Report of the Directors and

**Financial Statements** 

for the Year Ended 31 March 2001

for

**Dodd Group Holdings Limited** 



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## Company Information for the Year Ended 31 March 2001

**DIRECTORS:** T.R. Dodd Esq.

Mrs. S.M. Dodd T. M. Dodd Esq. P. Bailey Esq.

**SECRETARY:** T.R. Dodd Esq.

**REGISTERED OFFICE:** Stafford Park 13

Telford Shropshire TF3 3AZ

**REGISTERED NUMBER:** 02586022 (England & Wales)

AUDITORS: Turner Peachey

Chartered Accountants Registered Auditors 9-10 St. Mary's Place

Shrewsbury Shropshire SY1 1DZ

## Report of the Directors for the Year Ended 31 March 2001

The directors present their report with the financial statements of the company and the group for the year ended 31 March 2001.

#### PRINCIPAL ACTIVITIES

The group's principal activities during the year under review were those of electrical, heating and ventilation engineers and contractors. The principal activity of the company was that of a holding company.

#### **REVIEW OF BUSINESS**

The results for the year and financial position of the company and group are as shown in the annexed financial statements.

#### DIVIDENDS AND TRANSFERS TO RESERVES

During the year dividends were paid totalling £9.14 per share. The total distribution of dividends for the year ended 31 March 2001 was £160,000 (2000 £160,000).

#### DIRECTORS

The directors during the year under review were:

T.R. Dodd Esq. Mrs. S.M. Dodd

T.M. Dodd Esq. P. Bailey Esq.

Appointed 22.9.00 Appointed 22.9.00

The beneficial interests of the directors holding office on 31 March 2001 in the issued share capital were as follows:

	<u>31.3.01</u>	31.3.00
Ordinary £1		
T.R. Dodd Esq.	3815	3815
Mrs. S.M. Dodd	-	-
T.M. Dodd Esq.	-	-
P. Bailey Esq.	-	-

#### EMPLOYMENT OF DISABLED PERSONS AND EMPLOYEE INVOLVEMENT

The company and the group are committed to a policy of recruitment and promotion on the basis of aptitude and ability without discrimination of any kind. Management actively pursues both the employment of disabled persons whenever a suitable vacancy arises and the continued employment and retaining of employees who become disabled whilst employed by the company. Particular attention is given to the training, career development and promotion of disabled employees with a view to encouraging them to play an active role in the development of the company and the group.

Members of the management team regularly visit branches and discuss with members of staff matters of current interest and concern to the business.

## Report of the Directors for the Year Ended 31 March 2001

#### STATEMENT OF 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 the group and of the profit or loss of the company and the group 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 and the group 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 the group 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 the group and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### **AUDITORS**

The auditors, Turner Peachey, will be proposed for re-appointment in accordance with Section 385 of the Companies Act 1985.

ON BEHALF OF THE BOARD:

T.R. Dodd Esq. - DIRECTOR

Dated: 29-01-2002

#### Report of the Auditors to the Shareholders of **Dodd Group Holdings Limited**

We have audited the financial statements on pages five to nineteen which have been prepared under the historical cost convention (as modified by the revaluation of certain fixed assets) and the accounting policies set out on page twelve.

#### Respective Responsibilities of Directors and Auditors

As described on page three the company's and the group's directors are responsible for the preparation of 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 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 and the group's affairs as at 31 March 2001 and of its profit for the year then ended and have been properly prepared in accordance with the Companies Act 1985. Tune leul Dated: 29/1/02

**Turner Peachey** Chartered Accountants Registered Auditors 9-10 St. Mary's Place Shrewsbury SY1 1DZ

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## Profit and Loss Account for the Year Ended 31 March 2001

### THE GROUP

	••	31.3.01	31.3.00
TURNOVER	Notes 2	£ 34,463,208	£ 35,695,005
Cost of sales		26,345,799	27,683,904
GROSS PROFIT		8,117,409	8,011,101
Net operating expenses		6,883,134	6,938,076
OPERATING PROFIT		1,234,275	1,073,025
Interest receivable and similar income		270,635	235,260
		1,504,910	1,308,285
Interest payable and similar charges	5	3,932	7,517
Rents receivable in respect of operating leases		134,104	147,207
PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION		1,635,082	1,447,975
Tax on profit on ordinary activities	7	534,879	449,561
PROFIT FOR THE FINANCIAL YEAR AFTER TAXATION		1,100,203	998,414
Dividends	6	160,000	160,000
		940,203	838,414
Retained profit brought forward		4,869,505	4,031,091
RETAINED PROFIT CARRIED FORWARD		5,809,708	4,869,505

### **CONTINUING OPERATIONS**

None of the group's activities were acquired or discontinued during the current and previous years.

## Profit and Loss Account for the Year Ended 31 March 2001

#### THE COMPANY

		31.3.01	31.3.00
	Notes		£
Income from interests in group undertakings		397,750	332,174
Other operating income		201,914	196,719
Interest receivable		28,258	26,112
		627,922	555,005
Interest marriable	5	021,322	
Interest payable	3	227.720	7,517
Net operating expenses		227,728_	192,087
PROFIT ON ORDINARY ACTIVITIES			
BEFORE TAXATION		400,194	355,401
Tax on profit on ordinary activities	7	79,953	67,031
PROFIT FOR THE FINANCIAL YEAR			
AFTER TAXATION		320,241	288,370
Dividends	6	160,000	160,000
		160,241	128,370
Retained profit brought forward		1,845,510_	1,717,140
RETAINED PROFIT CARRIED FORWARD		2,005,751	1,845,510

### **CONTINUING OPERATIONS**

None of the company's activities were acquired or discontinued during the current and previous years.

# Statement of Total Recognised Gains and Losses for the Year Ended 31 March 2001

	31.3	.01	31.3.0	00
	<b>Company</b>	<u>Group</u>	<b>Company</b>	<u>Group</u>
	£	£	£	£
PROFIT FOR THE FINANCIAL YEAR	160,241	940,203	128,370	838,414
Revaluation long leasehold investment property			112,618	112,618
TOTAL RECOGNISED GAINS AND LOSSES RELATING TO THE YEAR	160,241	940,203	240,988	951,032

## Balance Sheet 31 March 2001

### THE GROUP

		31.3	3.01	31.3	.00
	Notes	£	£	£	£
FIXED ASSETS: Tangible fixed assets	13		2,308,020		2,245,943
CURRENT ASSETS: Stocks Debtors Cash at bank and in hand	9 10	2,434,366 5,681,796 4,781,368		2,556,943 4,567,420 3,320,879	
		12,897,530		10,445,242	
CREDITORS: Amounts falling due within one year	11	9,265,724		7,691,562	
NET CURRENT ASSETS:			3,631,806		2,753,680
TOTAL ASSETS LESS CURRENT LIABILITIES:			5,939,826		4,999,623
CAPITAL AND RESERVES: Called up share capital Profit and loss account	15		17,500 5,809,708		17,500 4,869,505
Revaluation reserve	16		112,618		112,618
Shareholders' funds	14		5,939,826		4,999,623

ON BEHALF OF THE BOARD:

T.R. Dodd Esq. – DIRECTOR

Approved by the Board on 29-01-2002

#### Balance Sheet 31 March 2001

#### THE COMPANY

		31.:	3.01	31.3	3.00
	Notes	£	£	£	£
FIXED ASSETS:					
Tangible fixed assets	13		1,534,707		1,548,944
Investments	8		17,898		17,898
			1,552,605		1,566,842
CURRENT ASSETS:					
Debtors	10	22,519		19,740	
Cash at bank and in hand		729,574		552,742_	
		752,093		572,482	
CREDITORS: Amounts falling due					
within one year	11	168,829		163,696	
NET CURRENT ASSETS:			583,264		408,786
TOTAL ASSETS LESS CURRENT LIABILITIES:			2,135,869		1,975,628
CAPITAL AND RESERVES:					
Called up share capital	15		17,500		17,500
Profit and loss account	• •		2,005,751		1,845,510
Revaluation reserve	16		112,618		112,618
Shareholders' funds	14		2,135,869		1,975,628

ON BEHALF OF THE BOARD:

T.R. Dodd Esq. - DIRECTOR

Approved by the Board on 29-01-2002

# Cash Flow Statement for the Year Ended 31 March 2001

### THE GROUP

		31.3.01	31.3.00
	Notes	£	£
Net cash inflow from operating activities Returns on investments and servicing of finance	1 2	2,224,203 400,807	1,427,088 374,950
Taxation		(507,274)	(363,162)
Capital expenditure	2	(497,247)	(252,203)
Equity dividends paid Financing	2	1,620,489 (160,000)	1,186,673 (160,000) (150,000)
Increase in cash		1,460,489	876,673
Reconciliation of net cash flow to movement in net debt	3	**************************************	
Increase in cash		1,460,489	876,673
Net funds at 1 April 2000		3,320,879	2,444,206
Net funds at 31 March 2001		4,781,368	3,320,879
		<del></del>	

# Notes to the Group Cash Flow Statement for the Year Ended 31 March 2001

			31.3.01 £	-	31.3.00 £
1.	RECONCILIATION OF OPERATING PROFIT TO NET CASH INFLOW FROM OPERATING ACTIVITIES				
	Operating profit Depreciation charges Profit on sale of fixed assets Decrease/(increase) in stocks Decrease/(increase) in debtors (Decrease)/increase in creditors		1,234,275 433,395 1,775 122,577 (1,114,376) 1,546,557		1,073,025 411,166 (12,067) 782,732 70,177 (897,945)
			2,224,203		1,427,088
2.	GROSS CASH FLOWS				
	Returns on investments and servicing of finance				
	Interest received Interest paid Rental income received	270,635 (3,932) 134,104		235,260 (7,517) 147,207	
			400,807		374,950
	Capital expenditure Payments to acquire tangible fixed assets Receipts from sale of tangible fixed assets	(520,511) 23,264		(298,459) 46,256	
			(497,247)		(252,203)
	Financing Loan repaid to pension scheme			(150,000)	
			_		(150,000)
3.	ANALYSIS OF CHANGES IN NET DEBT				
			At 1.4.00 £	Cash <u>Flows</u> £	At 31.3.00 £
	Cash at bank and in hand	<u>-</u>	3,320,879	1,460,489	4,781,368

## Notes to the Financial Statements for the Year Ended 31 March 2001

#### 1. ACCOUNTING POLICIES

#### **Accounting convention**

The financial statements have been prepared under the historical cost convention.

#### Turnover

Turnover represents net invoiced sales of goods and services, excluding value added tax.

#### Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life or, if held under a finance lease, over the lease term, whichever is the shorter.

Land and buildings

2% on cost (buildings only)

Plant and machinery

25% on cost

Motor vehicles
Office equipment

25% on cost 25% on net book value

Computers

50% on cost

The long leasehold investment property is valued every five years by a professional valuer, and every year by the board of directors.

#### Stocks

Stock and work in progress are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Cost includes all direct expenditure and an appropriate proportion of fixed and variable overheads.

#### **Deferred taxation**

Provision is made at current rates for taxation deferred in respect of material timing differences, except to the extent that, in the opinion of the directors, there is a reasonable probability that the liability will not arise in the foreseeable future.

#### Hire purchase and leasing commitments

Assets obtained under hire purchase contracts or finance leases are capitalised in the balance sheet. Those held under hire purchase contracts are depreciated over their estimated useful lives. Those held under finance leases are depreciated over their estimated useful lives or the lease term, whichever is the shorter.

The interest element of these obligations is charged to the profit and loss account over the relevant period. The capital element of the future payments is treated as a liability.

Rentals payable under operating leases are charged to the profit and loss account on a straight line basis over the period of the lease.

#### **Pensions**

The company and the group operate a defined contribution pension scheme. Contributions payable for the year are charged in the profit and loss account.

#### 2. TURNOVER

The turnover and profit before taxation are attributable to the principal activities of the company and the group.

# Notes to the Financial Statements for the Year Ended 31 March 2001

		31.3	.01	31.3.	00
		Company £	Group £	Company £	Group £
3.	STAFF COSTS				
	Wages and salaries Social security costs Other pension costs	130,434 16,556 32,667	10,193,413 818,785 330,777	99,518 12,864 20,140	8,915,598 861,986 297,948
		179,657	11,342,975	132,522	10,075,532
	The average number of employees during the	he year was as follo	ws:		
	Management and administration Productive operatives	2	146 320	2	143 334
		2	466	2	477
4.	OPERATING PROFIT				
	The operating profit is stated after charging	g/(crediting):			
		31.3 Company £	.01 <u>Group</u> £	31.3. Company £	00 <u>Group</u> £
	Vehicle contract hire Depreciation – owned assets Depreciation – assets on H.P. contracts Profit on disposal of fixed assets Auditors remuneration	14,237 - - -	77,965 368,284 65,111 (1,775) 48,350	3,912 16,113 - -	62,885 397,930 13,236 (12,067) 51,050
5.	INTEREST PAYABLE AND SIMILAR	CHARGES			
		31.3 Company £	.01 <u>Group</u> £	31.3.6 Company £	00 <u>Group</u> £
	Hire purchase interest Bank interest Loan interest	-	3,010 922	- 7,517	- 7,517
	Dom morest	-	3,932	7,517	7,517
6.	DIVIDENDS	31.3	01	21.2	00
	Parity shares	Company £	.01 <u>Group</u> £	31.3.0 Company £	Group £
	Equity shares: Ordinary – paid	160,000	160,000	160,000	160,000

## Notes to the Financial Statements for the Year Ended 31 March 2001

### 7. TAXATION

The tax charge on the profit on ordinary activities for the year was as follows:

		31.3.0	01	31.3	.00
		Company £	Group £	Company £	Group £
	U.K. corporation tax (Over)/under provision in earlier years	79,953	520,546 14,333	67,162 (131)	448,092 1,469
		79,953	534,879	67,031	449,561
	U.K. corporation tax has been charged	30.00%	29.46%	30.00%	29.16%
8.	FIXED ASSET INVESTMENTS				Company £
	COST At 1 April 2000				17,898
	At 31 March 2001				17,898
	NET BOOK VALUE: At 31 March 2001				17,898
	At 31 March 2000				17,898
				31.3.01 £	31.3.00 £
	Unlisted investments			17,898	17,898
	Company name, country of incorporation, n	ature of business		% <u>Holding</u>	Class of Shares
	Dodd Group Limited England and Wales			100.00	Ordinary
	Electrical, heating & ventilation contractors Dodd Group (Midlands) Limited England and Wales			100.00	Ordinary
	Electrical, heating & ventilation contractors Technology Installation Services Limited England and Wales			100.00	Ordinary
	I.T. Network Systems Designers & Installer Dodd Group (Eastern) Limited England and Wales	s		100.00	Ordinary
	Electrical, heating & ventilation contractors Dodd Group (South) Limited England and Wales			100.00	Ordinary
	Electrical, heating & ventilation contractors Dodd Environmental Services Limited England and Wales Heating & ventilation contractors			100.00	Ordinary

All of the above subsidiaries are included in these consolidated statements.

## Notes to the Financial Statements for the Year Ended 31 March 2001

9. STOCKS
-----------

27 0 0120	31.3.01		31.3.00	
	Company	Group	Company	Group
	£	£	£	£
Raw materials	-	43,240		77,542
Work in progress	-	2,391,126		2,479,401
	-	2,434,366	-	2,556,943

## 10. **DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

DOE WITHIN ONE TEAK	31.3.01		31.3.00	
	Company	<u>Group</u>	Company	<u>Group</u>
	£	£	£	£
Trade debtors	6,019	5,563,445	10,153	4,448,337
Other debtors	-	45,376	8,587	70,583
Prepayments	-	72,975	-	48,500
Amounts owed by group undertakings	16,500		1,000	
	22,519	5,681,796	19,740	4,567,420
			· · · · · · · · · · · · · · · · · · ·	

# 11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3	3.01	31.3.00		
	Company	<u>Group</u>	Company	Group	
	£	£	£	£	
Trade creditors	5,464	6,634,979	5,413	5,289,278	
Social security & other taxes	17,725	1,241,529	9,878	1,130,268	
Other creditors	12,286	332,364	10,352	265,976	
Accruals		255,638	-	242,893	
Taxation	53,916	439,697	49,162	412,092	
Directors' loan accounts	· -	160,864	-	160,240	
Payments received on account	-	-	-	142,002	
Hire purchase contracts (note 12)	-	200,653	_	48,813	
Amounts due to group undertakings	79,438		88,891		
	168,829	9,265,724	163,696	7,691,562	

## Notes to the Financial Statements for the Year Ended 31 March 2001

### 12. OBLIGATIONS UNDER HIRE PURCHASE CONTRACTS

	31.3.01		31.3.00	
	Company	Group	Company	<u>Group</u>
	£	£	£	£
Gross obligations repayable:				
Within one year	-	209,753	_	50,202
T' 1				
Finance charges repayable:		0.100		4 000
Within one year	-	9,100	-	1,389
ST. 111 d		200 652		40.040
Net obligations repayable	-	200,653	_	48,813

The following payments are committed to be paid within one year:

#### Operating leases

	31.3	31.3.01		31.3.00	
	Company Group		<u>Company</u>	<u>Group</u>	
	£	£	£	£	
Expiring:					
Between one and five years	5,216	88,219	5,216	64,295	

### 13. TANGIBLE FIXED ASSETS

#### THE GROUP

THE GROUP					
	Land &	Plant &	Motor	Office	
	buildings	Machinery	vehicles	Equipment	Totals
	£	f	£	£	£
COOT OD WALLIATION.	ı.	<b>~</b>	ı.	ı.	L
COST OR VALUATION:		407.004	224 222	20.40-	
At 1 April 2000	1,592,846	135,006	881,992	99,605	2,709,449
Additions	-	-	499,409	2,313	501,722
Disposals			51,722		51,722
As at 31 March 2001	1,592,846	135,006	1,329,679	101,918	3,159,449
DEPRECIATION:					
At 1 April 2000	44,902	106,487	273,088	39,029	463,506
Charge for the year	13,238	24,028	380,191	15,938	433,395
Eliminated on disposals	-		45,472		45,472
A a at 21 Manuals 2001	59.140	120 515	607.007	54.067	951 420
As at 31 March 2001	58,140	130,515	607,807	54,967	851,429
NET BOOK VALUE:					
31 March 2001	1,534,706	4,491	721,872	46,951	2,308,020
31 March 2000	1,547,944	28,519	608,904	60,576	2,245,943

## Notes to the Financial Statements for the Year Ended 31 March 2001

#### **LAND & BUILDINGS**

The net book value of land and bu	illdings of the company and	i the group may b	be further analysed as:

Freehold Long leasehold investment	287,867 900,000
Long leasehold	346,839
	1,534,706

The long leasehold investment property was valued on an open market basis on 31 March 2001, by the board of directors.

Fixed assets, included in the above, which are held under hire purchase contracts are as follows:-

	•		Motor vehicles
COST: At 1 April 2000 Additions			£ 54,944 263,250
			318,194
<b>DEPRECIATION:</b> At 1 April 2000 Charge for the year			13,236 65,111
			78,347
NET BOOK VALUE: 31 March 2001			239,847
31 March 2000			41,708
THE COMPANY		3.6	
	Land and <u>buildings</u> £	Motor <u>Vehicles</u> £	<u>Total</u> ₤
COST OR VALUATION: At 1 April 2000 Revaluation	1,592,846	12,500	1,605,346
At 31 March 2001	1,592,846	12,500	1,605,346
<b>DEPRECIATION:</b> At 1 April 2000 Charge for the year Revaluation	44,902 13,238	11,500 999	56,402 14,237
As at 31 March 2001	58,140	12,499	70,639
NET BOOK VALUE 31 March 2001	1,534,706	1	1,534,707
31 March 2000	1,547,944	1,000	1,548,944

## Notes to the Financial Statements for the Year Ended 31 March 2001

## 14. RECONCILIATION OF MOVEMENTS IN SHAREHOLDERS' FUNDS

			<u>.</u>	31.3.01	31	31.3.00	
			Company £	<u>Group</u> £	Company £	Group £	
	Profit for the financial year Dividends	-	320,241 (160,000)			998,414 (160,000)	
	NET ADDITION TO SHAREHOLDERS' FUNDS Revaluation long leasehold investme Opening shareholders' funds	ent	160,241 - 1,975,628		- 112,618	838,414 112,618 4,048,591	
	CLOSING SHAREHOLDERS' FUNDS		2,135,869	5,939,820	5 1,975,628	4,999,623	
	Equity interests	•	2,135,869	5,939,820	5 1,975,628	4,999,623	
15.	CALLED UP SHARE CAPITAL						
	Authorised: Number:	Class:		Nominal value:	31.3.01 £	31.3.00 £	
	50,000	Ordin	ary	£1	50,000	50,000	
	Allotted, issued and fully paid: Number:	Class:		Nominal value:	31.3.01 £	31.3.00 £	
	17,500	Ordin	ary	£1	17,500	17,500	
16.	REVALUATION RESERVE						
		C	31.3.01		31.3.		
		Comp £	<u>апу</u>	Group £	Company £	Group £	
	Revaluation long leasehold investment	11	2,618	112,618	112,618	112,618	

#### 17. PENSION COSTS

The company and the group operate a personal pension scheme. It is a defined contribution scheme and contributions are charged to the profit and loss account as they accrue. The charge for the year was £330,777 (2000 £297,948) for the group, and £32,667 (2000 £20,140) for the company.

## Notes to the Financial Statements for the Year Ended 31 March 2001

#### 18. PROVISIONS FOR LIABILITIES AND CHARGES

No provision is made in the financial statements for deferred taxation where the liability is not expected to arise for a considerable period.

The potential and actual liabilities were:-

	31.3.01		31.3.00	
	Amount provided	Potential <u>liability</u>	Amount provided	Potential <u>liability</u>
Accelerated capital allowances	£Nil	£346,000	£ Nil	£479,000

#### 19. RELATED PARTY DISCLOSURES

The company and the group are under the control of Mr. T.R. Dodd, the major shareholder and chairman of the company and the group.

The company is exempt from disclosing inter group transactions due to the fact that consolidated financial statements are publicly available.

#### 20. CONTINGENT LIABILITIES

A composite guarantee dated 27 May 1997 is given to the bank between all of this company's subsidiaries.

#### 21. DIRECTORS EMOLUMENTS

	31.3.01		31.3	.00
	Company	Group	Company	Group
	£	£	£	£
Directors' emoluments Directors' pension contributions	146,402	620,459	-	477,527
to money purchase scheme	32,667	194,667	_	174,000
	179,069	815,126	-	651,527

The remuneration of the highest paid director included above was:

	31.3.01		31.3.00	
	Company £	Group £	Company £	Group £
Emoluments, etc. Pension contributions to money purchase schemes	-	461,807	-	466,652
		150,000		162,000
	-	611,807	-	628,652

During the year 2 directors (2000–2), were accruing benefits under money purchase schemes. Page 19