

Company Number: 02610367

CIPS SERVICES LIMITED

ANNUAL REPORT

Year Ended
31st October 2004



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CIPS SERVICES LIMITED

DIRECTORS' REPORT

The directors present herewith the audited accounts for the year ended 31st October 2004.

REVIEW OF THE BUSINESS

The company provides recruitment services and trades in books on behalf of the Chartered Institute of Purchasing and Supply. The directors consider the results for the year and the year end financial position to be satisfactory.

RESULTS

Details of the results for the year are shown in the profit and loss account on page 6.

DIRECTORS

The directors who served during the year were as follows:-

Mr M R Croft
Mr K James

None of the directors held any interest in the shares of the company during the year.

AUDITORS

On 23 May 2005, the Company's auditors, PKF, transferred their business to to PKF (UK) LLP, a limited liability partnership incorporated under the Limited Liability Partnerships Act 2000. Accordingly PKF resigned as auditors and the members appointed PKF (UK) LLP as their successor.

A resolution for the re-appointment of PKF (UK) LLP will be proposed at the Annual General Meeting for the ensuing year.

This directors' report is prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

BY ORDER OF THE BOARD



M R CROFT
25th June 2005

Easton House
Easton on the Hill
Stamford
Lincs
PE9 3NZ

CIPS SERVICES LIMITED

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 profit or loss of the company for that year. In preparing those financial statements, the directors are required to:

- select suitable accounting policies and 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 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.

The directors are responsible for ensuring that the directors' report is prepared in accordance with company law in the United Kingdom.

Independent Auditors' Report to the Members of CIPS Services Limited

We have audited the financial statements of CIPS Services Limited for the year ended 31 October 2004 which comprise the Profit and Loss Account, the Balance Sheet, and the related notes. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

This report is made solely to the company's members, as a body, in accordance with Section 235 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.

Respective responsibilities of trustees 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.

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.

Opinion

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

PKF (UK) LLP

PKF (UK) LLP
Registered Auditors

London, UK

27 June 2005

CIPS SERVICES LIMITED
PROFIT AND LOSS ACCOUNT
for year ended 31st OCTOBER 2004

	<u>Notes</u>	2004 £	2003 £
Turnover	(2)	974,782	891,026
Cost of Sales		<u>574,317</u>	<u>612,493</u>
Distribution Costs		0	0
Administrative Expenses		<u>(216,580)</u>	<u>(243,743)</u>
Interest Payable to Group Undertaking		<u>0</u>	<u>(3,865)</u>
Operating Profit		183,885	30,925
Deed of Covenant to the Chartered Institute of Purchasing & Supply		<u>(183,885)</u>	<u>(30,925)</u>
Profit before taxation		-	-
Taxation	(4)	<u>-</u>	<u>-</u>
Profit for the financial year on ordinary activities after taxation	(6)	<u><u>-</u></u>	<u><u>-</u></u>

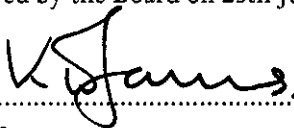
The turnover and operating results relate wholly to continuing activities. No separate statement of total recognised gains and losses has been prepared as all such gains and losses are dealt with in the profit and loss account.

CIPS SERVICES LIMITED
BALANCE SHEET
at 31st OCTOBER 2004

<u>Notes</u>	2004 £	2003 £
<u>Current Assets</u>		
Trade Debtors	95,598	111,482
Cash at Bank and in hand	<u>2,366</u>	<u>2,411</u>
	<u>97,964</u>	<u>113,893</u>
<u>Creditors: amounts falling due within one year</u>		
Amount due to parent undertaking	<u>97,871</u>	<u>113,800</u>
	<u>97,871</u>	<u>113,800</u>
<u>Total Assets less Current Liabilities</u>	<u><u>93</u></u>	<u><u>93</u></u>
<u>Capital and Reserves</u>		
Share Capital (5)	2	2
Profit and Loss Account (6)	<u>91</u>	<u>91</u>
<u>Shareholders' funds</u> (7)	<u><u>93</u></u>	<u><u>93</u></u>

These financial statements are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

Approved by the Board on 25th June 2005

 Director
K James

CIPS SERVICES LIMITED
NOTES FORMING PART OF THE ACCOUNTS
Year Ended 31st October 2004

1. ACCOUNTING POLICIES

(a) Basis of Preparation

The financial statements have been prepared under the historical cost convention and in accordance with applicable accounting standards.

(b) Covenant

The company has entered into an arrangement under a deed of covenant to pay annually to the Chartered Institute of Purchasing and Supply the profit arising from its activities.

2. TURNOVER

Turnover represents amounts receivable from customers for goods and services rendered, excluding value added tax. Turnover is attributable to one class of business.

The geographical analysis of the turnover is as follows:

	<u>2004</u>	<u>2003</u>
	£	£
United Kingdom	915,153	848,321
Overseas	59,629	42,705
	<u>974,782</u>	<u>891,026</u>

3. EMPLOYEES

Apart from the directors, who received no remuneration during the year, the company has no employees.

4. TAXATION

UK Corporation Tax at 20%

-	-
<u> </u>	<u> </u>

5. SHARE CAPITAL

£1 Ordinary Shares Authorised

1,000	1,000
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Allotted, called up and fully paid

<u>2</u>	<u>2</u>
<u> </u>	<u> </u>

6. PROFIT & LOSS ACCOUNT

At 1st November 2003

91	91
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Profit for the year

-	-
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At 31st October 2004

<u>91</u>	<u>91</u>
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CIPS SERVICES LIMITED
NOTES FORMING PART OF THE ACCOUNTS
Year Ended 31st October 2004

7. RECONCILIATION OF MOVEMENTS IN SHAREHOLDERS' FUNDS

	2004	2003
Profit for the year	-	-
Opening shareholders' funds	93	93
	<hr/>	<hr/>
Closing shareholders' funds	93	93
	<hr/>	<hr/>

8. RELATED PARTY TRANSACTIONS

The company has taken advantage of the exemptions under Financial Reporting Standard 8 available to subsidiary undertakings from the requirement to disclose transactions with related parties which are part of the group and consolidated accounts are prepared.

9. ULTIMATE PARENT UNDERAKING AND CONTROLLING PARTY

The company's immediate and ultimate parent undertaking and ultimate controlling party is The Chartered Institute of Purchasing and Supply. Copies of the accounts of the Institute can be obtained from Easton House, Easton on the Hill, Stamford, Lincolnshire, PE9 3NZ.