

Registered No. 02984925

# **Christine Nugent Business Travel Limited**

## **Report and Financial Statements**

31 December 2016



**Director**

C Nugent

J Hays

M Fernandez Varona

**Auditor**

Ernst & Young LLP

Citygate

St James' Boulevard

Newcastle upon Tyne

NE1 4JD

**Bankers**

National Westminster Bank plc

Commercial Banking

Trinity Gardens

Quayside

NE1 2HF

**Solicitors**

Muckle LLP

Time Central

32 Gallowgate

Newcastle upon Tyne

NE1 4BF

**Registered Office**

25 Vine Place

Sunderland

SR1 3NA

## Directors' report

The Directors present their report and financial statements for the year ended 31 December 2016.

### Principal activities

The Company's principal activity during the year was the provision of travel services to corporate customers predominantly in the North East region of the UK.

### Results and dividends

The profit for the year, after taxation, amounted to £285,587 (2015 - £408,767). The Directors do not recommend a final dividend (2015 - £161,781).

On 4 November 2016, the company's entire ordinary share capital was acquired by Hays Travel Limited.

### Directors

The directors who held office during the year and up to the date of signature of the financial statements were as follows:

C Nugent

J Hays (appointed 4 November 2016)

M Fernandez Varona (appointed 4 November 2016)

### Future developments

Business growth will be driven by expanding both in the region and outside the current geographical market.

### Disabled employees

The Company gives full consideration to applications for employment from disabled persons where the requirements of the job can be adequately fulfilled by a handicapped or disabled person.

Where existing employees become disabled it is the Company's policy wherever practicable to provide continuing employment under normal terms and conditions and to provide training and career development and promotion to disabled employees where appropriate.

### Employee involvement

Company communication has continued to improve with a structured method of feeding out information from the Senior Leadership Team.

### Going concern

The Directors have considered the Company's current and future prospects and its availability of financing, and are satisfied that the Company can continue to pay its liabilities as they fall due for a period of at least 12 months from the date of approval of these financial statements. For this reason the Directors continue to adopt the going concern basis of preparation for these financial statements.

### Disclosure of information to the auditor

So far as each person who was a director at the date of approving this report is aware, there is no relevant audit information, being information needed by the auditor in connection with preparing its report, of which the auditor is unaware. Having made enquiries of fellow directors and the Company's auditor, each director has taken all the steps that he/she is obliged to take as a director in order to make himself/herself aware of any relevant audit information and to establish that the auditor is aware of that information.

### Small company exemptions

This report has been prepared in accordance with the special provisions applicable to companies subject to the small companies regime within Part 15 of the Companies Act 2006. The company has taken advantage of the available exemption in not preparing a Strategic Report.

## Directors' report

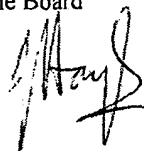
### Auditor

RSM UK Audit LLP resigned as auditors during the year, and Ernst & Young LLP were appointed in their place. A resolution to re-appoint Ernst & Young LLP as auditor will be put to the members at the Annual General Meeting.

On behalf of the Board

J Hays  
Director

6 June 2017



## Statement of directors' responsibilities

The Directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the Directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

Under company law the directors must not approve the financial statements unless they are satisfied that they 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 these financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statement; and
- 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 adequate accounting records that are sufficient to show and explain the Company's transactions and disclose with reasonable accuracy at any time the financial position of the Company and enable them to ensure that the financial statements comply with the Companies Act 2006. 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 the maintenance and integrity of the corporate and financial information included on the Company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

# **Independent auditor's report**

**to the members of Christine Nugent Business Travel Limited**

We have audited the financial statements of Christine Nugent Business Travel Limited for the year ended 31 December 2016 which comprise the Income Statement, the Statement of Changes in equity, the Balance Sheet and the related notes 1 to 17. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

This report is made solely to the Company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. 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 auditor's 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 directors and auditor**

As explained more fully in the Statement of Directors' Responsibilities set out on page 4, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

## **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the Company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the directors; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Report and Financial Statements to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

## **Opinion on the financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the Company's affairs as at 31 December 2016 and of its profit for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

## **Opinion on other matter prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Directors' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- the Directors' Report has been prepared in accordance with applicable legal requirements.

## **Independent auditor's report (continued)**

**to the members of Christine Nugent Business Travel Limited**

### **Matters on which we are required to report by exception**

In light of the knowledge and understanding of the Company and its environment obtained in the course of the audit, we have identified no material misstatements in the Directors' Report.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made;
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemption in preparing the strategic report and the directors' report.



Darren Rutherford (Senior Statutory Auditor)  
For and on behalf of Ernst & Young LLP (Statutory Auditor)  
Newcastle upon Tyne

28 June 2017

## Income statement

for the year ended 31 December 2016

	Notes	2016 £	2015 £
<b>Gross Value of Sales</b>		13,129,258	11,346,728
<b>Turnover</b>		1,085,026	974,010
Operating expenses		(702,341)	(457,212)
Other operating income		-	5,400
<b>Operating profit</b>	2	382,685	522,198
Loss on disposal of fixed assets		(17,825)	-
Interest receivable		-	539
<b>Profit before taxation</b>	2	364,860	522,737
Tax on profit	5	(79,273)	(113,970)
<b>Profit for the financial year</b>		285,587	408,767

All activities are continuing.

The company has no other comprehensive income other than the profit for the financial year reported above.



## Statement of changes in equity

for the year ended 31 December 2016

	<i>Share capital</i> £	<i>Other reserves</i> £	<i>Profit and loss account</i> £	<i>Total</i> £
At 1 January 2015	50,000	57,000	1,138,484	1,245,484
Profit for the year	-	-	408,767	408,767
Dividends paid	-	-	(161,781)	(161,781)
At 31 December 2015	50,000	57,000	1,385,470	1,492,470
Profit for the year	-	-	285,587	285,587
At 31 December 2016	50,000	57,000	1,671,057	1,778,057

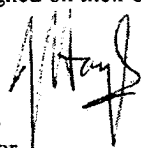
**Balance sheet**

at 31 December 2016

	Notes	2016 £	2015 £
<b>Fixed assets</b>			
Tangible assets	7	-	299,140
<b>Current assets</b>			
Debtors	8	1,516,398	1,715,029
Cash at bank and in hand		1,038,547	177,023
		2,554,945	1,892,052
<b>Creditors: amounts falling due within one year</b>	9	(776,888)	(698,722)
<b>Net current assets</b>		1,778,057	1,193,330
<b>Total assets less current liabilities</b>		1,778,057	1,492,470
<b>Net assets</b>		1,778,057	1,492,470
<b>Capital and reserves</b>			
Called up share capital	11	50,000	50,000
Other reserves	17	57,000	57,000
Profit and loss account	17	1,671,057	1,385,470
<b>Total equity shareholders' funds</b>		1,778,057	1,492,470

The financial statements were approved and authorised for issue by the Board of Directors on 6 June 2017 and signed on their behalf by:

J Hays  
Director



## Notes to the financial statements

at 31 December 2016

### 1. Accounting policies

#### *Statement of compliance*

Christine Nugent Business Travel Limited is a private limited liability company incorporated in England.

The Registered Office is:

25 Vine Place  
Sunderland  
Tyne and Wear  
SR1 3NA

The company's financial statements have been prepared in accordance with FRS102, for the first time, as it applies to the financial statements of the company for the year ended 31 December 2016.

The company transitioned from the previously extant UK GAAP to FRS102 as at 1 January 2015. An explanation of how transition to FRS102 has affected the reported financial position and financial performance is given in note 12.

In these financial statements, the company has applied the exemptions available under FRS 102 in respect of the following disclosures:

- the requirements of Section 4 Statement of Financial Position paragraph 4.12(a)(iv)
- the requirements of Section 7 Statement of Cash Flows
- the requirements of Section 11 Basic Financial Instruments paragraphs 11.39 to 11.48A
- the requirements of Sections 33.1A and 33.7 Related Party Disclosures

The group in which the results of the Company are consolidated is Hays Travel Limited. Consolidated financial statements are available at 25 Vine Place, Sunderland, Tyne and Wear, SR1 3NA.

#### *Basis of preparation*

The financial statements have been prepared in accordance with applicable accounting standards.

The financial statements have been prepared using accounting principles based on historical cost, unless stated otherwise.

The financial statements are prepared in sterling which is the functional currency of the company and rounded to the nearest £.

#### *Judgements and key sources of estimation uncertainty*

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported for assets and liabilities as at the balance sheet date and the amounts reported for revenues and expenses during the year. However, the nature of estimation means that actual outcomes could differ from those estimates. No significant judgments have had to be made by management in preparing these financial statements other than as described in the following accounting policies.

## Notes to the financial statements

at 31 December 2016

### 1. Accounting policies (continued)

#### *Tangible fixed assets*

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost less estimated residual value of each asset evenly over its expected useful life, as follows:

Freehold Buildings	- not depreciated
Office Equipment	- 3 years straight line
Motor Vehicles	- 3 years straight line

The carrying value of tangible fixed assets is reviewed for impairment in periods if events or changes in circumstances indicate the carrying value may not be recoverable.

#### *Pensions*

The company has made payments to personal pension schemes in respect of its employees and one the directors in the accounting period.

#### *Deferred taxation*

Deferred taxation is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date where transactions or events have occurred at that date that will result in an obligation to pay more tax in the future or a right to pay less tax in the future have occurred at the balance sheet date. Timing differences are differences between the company's taxable profits and its results are stated in the financial statements that arise from the inclusion of gains and losses in tax assessments in periods different from those in which they are recognised in the financial statements.

Deferred tax is measured at the average tax rates that are expected to apply in the periods in which the timing differences are expected to reverse, based on tax rates and laws that have been enacted or substantially enacted by the balance sheet date. Deferred tax is measured on a non-discounted basis.

#### *Financial instruments*

Financial instruments are classified and accounted for according to the substance of the contractual arrangement as financial assets, financial liabilities or equity instruments. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

#### *Turnover*

Gross value of sales represents the total amount receivable by the Company from the sale of travel, accommodation and other services supplied.

Turnover represents commission earned as a travel agent (all of which is stated net of value added tax), all of which arises from continuing operations. Commission earned on the sale of travel and accommodation is credited to the income statement broadly in line with receipt of full payment from the customer and in accordance with the nature of the services provided. Override commission is credited on an accruals basis. All turnover arises wholly within the UK.

#### *Cash and cash equivalents*

Cash and cash equivalents in the balance sheet comprise cash at banks and in hand and short term deposits with an original maturity date of three months or less.

#### *Short-term debtors and creditors*

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in the income statement in other operating expenses.

#### *Foreign currencies*

Transactions in foreign currencies are recorded at the rate ruling at the date of the transaction. Monetary assets and liabilities denominated in foreign currencies are retranslated at the rate of exchange ruling at the balance sheet date. All differences are taken to the income statement.

## Notes to the financial statements

at 31 December 2016

### 2. Operating profit

	2016 £	2015 £
Operating profit is stated after charging/(crediting):		
Depreciation of tangible fixed assets		
- owned	14,669	15,804
Auditors' remuneration for statutory audit	10,250	9,000
Exceptional item:		
Amounts included within previous year's creditors which are non payable	-	(121,911)

### 3. Directors' remuneration

	2016 £	2015 £
Directors' remuneration	76,497	57,847

The number of directors to whom retirement benefits are accruing under defined contribution schemes amounted to 1 (2015 – 1).

### 4. Staff costs

	2016 £	2015 £
Wages and salaries	335,279	296,047
Social security costs	27,278	21,705
Pension costs	63,022	42,861
	425,579	360,613

The average monthly number of employees during the year was made up as follows:

	No.	No.
Sales, trading, processing and administration	18	16

### 5. Tax on profit

(a) The tax charge is made up as follows:

	2016 £	2015 £
Current tax:		
UK corporation tax	79,273	108,444
Adjustment in respect of prior years	-	5,526
Total current tax	79,273	113,970

## Notes to the financial statements

at 31 December 2016

### 5. Tax on profit (continued)

	2016 £	2015 £
<i>Deferred tax:</i>		
Origination and reversal of timing differences	-	-
Total deferred tax	-	-
Total tax on profit	79,273	113,970

#### (b) Factors affecting current tax charge for the year

The tax assessed for the year differs from the standard rate of corporation tax in the UK of 20% (2015 - 20.14%). The differences are explained below:

	2016 £	2015 £
Profit before taxation	364,860	522,737
Profit multiplied by standard rate of corporation tax in the UK of 20% (2015 - 20.14%)	72,972	105,258
<i>Effects of:</i>		
Disallowable expenditure	362	754
Revaluation on sale of property	3,565	-
Adjustment in respect of prior years	-	5,526
Deferred tax not recognised	2,374	2,432
Total tax (note 5(a))	79,273	113,970

#### (c) Factors affecting future tax charges

A standard rate of 20% applies to current tax liabilities arising during the year ended 31 December 2016. Rates of 18% (effective from 1 April 2017) and 17% (effective from 1 April 2020) were substantively enacted prior to the balance sheet date, and have been applied to the company's deferred tax balances at the balance sheet date.

The company has a deferred tax asset of £3,315 (2015: £1,526) which has not been recognised due to immateriality.

### 6. Dividends

	2016 £	2015 £
Final dividends paid on ordinary shares	-	161,781

## Notes to the financial statements

at 31 December 2016

### 7. Tangible fixed assets

	<i>Freehold Buildings</i>	<i>Office Equipment</i>	<i>Motor vehicles</i>	<i>Total</i>
	£	£	£	£
Cost:				
At 1 January 2016	287,825	222,032	21,924	531,781
Additions	-	3,354	-	3,354
Disposals	(287,825)	-	-	(287,825)
At 31 December 2016	-	225,386	21,924	247,310
Depreciation:				
At 1 January 2016	-	212,573	20,068	232,641
Charge for the year	-	12,813	1,856	14,669
At 31 October 2016	-	225,386	21,924	247,310
Net book value:				
At 31 December 2016	-	-	-	-
At 1 January 2016	287,825	9,459	1,856	299,140

### 8. Debtors

	<i>2016</i>	<i>2015</i>
	£	£
Trade debtors	1,388,762	1,278,072
Other debtors	127,636	436,957
	1,516,398	1,715,029

### 9. Creditors: amounts falling due within one year

	<i>2016</i>	<i>2015</i>
	£	£
Trade creditors	680,488	492,290
Corporation tax	79,277	176,494
Other taxation and social security costs	5,081	6,008
Pension creditor	1,766	375
Other creditors and accruals	10,276	23,575
	776,888	698,722

### 10. Contingent liabilities

The company had contingent liabilities in respect of a bond to ABTA by the company's bankers amounting to £25,000 (2015: £25,000)

## Notes to the financial statements

at 31 December 2016

### 11. Issued share capital

	2016	2015
	£	£
<i>Allotted, called up and fully paid</i>		
50,000 Ordinary shares of £1 each	50,000	50,000

### 12. Transition to FRS102

The company transitioned to FRS102 from previously extant UK GAAP as at 1 January 2015. There were no restatements required upon transitioning as no significant differences to existing accounting policies were noted.

### 13. Commitments under operating leases

There were no commitments at 31 December 2016 (2015 - £nil).

### 14. Retirement benefits

#### Defined contribution scheme

The Company makes payments to personal pension schemes in respect of its employees and the director. Contributions to all schemes in the year are detailed below. Outstanding contributions at the year-end amounted to £1,766 (2015: £375).

	2016	2015
	£	£
Contributions payable by the company for the year	63,022	42,861

### 15. Related party relationships and transactions

During the period under review C Nugent, director, maintained a current account with the company. Included within debtors were amounts due to the company of £28,889 (2015: £350,419).

C Nugent received dividends of £nil (2015: £161,781).

### 16. Ultimate parent undertaking and controlling party

In the directors' opinion the Company's ultimate parent undertaking and controlling party is Hays Travel Limited, a Company registered in England and Wales.

The parent undertaking's financial statements can be obtained from Companies House in Cardiff.

### 17. Reserves

#### Other reserves

This represents a capital redemption reserve, being the par value of ordinary share capital repurchased.

#### Profit and loss account

This represents cumulative profits and losses less any dividends paid.