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**Arundel Office Cleaning Services Limited**

Report and Financial Statements

Year Ended

31 March 2004

**IBDO**  
BDO Stoy Hayward  
Chartered Accountants



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# **Arundel Office Cleaning Services Limited**

## **Annual report and financial statements for the year ended 31 March 2004**

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### **Directors**

R Newell  
L J Austen

### **Secretary and registered office**

D Pennington, St Florian House, Milton Road, Wokingham, Berkshire, RG40 1EN

### **Company number**

1290711

### **Auditors**

BDO Stoy Hayward LLP, Park House, 102-108 Above Bar, Southampton, SO14 7NH

## **Arundel Office Cleaning Services Limited**

### **Report of the directors for the year ended 31 March 2004**

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The directors present their report together with the audited financial statements for the year ended 31 March 2004.

#### **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

No director had any beneficial interest in the share capital of the company. L J Austen has an interest of 25,002 ordinary shares in the ultimate holding company.

#### **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 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**

On 31 December 2003, BDO Stoy Hayward, the company's auditors, transferred its 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 its successor. A resolution to re-appoint BDO Stoy Hayward LLP as auditors will be proposed at the next annual general meeting.

**Arundel Office Cleaning Services Limited**

**Report of the directors for the year ended 31 March 2004 (*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**

10<sup>th</sup> August 2004

## **Arundel Office Cleaning Services Limited**

### **Report of the independent auditors**

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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 2004 on pages 5 to 12 which have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002) and under the accounting policies set out on pages 7 to 8.

#### *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.

**Arundel Office Cleaning Services Limited**

**Report of the independent auditors (*Continued*)**

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*Opinion*

In our opinion the financial statements give a true and fair view of the state of the company's affairs as at 31 March 2004 and of its profit for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

*BDO Stoy Hayward LLP*

**BDO STOY HAYWARD LLP**

*Chartered Accountants*

*and Registered Auditors*

Southampton

*21<sup>st</sup> September 2004.*

**Arundel Office Cleaning Services Limited**

**Profit and loss account for the year ended 31 March 2004**

	Note	2004 £	2003 £
<b>Turnover</b>	2	<b>613,644</b>	693,686
Cost of sales		<u>497,472</u>	<u>545,724</u>
<b>Gross profit</b>		<b>116,172</b>	147,962
Administrative expenses		<u>104,456</u>	<u>114,578</u>
<b>Operating profit</b>	3	<b>11,716</b>	33,384
Other interest receivable and similar income		<u>4,325</u>	<u>3,218</u>
<b>Profit on ordinary activities before taxation</b>		<b>16,041</b>	36,602
Taxation on profit on ordinary activities	5	<u>1,711</u>	<u>6,152</u>
<b>Profit on ordinary activities after taxation</b>		<b>14,330</b>	30,450
Dividends		<u>-</u>	<u>10,000</u>
<b>Retained profit</b>		<b>14,330</b>	20,450
Retained profit brought forward		<u>282,532</u>	<u>262,082</u>
<b>Retained profit carried forward</b>		<u><b>296,862</b></u>	<u><b>282,532</b></u>

The notes on pages 7 to 12 form part of these financial statements.

# Arundel Office Cleaning Services Limited

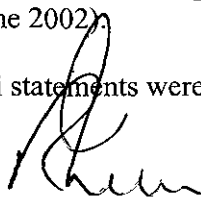
## Balance sheet at 31 March 2004

	Note	2004 £	2004 £	2003 £	2003 £
<b>Fixed assets</b>					
Tangible assets	7		31,107		39,544
<b>Current assets</b>					
Stocks		3,178		2,844	
Debtors	8	78,905		96,746	
Cash at bank and in hand		273,888		242,999	
		<u>355,971</u>		<u>342,589</u>	
<b>Creditors: amounts falling due within one year</b>	9	89,616		99,102	
<b>Net current assets</b>			<u>266,355</u>		<u>243,487</u>
<b>Total assets less current liabilities</b>			<u>297,462</u>		<u>283,031</u>
<b>Provision for liabilities and charges</b>	10		<u>500</u>		<u>399</u>
			<u>296,962</u>		<u>282,632</u>
<b>Capital and reserves</b>					
Called up share capital	11		100		100
Profit and loss account			296,862		282,532
<b>Shareholders' funds</b>			<u>296,962</u>		<u>282,632</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 June 2002).

The financial statements were approved by the Board on

R Newell  
Director

 10/8/24

The notes on pages 7 to 12 form part of these financial statements.



**Notes forming part of the financial statements for the year ended 31 March 2004**

# Arundel Office Cleaning Services Limited

## Notes forming part of the financial statements for the year ended 31 March 2004 (Continued)

### 1 Accounting policies (continued)

#### *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

	2004 £	2003 £
This is arrived at after charging:		
Depreciation of tangible fixed assets	9,044	10,272
	<u>          </u>	<u>          </u>

### 4 Directors' remuneration

	2004 £	2003 £
Aggregate emoluments and pension contributions	44,828	44,110
	<u>          </u>	<u>          </u>

There was 1 director in the company's defined contribution pension scheme during the year (2003: 1).

**Arundel Office Cleaning Services Limited**

**Notes forming part of the financial statements for the year ended 31 March 2004 (Continued)**

**5 Taxation on profit on ordinary activities**

	2004 £	2003 £
<i>Current tax</i>		
Tax on profits of the year	1,681	5,773
Adjustment in respect of previous periods	(71)	-
	<hr/>	<hr/>
Total current tax	1,610	5,773
<i>Deferred tax</i>		
Origination and reversal of timing differences	101	379
	<hr/>	<hr/>
Taxation on profit on ordinary activities	1,711	6,152
	<hr/> <hr/>	<hr/> <hr/>

**6 Intangible assets**

	Purchased goodwill £
<i>Cost or valuation</i>	
At 1 April 2003 and 31 March 2004	32,335
	<hr/>
<i>Amortisation</i>	
At 1 April 2003 and 31 March 2004	32,335
	<hr/>
<i>Net book value</i>	
At 31 March 2003 and 31 March 2004	-
	<hr/> <hr/>

# Arundel Office Cleaning Services Limited

Notes forming part of the financial statements for the year ended 31 March 2004 (*Continued*)

## 7 Tangible fixed assets

	Other tangible fixed assets £
<i>Cost</i>	
At 1 April 2003	95,460
Additions	607
	<hr/>
At 31 March 2004	96,067
	<hr/>
<i>Depreciation</i>	
At 1 April 2003	55,916
Provided for the year	9,044
	<hr/>
At 31 March 2004	64,960
	<hr/>
<i>Net book value</i>	
At 31 March 2004	31,107
	<hr/>
At 31 March 2003	39,544
	<hr/>

## 8 Debtors

	2004 £	2003 £
Trade debtors	75,755	93,682
Other debtors	3,150	3,064
	<hr/>	<hr/>
	78,905	96,746
	<hr/>	<hr/>

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

# Arundel Office Cleaning Services Limited

Notes forming part of the financial statements for the year ended 31 March 2004 (*Continued*)

## 9 Creditors: amounts falling due within one year

	2004 £	2003 £
Trade creditors	-	753
Amounts owed to group undertakings	11,103	6,103
Corporation tax	1,681	5,773
Other taxation and social security	40,314	43,280
Other creditors	36,518	43,193
	<u>89,616</u>	<u>99,102</u>

## 10 Provision for liabilities and charges

	Deferred taxation £
At 1 April 2003	399
Charged in year	101
	<u>500</u>
At 31 March 2004	<u>500</u>
<i>Deferred taxation</i>	
	2004 £
Accelerated capital allowances	500
	<u>500</u>

## 11 Share capital

	2004 £	Authorised 2003 £	Allotted, called up and fully paid 2004 £	2003 £
100 Ordinary shares of £1 each	100	100	100	100
	<u>100</u>	<u>100</u>	<u>100</u>	<u>100</u>

## 12 Pensions

The pension charge amounted to £5,400 (2003: £5,400). There were no outstanding or prepaid contributions at either the beginning or end of the financial year.

**Arundel Office Cleaning Services Limited**

**Notes forming part of the financial statements for the year ended 31 March 2004 (Continued)**

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**13 Related party disclosures**

*Controlling parties*

The company is controlled by A A I Myers-MacLeod, who owns a majority of the ultimate holding company's shares.

*Related party transactions and balances*

The balance shown as "amounts owed to group undertakings" in note 9 is payable to the company's parent, Courtyard Services Limited.

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

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