Company Registration No. 2301337 (England and Wales)

# FAMILY HOLIDAY ASSOCIATION CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2007

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27/06/2008 COMPANIES HOUSE 125

# **LEGAL AND ADMINISTRATIVE INFORMATION**

The Council I Reynolds (Chairman)

A Rice (Vice Chairman & Company Secretary)

K Graham (Treasurer)

P Cushing P Isbell M Osamor K Wallen A Caplin F Clarkson M Nicol

Secretary A Rice

Charity Number 800262

Principal address 16 Mortimer Street

London W1T 3JL

Registered Office 16 Mortimer Street

London W1T 3JL

Auditors Carter Backer Winter

Enterprise House 21 Buckle Street

London E1 8NN

Bankers Barclays Bank Plc

99 Hatton Garden

London EC1N 8DN

**CAF Bank Limited** 

Kings Mill West Malling

Kent ME19 4TA

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#### **COUNCIL'S REPORT**

#### FOR THE YEAR ENDED 31 AUGUST 2007

The Council (who are the Charity's Trustees for the purposes of the Charities Act 1993 and Directors for the purposes of the Companies Act) present their annual report and the audited financial statements for the year ended 31 August 2007. The financial statements have been prepared in accordance with the accounting policies and comply with applicable law and the requirements of the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in February 2005.

#### Structure, governance and management

The Family Holiday Association (FHA) is a registered Charity (No. 800262) and a company limited by guarantee and registered in England (No. 2301337). It is governed by its Memorandum and Articles of Association. The Council, which is its Board of Directors, is supported by various sub-committees of its members. The Memorandum and Articles require there to be a minimum of six and maximum of fifteen Council members at any time and one third of them are to be re-elected annually at the Annual General Meeting of the company by rotation.

The mission of the FHA is to improve the quality of family life for those parents and children who experience disadvantage, by providing grants for and promoting access to holidays and other recreational activities. In 2007 1,400 families went on holiday as a result of our grant-making programmes.

The scale of the problem we are attempting to address is huge. This coming year, more than two million British families with dependent children will not be able to afford a one-week break away from home. Yet social survey after social survey highlights the fact that most people regard an annual holiday as a necessity

The Family Holiday Association believes that the benefits of increased access to holidays for disadvantaged families would result in a range of social benefits ranging from relief from stress, improved mental health to reduced isolation and stronger family relationships

We also believe that the current ad hoc statutory provision and the reliance on the voluntary sector has created a patchy support system, for families and carers who need a break, that does not do enough to address this very real issue of social exclusion

Our declared objects for the charity are to increase the number of families that gain access to holidays, to research and promote the value of holidays for families experiencing disadvantage, and to increase awareness of the scale and scope of the problem of lack of access to holidays

The FHA aims to achieve its objects by making efficient use of donations received and minimising overheads, in order to assist the maximum number of families each year. It is helped by having a loyal and committed staff ably supported by a team of volunteers.

I Reynolds (Chairman)

A Rice (Vice Chair & Co Sec)

K Graham (Treasurer)

P Cushing

P Isbell

M Osamor

K Wallen

A Caplin

J Smith

F Clarkson

(Resigned 14 March 2007)
(Appointed 19 September 2007)

M Nicol

FHA is a trustee of The Lloyd Thomas Charity for Women and Girls (Charity No 252292) and administers its operations. That charity's activities are broadly similar to those of FHA, but there are relatively few transactions in the financial year.

#### COUNCIL'S REPORT (continued)

#### FOR THE YEAR ENDED 31 AUGUST 2007

Council has carried out a review of the major risks which the charity faces and is in the process of improving systems, where necessary, to mitigate those risks. Council believes that maintaining free reserves at the levels stated above, together with active review of financial and other controls will significantly reduce exposure to risks.

#### Objectives and activities

The bulk of the FHA's activity during the year continued to be that of helping to provide holidays for disadvantaged families, and the charity was able to assist directly 1,400 families in this way. Applications for holidays for families in need are referred to the FHA from various welfare sources such as social workers, health visitors and other voluntary agencies. Applications are assessed by reference to clear criteria and funds are allocated to families via the referring agency who help also with holiday bookings and arrangements.

Over the past few years we have widened the range of holidays offered to include short-breaks and day trips in the knowledge that, sometimes, even a one-week break can be too much for some families to handle. Again, we have subjected our holidays and the feedback we receive from families and their welfare agents to considerable monitoring over the past twelve months and have learned a great deal that will benefit our work this coming year

We have now acquired nine static holiday caravans, buying the ninth one this past year, and they have proved very successful in helping provide high-quality accommodation and peak-period holidays at very cost-effective rates

The further development of our activities will see a continuation of a programme of research into the value and benefits of holidays, a strengthened commitment to the increase of monitoring and evaluation of programmes, and a desire to seek further appropriate partnerships

# Achievements and performance

The Board received detailed operational reports at each Board meeting and was satisfied that the activities and achievements of the organisation during the year were successfully fulfilling the objectives

The number of families helped during the year increased from just over 1,200 to just over 1,400. Meanwhile expenditure remained under control and fundraising income increased markedly.

Productive partnerships were formed and maintained enabling the organisation to increase the impact of its work. Research was conducted and used to raise awareness of the importance of holidays and leisure to wellbeing

Other achievements are detailed elsewhere in this Trustees' report

### **COUNCIL'S REPORT (continued)**

## FOR THE YEAR ENDED 31 AUGUST 2007

#### Financial review

The results for the year are shown in the attached accounts

Council has reviewed the charity's needs for free reserves in line with the guidance issued by the Charity Commission. Council wishes to set aside reserves at a level which ensures that the FHA's core activities could continue during a period of unforeseen difficulty and believe that such reserves should be maintained in a readily realisable form. It is Council's stated wish to see an agreed minimum reserves level established in a graduated manner. Progress towards this goal is monitored and the manner of calculating necessary reserve levels reviewed by the Executive Committee and reported to each meeting of the Council.

The calculation of the required level of reserves is now an integral part of the FHA's planning, budget and forecast cycle. It takes into account the risks associated with each stream of income and expenditure being different from that budgeted, the planned activity level, and the FHA's commitments. The Council believes that the minimum level of reserves should be calculated as a proportion of income and expenditure. Such a calculation suggested that reserves of between £400,000 and £775,000 were needed. The results this year have allowed us to increase them so that they now stand at £576,853 (2006. £477,699).

#### Disclosure of information to auditors

So far as the Council are aware, there is no relevant audit information of which the charity's auditors are unaware Additionally, the Council have taken all the necessary steps that they ought to have taken as directors in order to make themselves aware of all relevant audit information and to establish that the charitys's auditors are aware of that information

#### **Auditors**

In accordance with section 385 of the Companies Act 1985, a resolution proposing that Carter Backer Winter be reappointed as auditors of the company will be put to the Annual General Meeting

I Reynolds (Chairman) Member of Council

Date 3 April 2508

#### STATEMENT OF THE COUNCIL'S RESPONSIBILITIES

#### FOR THE YEAR ENDED 31 AUGUST 2007

Company law requires the Council to prepare consolidated financial statements for each financial year which give a true and fair view of the state of the affairs of FHA and its subsidiaries and of its income and expenditure for that period. In preparing those financial statements, the Council is required to

- Select suitable accounting policies and then apply them consistently,
- Make judgements and estimates that are reasonable and prudent,
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business

The Council is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time, the financial position of the group and to enable it to ensure that the financial statements comply with the Companies Act 1985. The Council is also responsible for safeguarding the assets of the group and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### INDEPENDENT AUDITORS' REPORT

#### FOR THE YEAR ENDED 31 AUGUST 2007

We have audited the consolidated accounts for the Family Holiday Association for the year ended 31 August 2007. These accounts have been prepared under the historical cost convention and the accounting policies.

## Respective responsibilities of the Council and auditors

This report is made solely to the company's members, as a body, in accordance with S235 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

As described in the statement of the Council's responsibilities, the Council is responsible for the preparation of the 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 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 are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Council's 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 trustees remuneration and transactions with the company are not disclosed

We read the Council's report and consider the implications for our audit report if we become aware of any apparent misstatements within it

## Basis of opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the auditing 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 council 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.

# **INDEPENDENT AUDITORS' REPORT (continued)**

## FOR THE YEAR ENDED 31 AUGUST 2007

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# Opinion

- the accounts give a true and fair view in accordance with United Kingdom Generally Accepted Accounting Practice of the state of the affairs as at 31 August 2007 and of its incoming resources and application of resources in the year then ended,
- the accounts have been properly prepared in accordance with the Companies Act 1985,
- and the information given in The Council's Report is consistent with accounts

Carter Backer Winter

Registered Auditors Enterprise House

21 Buckle Street

London E1 8NN

Date 4 APRIL 2008

# CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES

# FOR THE YEAR ENDED 31 AUGUST 2007

	Notes	Unrestricted funds	Endowment funds	Total 2007	Total 2006
		£	fullus £	£	£
Incoming resources from generated funds		•	~	~	<b>1-1</b>
Voluntary income Activities for generating funds		990,587	•	990,587	884,297
Trading operations Investment income	2	37,850 11,139	3,902	37,850 15,041	8,643
Total incoming resources		1,039,576	3,902	1,043,478	892,940
Resources expended					
Costs of generating funds Costs of generating voluntary income		188,560	-	188,560	195,100
Trading operations		70,254	-	70,254	<u>.</u>
Total cost of generating funds		258,814	<del>-</del>	258,814	195,100
Charitable activities					
Grants payable		573,516	-	573,516	452,076
Depreciation		28,574	-	28,574	37,002
Total charitable expenditure		602,090	-	602,090	489,078
Governance costs		92,850	-	92,850	89,541
Total resources expended	3	953,754	₹	953,754	773,719
Net incoming resources before transfers		85,822	3,902	89,724	119,221
Gross transfer between funds		8,748	(8,748)	-	
Net incoming resources before					
other recognised gains and losses		94,570	(4,846)	89,724	119,221
Other recognised gains and losses					
Gains on investment assets			9,430	9,430	6,983
Net movement in funds		94,570	4,584	99,154	126,204
Fund balance at 1 September 2006		367,707	109,992	477,699	351,495
Fund balance at 31 August 2007		462,277	114,576	576,853	477,699

## **CONSOLIDATED BALANCE SHEET**

# **AS AT 31 AUGUST 2007**

	Notes	Group 2007 £	Group 2006 £	Charity 2007 £	Charity 2006 £
Fixed assets		L	Ľ	L	L,
Tangible assets	7	179,650	169,962	179,650	169,962
Investments	8	95,313	85,883	95,314	85,883
veetime me	_				
		274,963	255,845	274,964	255,845
Current assets					
Stock	9	28,021	-	-	-
Debtors	10	28,646	27,022	47,992	27,022
Cash at bank and in hand		370,064	252,257	339,653	252,257
		426,731	279,279	387,645	279,279
Creditors: amounts falling due with in one year	11	(124,841)	(57,425)	(53,352)	(57,425)
Net current assets		301,890	221,854	334,293	221,854
Total assets less current					
liabilities		576,853	477,699	609,257	477,699
The funds of the charity				=======	=======
Endowment funds		78,638	88,455	78,638	88,455
Revaluation reserve		35,938	21,537	35,938	21,537
Total endowment funds		114,576	109,992	114,576	109,992
Unrestricted income funds		462,277	367,707	494,681	367,707
Fund balance at 31					
August 2007	12	576,853	477,699	609,257	477,699
-				========	=======

The financial statements were approved by the Council and were signed on its behalf by

I Reynolds (Chairman) Member of Council

K Graham (Treasurer) Member of Council

Date 3 Ayil 2008

#### NOTES TO THE ACCOUNTS

#### **AS AT 31 AUGUST 2007**

#### 1 Accounting policies

## 1.1 Basis of preparation

The accounts are prepared under the historical cost convention

The council has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cash flow statement on the grounds that it is a small group

The accounts have been prepared in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2005

These financial statements consolidated the results of the charity and its wholly owned subsidiary FHA Trading Limited on a line by line basis

#### 1.2 Incoming Resources

Donations, legacies and other forms of voluntary income are recognised as incoming resources when receivable, except insofar as they are incapable of financial measurement. Each year the association receives numerous gifts in kind, ranging from provision of free holidays to design, printing and publicity. Because of the variety of types and sources of donated advertising, PR services, insurance, and holiday booking services, it is not considered possible to value these. However, Council has incorporated as donations, the estimated value of annual report printing and certain specific donated holidays and travel arrangements. These have been written off under the appropriate expense headings.

## 13 Resources expended

Management and administration expenses reflect central establishment costs and do not include the costs of managing charitable projects, principally wage costs which, where they are separately identifiable, have been charged to the projects as direct charitable expenditure

#### 1 4 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows.

Leasehold property Office equipment Caravans Over the term of the lease 15% reducing balance 10% straight line

#### 15 Stock

Stocks are included at the lower of cost and net realisable value

#### 16 Leasing and hire purchase commitments

Rentals payable under operating leases are charged against income on a straight line basis over the period of the lease

## **NOTES TO THE ACCOUNTS (continued)**

#### **AS AT 31 AUGUST 2007**

#### 17 Investments

Fixed asset investments (which are all UK based) are stated at market value. Profits or losses arising on disposals are transferred to the unrestricted fund

## 18 Pensions

The pension costs charged in the accounts represent the contributions payable by the group during the year in accordance with FRS 17

## 19 Accumulated funds

**Endowment funds** 

This fund is represented by long-term investments endowed upon the group, the income from which may be used for the group's general purpose

# 1 10 Connected charity

The FHA is a trustee of the Lloyd Thomas Charity for Women and Girls Its activities are very small in comparison with those of the FHA and it prepares its own accounts. There are no transactions between the charities

#### 2 Investment income

	Unrestricted funds	Endowment funds	Total 2007	Total 2006
	£	£	£	£
Income from listed investments				
	-	3,902	3,902	3,612
Interest receivable	11,139	-	11,139	5,031
	11,139	3,902	15,041	8,643
	=======			

# **NOTES TO THE ACCOUNTS (continued)**

# **AS AT 31 AUGUST 2007**

# 3 Total resources expended

	Staff costs	Depreciation	Other costs	Total 2007	Total 2006
	£	£	£	£	£
Costs of generating funds Fundraising and publicity Trading operations	118,20 <del>1</del> 15,042	<u>.</u>	70,359 55,212	188,560 70,254	195,100
	133,243	-	125,571	258,814	195,100
Charitable expenditure Grants payable Costs in furthermore of objects	-	-	374,040	374,040	283,645
Cooks in furnishmens of objects	111,036	-	-	111,036	114,841
Support costs Salaries and national insurance Overhead costs	56,566 -	- 28,574	31,874	88,440 28,574	53,590 37,002
Governance costs	-	•	92,850	92,850	89,541
	167,602	28,574	498,764	694,940	578,619
	300,845	28,574	624,335	953,754	773,719
			=======		=======

Governance costs include payments to the auditors of £3,213 50 (2006 £3,213 50) for audit fees

Salary costs relating to fund-raising activities have been re-allocated to that heading

## **NOTES TO THE ACCOUNTS (continued)**

## **AS AT 31 AUGUST 2007**

#### 4 The council

None of the Council (or any persons connected with them) received any remuneration during the year

The average monthly number of employees during the year was

	2007 Number	2006 Number
Grants administration	4	4
Publicity and fund-raising	3	3
Administration	2	2
	9	9
	====	====
	2007	2006
	£	£
Employment costs		
Wages and salaries	263,682	251,046
Social security costs	26,663	26,051
Other pension costs	10,500	10,047
	300,845	287,144
	300,043	207,144
		=======

The number of employees whose annual emoluments were £50,000 or more were

	2007 Number	2006 Number
Between £50,001 and £60,000	-	1
Between £60,001 and £70,000	1 ====	-

There were no Council members for whom retirement benefits were accruing under money purchase pension schemes

# 5 Surplus for the financial year

The charity has taken advantage of S230 of the Companies Act 1985 and has not included its own statement of financial activities in these financial statements. The Charity's surplus for the financial year was £131,558 (2006 £126,204)

# **NOTES TO THE ACCOUNTS (continued)**

# **AS AT 31 AUGUST 2007**

# 6 Grants payable

The grants payable all relate to improving the quality of life for those parents and children who experience disadvantage, by promoting access to holidays and other recreational activities

# 7 Tangible fixed assets

Group	Short leasehold property	Caravans	Office equipment	Total
	£	£	£	£
Cost At 1 September 2006 Additions	2,536	188,640 28,995	105,019 9,267	296,195 38,262
At 31 August 2007	2,536	217,635	114,286	334,457
<b>Depreciation</b> At 1 September 2006 Charge for the year	2,536	54,816 21,763	68,881 6,811	126,233 28,574
At 31 August 2007	2,536	76,579	75,692	154,807
Net book value At 31 August 2007	-	141,056	38,594	179,650
At 31 August 2006		133,824	36,138	169,962
Charity				
	Short leasehold property	Caravans	Office equipment	Total
	£	£	£	£
Cost At 1 September 2006 Additions	2,536	188,640 28,995	105,019 9,267	296,195 38,262
At 31 August 2007	2,536	217,635	114,286	334,457
<b>Depreciation</b> At 1 September 2006 Charge for the year	2,536 -	54,816 21,763	68,881 6,811	126,233 28,574
At 31 August 2007	2,536	76,579	75,692	154,807
Net book value At 31 August 2007	-	141,056	38,594	179,650
At 31 August 2006		133,824	36,138 =======	169,962

# **NOTES TO THE ACCOUNTS (continued)**

# **AS AT 31 AUGUST 2007**

8

Fixed asset investments	
Group	£
Market value at 1 September 2006	85,883
Acquisitions at cost Change in value in the year	9,430
Market value at 31 August 2007	95,313 ======
Historical cost	
At 31 August 2007	59,375
At 31 August 2006	59,375 === <b>==</b>
Charity	£
Market value at 1 September 2006 Acquisitions at cost	85,883 1
Change in value in the year	9,430
Market value at 31 August 2007	95,314
	=======
Historical cost	
At 31 August 2007	59,375
At 24 Average 2006	50.275
At 31 August 2006	59,375 ======

On 23 February 2007, the Charity acquired the entire issued share capital of FHA Trading Limited, upon its incorporation

# Holdings of more than 10%

The company holds more than 10% of the share capital of the following companies

Company	Country of registration or incorporation	Class	Shares held
Subsidiary undertakings FHA Trading Limited	England and Wales	Ordinary	100%

The aggregate amount of capital and reserves and the results of these undertakings for the last relevant financial year were as follows

		Capital and Reserves £	Profit/(loss) for the year £
FHA Trading Limited	Principle activities Sale of charity merchandise	(32,403)	(32,404) ======

FHA Trading Limited was incorporated on 23 February 2007 to sell merchandise on behalf of FHA

# **NOTES TO THE ACCOUNTS (continued)**

# **AS AT 31 AUGUST 2007**

9	Stock		
	Group		
		2007	2006
		£	£
	Stocks	28,021	-
		28,021	-
	Charity		
		2007 £	2006 £
		<i>د</i>	2
	Stocks	-	-
		=======	======
10	Debtors		
	Group		
	•	2007	2006
		£	£
	Amounts owed by group undertakings	-	-
	Other debtors	20,775	20,812
	Prepayments and accrued income	7,871	6,210
		28,646	27,022
			=======
	Ch a wide.		
	Charity	2007	2006
		£	£
	A	19,346	
	Amounts owed by group undertakings Other debtors	20,775	20,812
	Prepayments and accrued income	7,871	6,210
		47,992	27,022
		47,552 =======	27,022 ======

# NOTES TO THE ACCOUNTS (continued)

# **AS AT 31 AUGUST 2007**

11	Creditors amounts falling due with	nın one year		
	Group		2007	2006
			£	£
	Trade creditors		25,280	43,967
	Taxes and social security costs		11,966	7,720
	Other creditors		69,364	2,800
	Accruals		18,231	2,938
			124,841	57,425
			=======	=======
	Charity			
	•		2007	2006
			£	£
	Trade creditors		25,280	43,967
	Taxes and social security costs		7,437	7,720
	Other creditors		2,404	2,800
	Accruals		18,231	2,938
			53,352	57,425
12	Funds and reserves			======
	Group			
		Endowment funds	Unrestricted funds	Total funds
		£	£	£
	At 1 September 2006	109,992	367,707	477,699
	Retained for the year	4,584	94,570	99,154
	At 31 August 2007	114,576	462,277	576,853
		<b>222</b> 0222222		
	Charity			
		Endowment funds	Unrestricted funds	Total funds
	At 1 September 2006	£	<b>£</b> 367,707	£ 477,699
	At 1 September 2006	109,992	· · · · · · · · · · · · · · · · · · ·	
	Retained for the year	4,584	126,974	131,558
	At 31 August 2007	114,576	494,681	609,257
		========		========

## **NOTES TO THE ACCOUNTS (continued)**

#### **AS AT 31 AUGUST 2007**

# 13 Analysis of net assets between funds

## Group

	Endowment funds	Unrestricted funds	Total funds
	£	£	£
Tangible fixed assets	-	179,650	179,650
Investments	95,313	-	95,313
Current assets	19,263	426,814	446,077
Creditors amounts falling due			
within one year	-	(144,187)	(144,187)
	114,576	462,277	576,853
		========	========

The endowment fund includes a revaluation reserve of £35,938 (2006 £21,537)

## Charity

	Endowment funds	Unrestricted funds	Total funds
	£	£	£
Tangible fixed assets	-	179,650	179,650
Investments	95,313	1	95,314
Current assets	19,263	368,382	387,645
Creditors amounts falling due			
within one year	-	(53,352)	(53,352)
	114,576	494,681	609,257
		========	=========

The endowment fund includes a revaluation reserve of £35,938 (2006 £21,537)

## 14 Pension costs

The group contributes to a group personal pension scheme and stand alone personal pension plans. The assets of these schemes are held separately from those of the charity in independently administered funds. The pension cost charge represents contributions payable by the group to the funds in the year and amounted to £10,500 (2006 £8,967).

## 15 Commitments under operating leases

At 31 August 2007 the group had annual commitments under non-cancellable operating leases as follows

	Land and buildings	
	2007	2006
	£	£
Expiry date Between two and five years	34,633	34,633
	2======	=======

# **NOTES TO THE ACCOUNTS (continued)**

# **AS AT 31 AUGUST 2007**

# 16 Related party transactions

The charity has taken advantage of the exemption in Financial Reporting Standard Number 8, for the requirement to disclose transactions within group companies on the grounds that consolidated accounts are prepared