

**Registrar's Copy**

**ARUNDEL OFFICE CLEANING SERVICES LIMITED**

**REPORT AND FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 1998**



***Lyon Pilcher***

## **Arundel Office Cleaning Services Limited**

### **Annual report and financial statements for the year ended 31 March 1998**

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Company information

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#### **Company information**

R Newall  
T W Godfray

#### **Secretary and registered office**

T W Godfray, 19/21 Denmark Street, Wokingham, Berkshire, RG40 2QE

#### **Company number**

1290711

#### **Auditors**

Lyon Pilcher, Park House, 102-108 Above Bar, Southampton, Hampshire SO14 7NH

## **Arundel Office Cleaning Services Limited**

### **Report of the directors for the year ended 31 March 1998**

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The directors present their report together with the audited financial statements for the year ended 31 March 1998.

#### **Results**

The profit and loss account is set out on page 4 and shows the profit for the year.

#### **Principal activities**

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

#### **Company information**

The directors of the company during the year were:

R Newall  
T W Godfray

No director had any beneficial interest in the share capital of the 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 period. In preparing those financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments 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 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.

**Arundel Office Cleaning Services Limited**

**Report of the directors for the year ended 31 March 1998 (*Continued*)**

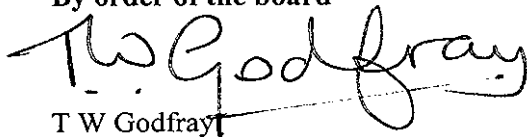
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**Auditors**

The auditors, Lyon Pilcher, are deemed to be reappointed in accordance with S.386 of the Companies Act 1985 by virtue of an elective resolution passed by the members .

This directors' 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**

  
T W Godfray

**Secretary**

10/9/98

## Arundel Office Cleaning Services Limited

### Report of the auditors

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

We have audited the financial statements on pages 4 to 11 which have been prepared in accordance with the Financial Reporting Standard for Smaller Entities and the accounting policies set out on pages 6 to 7.

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

As described on page 1 the company's directors are responsible for the preparation of the financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

#### *Basis of opinion*

We conducted our audit in accordance with 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 judgments 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 March 1998 and of its profit for the year then ended and have been properly prepared in accordance with the Companies Act 1985.



**LYON PILCHER**  
*Registered Auditors*  
Southampton

15 September 1998

**Arundel Office Cleaning Services Limited**

**Profit and loss account for the year ended 31 March 1998**

	<b>Note</b>	<b>1998 £</b>	<b>1997 £</b>
<b>Turnover</b>	2	<b>652,624</b>	440,156
Cost of sales		<b>504,102</b>	347,408
<b>Gross profit</b>		<b>148,522</b>	92,748
Administrative expenses		<b>89,255</b>	77,233
<b>Operating profit</b>	4	<b>59,267</b>	15,515
Interest receivable	5	<b>2,097</b>	961
Interest payable and similar charges		<b>(818)</b>	(481)
<b>Profit on ordinary activities before taxation</b>		<b>60,546</b>	15,995
Taxation on profit on ordinary activities	6	<b>13,053</b>	4,943
<b>Profit on ordinary activities after taxation</b>		<b>47,493</b>	11,052
Dividends		<b>15,000</b>	12,500
<b>Retained profit/(loss) for the year</b>		<b>32,493</b>	(1,448)
Retained profit brought forward		<b>37,392</b>	38,840
<b>Retained profit carried forward</b>		<b>69,885</b>	37,392

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

**Arundel Office Cleaning Services Limited**

**Balance sheet at 31 March 1998**

	Note	1998	1997
		£	£
<b>Fixed assets</b>			
Intangible assets	7	-	6,442
Tangible assets	8	26,637	22,987
		<u>26,637</u>	<u>29,429</u>
<b>Current assets</b>			
Stocks		2,723	940
Debtors	9	109,816	69,710
Cash at bank and in hand		88,272	52,764
		<u>200,811</u>	<u>123,414</u>
<b>Creditors: amounts falling due within one year</b>	10	<u>155,576</u>	<u>110,101</u>
<b>Net current assets</b>		<u>45,235</u>	<u>13,313</u>
<b>Total assets less current assets</b>		<u>71,872</u>	<u>42,742</u>
<b>Creditors: amounts falling due after more than one year</b>	11	1,497	4,131
<b>Provisions for liabilities and charges</b>	12	390	1,119
<b>Net assets</b>		<u>69,985</u>	<u>37,492</u>
<b>Capital and reserves</b>			
Called up share capital	13	100	100
Profit and loss account		69,885	37,392
		<u>69,985</u>	<u>37,492</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.

The financial statements were approved by the Board on

10 September 1998

R Newall  
Director

*[Signature]*

The notes on pages 6 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 1998

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### 1 Accounting policies

The financial statements have been prepared under the historical cost convention and are in accordance with the Financial Reporting Standard for Smaller Entities. The following principal accounting policies have been applied:

#### *Turnover*

Turnover represents sales to customers at invoiced amounts less value added tax.

#### *Depreciation*

Depreciation is provided to write off the cost or valuation, less estimated residual values, of all fixed assets evenly over their expected useful lives. It is calculated at the following rates:

Other Tangible Fixed Assets        -        15% - 25% reducing balance

#### *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.

#### *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.

#### *Deferred taxation*

Provision is made for timing differences between the treatment of certain items for taxation and accounting purposes, to the extent that it is probable that a liability or asset will crystallise.

#### *Leased assets*

Where assets are financed by leasing agreements that give rights approximating to ownership ('finance leases'), the assets are treated as if they had been purchased outright. The amount capitalised is the fair value of the asset. The corresponding leasing commitments are shown as amounts payable to the lessor. Depreciation on the relevant assets is charged to the profit and loss account.

Lease payments are analysed between capital and interest components so that the interest element of the payment is charged to the profit and loss account over the period of the lease and represents a constant proportion of the balance of capital repayments outstanding. The capital part reduces the amounts payable to the lessor. All other leases are treated as operating leases. Their annual rentals are charged to the profit and loss account on a straight-line basis over the term of the lease.



**Arundel Office Cleaning Services Limited**

**Notes forming part of the financial statements for the year ended 31 March 1998 (Continued)**

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**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.

**2 Turnover**

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

**3 Directors**

	1998 £	1997 £
Directors' remuneration including pension contributions	26,206	27,110

One of the directors was a member of the company's defined contribution pension scheme (1997: 1).

**4 Operating profit**

This is arrived at after charging:

	1998 £	1997 £
Depreciation of tangible fixed assets	6,611	6,142
Loss on sale of fixed assets	-	494
Pension costs	2,400	2,400
Amortisation of intangible assets	6,442	6,443
Auditors' remuneration	2,000	1,600

**5 Interest receivable**

	1998 £	1997 £
Bank interest receivable	2,097	961

Arundel Office Cleaning Services Limited

Notes forming part of the financial statements for the year ended 31 March 1998 (*Continued*)

6 Taxation

	1998 £	1997 £
<i>Current Year</i>		
UK corporation tax	14,266	5,542
Transfer from deferred taxation	(729)	(251)
	<hr/>	<hr/>
	13,537	5,291
<i>Prior years</i>		
UK corporation tax	(484)	(348)
	<hr/>	<hr/>
	13,053	4,943
	<hr/>	<hr/>

7 Intangible assets

	Goodwill £
<i>Cost</i>	
At 1 April 1997	32,335
Additions	-
	<hr/>
At 31 March 1998	32,335
	<hr/>
<i>Amortisation</i>	
At 1 April 1997	25,893
Provided for the year	6,442
	<hr/>
At 31 March 1998	32,335
	<hr/>
<i>Net Book Value</i>	
At 31 March 1998	-
	<hr/>
At 31 March 1997	6,442
	<hr/>

**Arundel Office Cleaning Services Limited**

**Notes forming part of the financial statements for the year ended 31 March 1998 (*Continued*)**

**8 Tangible assets**

	<b>Other Tangible Fixed Assets £</b>
<i>Cost</i>	
At 1 April 1997	60,949
Additions	10,261
	<hr/>
At 31 March 1998	71,210
	<hr/>
<i>Depreciation</i>	
At 1 April 1997	37,962
Provided for the year	6,611
	<hr/>
At 31 March 1998	44,573
	<hr/>
<i>Net Book Value</i>	
At 31 March 1998	26,637
	<hr/>
At 31 March 1997	22,987
	<hr/>

Included above are assets held under finance leases or hire purchase contracts with net book values as follows:

	<b>1998 £</b>	<b>1997 £</b>
Other tangible fixed assets	10,554	14,072
	<hr/>	<hr/>

The depreciation charge in respect of assets held under Hire Purchase agreements is £3,518 (1997 £3,240).

**Arundel Office Cleaning Services Limited**

Notes forming part of the financial statements for the year ended 31 March 1998 (*Continued*)

**9 Debtors**

	1998 £	1997 £
Trade debtors	108,691	69,710
Other debtors	1,125	-
	<u>109,816</u>	<u>69,710</u>

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

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

	1998 £	1997 £
Trade creditors	4,012	5,829
Amounts owed to group undertakings	27,500	12,500
Taxation and social security	36,176	22,112
Net obligations under finance lease and hire purchase contracts	2,633	3,633
Other creditors	85,255	66,027
	<u>155,576</u>	<u>110,101</u>

The obligations under hire purchase agreements are secured.

**11 Creditors: amounts falling due after more than one year**

	1998 £	1997 £
Net obligations under finance lease and hire purchase contracts	<u>1,497</u>	<u>4,131</u>

The obligations under hire purchase agreements are secured.

**Arundel Office Cleaning Services Limited**

**Notes forming part of the financial statements for the year ended 31 March 1998 (Continued)**

**12 Provisions for liabilities and charges**

*Deferred Taxation*

	£	
Deferred taxation movements:		
Balance at 1 April 1997		1,119
Transfer from profit and loss account		(729)
		<hr/>
Balance at 31 March 1998		390
		<hr/>
	1998	1997
	£	£
Total provisions for liabilities and charges	390	1,119
	<hr/>	<hr/>

**13 Called up share capital**

	Authorised		Allotted, called up and fully paid	
	1998	1997	1998	1997
	£	£	£	£
100 Ordinary shares of £1 each	100	100	100	100
	<hr/>	<hr/>	<hr/>	<hr/>

**14 Pensions**

The company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund.

**15 Ultimate parent company**

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