## UNAUDITED

## **DIRECTORS REPORT AND FINANCIAL STATEMENTS**

For the year ended 31 December 2009



## **COMPANY INFORMATION**

**DIRECTORS** 

R J Guilor

Mrs R D Guilor

**SECRETARY** 

**R J Guilor** 

**COMPANY NUMBER** 

02877882

**REGISTERED OFFICE** 

Baytree House Parabola Road Cheltenham Gloucestershire GL50 3BD

**ACCOUNTANTS** 

Howarth Clark Whitehill LLP

**Chartered Accountants** 

Carrick House Lypiatt Road Cheltenham Gloucestershire

GL50 2QJ

## CONTENTS

	Page
Directors Report	1
Profit and loss account	2
Balance sheet	3
Notes to the financial statements	4-7
The following pages do not form part of the statutory accounts	
Detailed profit and loss account and summaries	8 – 10

## **DIRECTORS REPORT** For the year ended 31 December 2009

The directors present their report and the financial statements for the year ended 31 December 2009

#### PRINCIPAL ACTIVITY

The principal activity of the company continued to be that of the provision of architectural and planning services

#### **DIRECTORS**

The directors who served during the year were

R J Guilor Mrs R D Guilor

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime

This report waspapproved by the board on 14 pt 1010 and signed on its behalf

Director

# PROFIT AND LOSS ACCOUNT For the year ended 31 December 2009

	Note	2009 £	<b>2008</b> £	<b>2007</b> £
Turnover	1	38,695	48,966	72,706
Cost of sales		(395)	(3,544)	(14,288)
				<del></del>
GROSS PROFIT		38,300	45,422	58,418
Administrative expenses		(22,449)	(17,126)	(27,448)
OPERATING PROFIT	2	15,851	28,296	30,970
Amounts written off/provided against connected company debtors		_	•	_
interest receivable		-	-	-
interest payable		-	-	-
PROFIT ON ORDINARY ACTIVITIES BEFORE				
TAXATION		15,851	28,296	30,970
Tax on profit on ordinary activities	3	(3,328)	(5,659)	(5,884)
PROFIT ON ORDINARY ACTIVITIES AFTER				
TAXATION	8	12,523	22,636	25,086
			<del></del>	

The notes on pages 4 to 7 from part of these financial statements

## BALANCE SHEET As at 31 December 2009

	Note	£	2009 £	£	2008 £
FIXED ASSETS	Note	L	Ľ	Ľ	Ľ
Tangible fixed assets	4		2,043		2,724
CURRENT ASSETS				-	
Stocks		100		2,650	
Debtors	5	107,611		89,029	
		107,711		91,679	
CREDITORS amounts falling du	e			,	
within one year	6	(104,698)		(93,812)	
NET CURRENT ASSETS/(LIABILIT	TIES)		3013		(2,133)
TOTAL ASSETS LESS CURRENT L	IABILIT	IES	5056		591
CAPITAL AND RESERVES					
Called up share capital	7		180		180
Profit and loss account	8		434		411
SHAREHOLDERS'FUNDS			614		591

The directors consider that the company is exempt from the requirements relating to preparing audited accounts in accordance with section 477 of the Companies Act 2006

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime

The financial statements were approved and authorised for issue by the board and were signed on its behalf on 14 01 1010

R J Guilor Directors

The notes on pages 4 to 7 form part of these financial statements

## NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 December 2009

#### 1 ACCOUNTING POLICIES

## 1.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2008)

#### 12 TURNOVER

Turnover comprises revenue recognised by the company in respect of goods and services supplied, exclusive of Value Added Tax and trade discounts

#### 1.3 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 of fixed assets. Less their estimated residual value, over their expected useful lives on the following bases:

Property improvements - 25% reducing balance Fixtures, fittings and equipment - 25% reducing balance

#### 2 OPERATING PROFIT

The operating profit is stated after charging.

	2009	2008
	£	£
Depreciation of tangible fixed assets:		
<ul> <li>Owned by the company</li> </ul>	681	908

During the year, no director received any emoluments (2008 - £NIL)

### 3 TAXATION

	2009	2008
	£	£
UK corporation tax charge on profits for the year	3,328	5,659

There were no factors that affected the tax charge for the year which has been calculated on the profits on ordinary activities before tax at the standard rate of corporation tax in the UK of 21%

There were no factors that may affect future tax charges

## NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 December 2009

#### 4 TANGIBLE FIXED ASSETS

		Property Improv'ts £	Fixtures fittings and equipment £	Total £
	COST			
	At 1 January 2009 Additions	3,877 -	26,578 -	30,455
	At 31 December 2009	3,877	26,578	30,455
	DEPRECIATION			
	At 1 January 2009	3,781	24,607	27,731
	Charge for the year	24	657	681
	At 31 December 2009	3,805	25,264	28,412
	NET BOOK VALUE			
	At 31 December 2009	72	1,971	2,043
	At 31 December 2008	96	2,628	2,724
5	DEBTORS			
		2009	2008	2007
		£	£	£
	Trade debtors	•	11,917	9,318
	Other debtors	107,611	81,895	73,917
		107,611	93,812	82,235
			<del></del>	

Included within other debtors within one year are loans to R J Guilor and Mrs R D Guilor, the directors, amounting to £107,611 (2008 - £81,895) The maximum amount outstanding during the year was £107,611.

# NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 December 2009

6.	CREDITORS.		
	AMOUNTS FALLING DUE WITHIN ONE YEAR		2000
		2009	2008
	Deads as and as 64	£	£
	Bank overdraft	10,167	9,258
	Trade creditors	15,582	11,917
	Corporation tax	35,497	33,669
	Social security and other taxes	12,652	5,818
	Other creditors	30,800	33,150
		104,698	93,812
7.	The bank overdraft is secured by way of a debenture dated 1 assets of the company  SHARE CAPITAL	. November 20	004, over the
		2009	2008
		£	£
	AUTHORISED		
	1,000 Ordinary shares of £1 each	1,000	1,000
	ALLOTTED, CALLED UP AND FINALLY PAID	<del></del>	
	180 Ordinary shares of £1 each	180	180
	RESERVES		
		Profit	and loss account
			£
	At 1 January 2008		411
	Profit retained for the year		12,523
	Dividends Equity capital		(12,500)
			434
9	DIVIDENDS		
		2009	2008
		£	£
	Dividends paid on equity capital	12,500	23,000

8

## NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 December 2009

#### 10. RELATED PARTY TRANSACTIONS

During the year the company repaid £2,350 of its £33,150 previously loaned from Rite Site Limited a company in which R J Guilor and Mrs R D Guilor are also directors and sole shareholders, this leaves an outstanding balance of £30,800 This amount is shown within other creditors in these financial statements

#### 11 CONTROLLING PARTY

The company was controlled throughout the year by directors R J Guilor and Mrs R D Guilor, by virtue of their shareholdings

## DETAILED TRADING AND PROFIT AND LOSS ACCOUNT For the year ended 31 December 2009

Turnover Cost of sales	Page 9 9	2009 £ 38,695 (395)	2008 £ 48,966 (3,544)
Gross profit		38,300	45,422
Less overheads			
Administration expenses	9	(22,449)	(17,126)
Operating profit		15,851	28,296
Interest receivable	9	-	-
Interest payable	10	-	-
Amounts written off/provided against connected company			
debtors	10	-	-
		<del></del>	
Profit for the year		15,851	28,296

# SCHEDULE TO THE DETAILED ACCOUNTS For the year ended 31 December 2009

	2009 £	2008 £	2007 £
Turnover	_	_	-
Sales - UK	38,695	48,966	72,706
	30,033	40,500	, 2,, 00
			<del></del>
	2009	2008	2007
	£	£	£
Cost of sales	L	L	Ľ
Opening work in progress Subcontractor labour	150	2 905	12.672
	150	2,895	12,673
Planning and survey fees	245	649	1,615
Closing work in progress	-	-	-
	395	3,544	14,288
	2009	2008	2007
	£	£	£
Administration expenses			
Sub contract labour	-	2,895	350
Staff salaries	8,700	100	3,545
Motor running costs	960	1,060	1,260
Printing and stationery	1,825	1,055	921
Telephone and fax	772	387	465
Advertising and promotion	835	595	1,096
Trade subscriptions	<b>17</b> 2	440	-,
Accountancy	-	862	5,932
Bank charges and interest	931	2,127	1,789
Bad debts	-	-,	-
Sundry expenses	853	729	1,272
Insurances	658	1,908	4,309
Repairs and maintenance	-	1,385	4,303
Use of home as office	1,300	1,300	1 200
Depreciation – fixtures, fittings and equipment		1,300 876	1,300
			1,168
Depreciation – property improvements	24	32	43
Fines and penalties	3323	-	-
VAT adjustments on flat rate scheme	609	1,375	3,998
VAT surcharges	830	-	-
	22,449	17,126	27,448
			<del></del>
	2009	2008	2007
	£	£	£
Interest receivable	-		-
Bank interest receivable	-		936

## SCHEDULE TO THE DETAILED ACCOUNTS For the year ended 31 December 2009

	2009	2008
	£	£
Interest payable		
Bank overdraft interest payable	520	1027
Bank loan interest payable	-	-
Other interest – on overdue tax	-	-
	520	1027
		<del></del>
	2009	2008
	£	£
Other charges		
Amounts written off/provided against connected		
Company debtors	-	-