended 31 March 2011 (*continued*)

13 Pensions

The pension charge amounted to £5,400 (2010 - £5,400) There were no outstanding or prepaid contributions at either the beginning or end of the financial year

14 Share capital

	2011 £	2010 £
<i>Allotted, called up and fully paid</i>		
100 Ordinary shares of £1 each	100	100
	<u> </u>	<u> </u>

15 Reserves

	Profit and loss account £
At 1 April 2010	133,834
Profit for the year	9,487
Dividends	(5,000)
	<u> </u>
At 31 March 2011	138,321
	<u> </u>

16 Reconciliation of movements in shareholder's funds

	2011 £	2010 £
Profit for the year	9,487	6,552
Dividends	(5,000)	(5,000)
	<u> </u>	<u> </u>
Net additions to shareholder's funds	4,487	1,552
Opening shareholder's funds	133,934	132,382
	<u> </u>	<u> </u>
Closing shareholder's funds	138,421	133,934
	<u> </u>	<u> </u>

Arundel Office Cleaning Services Limited

**Notes forming part of the financial statements
for the year ended 31 March 2011 (*continued*)**

17 Related party disclosures

During the year a dividend of £5,000 (2010 £5,000) was paid to Courtyard Services Limited, the company's immediate parent undertaking

18 Ultimate parent company and parent undertaking of larger group

During the year the company was a subsidiary of Falcon Holdings Limited which was also the ultimate parent company incorporated in Belize

With effect from 29 June 2011, the company became a subsidiary of Active Cleaning Contractors Limited which is now the ultimate parent company Details of the change in ownership are included in Note 19 below

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

19 Post Balance Sheet Event

On 29 June 2011, Active Cleaning Contractors Limited purchased the entire issued share capital of Juana Limited, the immediate parent company of Courtyard Services Limited, for a purchase price of £85,000 and an additional amount in respect of the value of the Net Assets of the Group to be calculated based on the Group completion accounts as at 29 June 2011