

REGISTERED NUMBER: 3254409 (England and Wales)

Abbreviated Financial Statements for the Year Ended 30 September 2002

for

C & D Recruitment Limited



**C & D Recruitment Limited**

**Contents of the Abbreviated Financial Statements**  
**for the Year Ended 30 September 2002**

	<b>Page</b>
<b>Company Information</b>	<b>1</b>
<b>Report of the Directors</b>	<b>2</b>
<b>Report of the Independent Auditors on the Abbreviated Financial Statements</b>	<b>3</b>
<b>Abbreviated Balance Sheet</b>	<b>4</b>
<b>Notes to the Abbreviated Financial Statements</b>	<b>5</b>

**C & D Recruitment Limited**

**Company Information**  
**for the Year Ended 30 September 2002**

**DIRECTORS:**

Mrs K G Griffin  
A D Griffin

**SECRETARY:**

A D Griffin

**REGISTERED OFFICE:**

C & D House  
College Court  
Regent Circus  
Swindon  
WILTSHIRE  
SN1 1PZ

**REGISTERED NUMBER:**

3254409 (England and Wales)

**AUDITORS:**

P.P.S  
Registered Auditors  
Chartered Accountants  
29 Devizes Road  
Swindon  
Wiltshire  
SN1 4BG

**C & D Recruitment Limited**

**Report of the Directors**  
**for the Year Ended 30 September 2002**

The directors present their report with the financial statements of the company for the year ended 30 September 2002.

**REVIEW OF BUSINESS**

During the financial year covered by the attached financial statements the company has suffered a significant bad debt of £48,539 and has been subject to the general erosion of margins in the recruitment industry.

The management of the company has been restructured during the year with Karen Griffin acquiring the shares of fellow Director, Frank Cuckson, in February 2002. Karen appointed Andy Griffin as a second Director, and has ensured that the company is adequately capitalised.

The directors now consider the company to be in a significantly stronger financial position and it is now successfully trading profitably once again.

**DIRECTORS**

The directors during the year under review were:

Mrs K G Griffin	
A D Griffin	- appointed 15.3.02
F R Cuckson	- resigned 15.2.02

The beneficial interests of the directors holding office on 30 September 2002 in the issued share capital of the company were as follows:

	30.9.02	1.10.01 or date of appointment if later
<b>Ordinary £1 shares</b>		
Mrs K G Griffin	50	50
A D Griffin	50	50

**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 of the profit or loss of the company for that period. In preparing those financial statements, the directors are 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 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.

**AUDITORS**

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

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

**ON BEHALF OF THE BOARD:**

  
A D Griffin - SECRETARY

Dated: 27/8/03

**C & D Recruitment Limited**

**Report of the Independent Auditors to**  
**C & D Recruitment Limited**  
**Under Section 247B of the Companies Act 1985**

We have examined the abbreviated financial statements on pages three to five, together with the full financial statements of the company for the year ended 30 September 2002 prepared under Section 226 of the Companies Act 1985.

**Respective responsibilities of directors and auditors**

The directors are responsible for preparing the abbreviated financial statements in accordance with Section 246 of the Companies Act 1985. It is our responsibility to form an independent opinion as to whether the company is entitled to deliver abbreviated financial statements prepared in accordance with Sections 246(5) and (6) of the Act to the Registrar of Companies and whether the financial statements to be delivered are properly prepared in accordance with those provisions and to report our opinion to you.

**Basis of opinion**

We have carried out the procedures we consider necessary to confirm, by reference to the financial statements, that the company is entitled to deliver abbreviated financial statements and that the abbreviated financial statements to be delivered are properly prepared. The scope of our work for the purpose of this report did not include examining or dealing with events after the date of our report on the full financial statements.

**Opinion**

In our opinion the company is entitled to deliver abbreviated financial statements prepared in accordance with Sections 246(5) and (6) of the Companies Act 1985, and the abbreviated financial statements on pages three to five are properly prepared in accordance with those provisions.

*P.P.S.*

P.P.S  
Registered Auditors  
Chartered Accountants  
29 Devizes Road  
Swindon  
Wiltshire  
SN1 4BG

Dated:

*28/8/03*

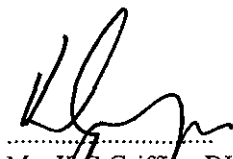
**C & D Recruitment Limited**

**Abbreviated Balance Sheet**  
**30 September 2002**

		<u>30.9.02</u>		<u>30.9.01</u>	
	Notes	£	£	£	£
<b>FIXED ASSETS:</b>					
Tangible assets	2		37,640		71,153
<b>CURRENT ASSETS:</b>					
Debtors		552,715		517,405	
Cash at bank and in hand		<u>316</u>		<u>369</u>	
		553,031		517,774	
<b>CREDITORS: Amounts falling due within one year</b>	3	<u>562,299</u>		<u>556,131</u>	
<b>NET CURRENT LIABILITIES:</b>			(9,268)		(38,357)
<b>TOTAL ASSETS LESS CURRENT LIABILITIES:</b>			28,372		32,796
<b>CREDITORS: Amounts falling due after more than one year</b>	3		<u>68,106</u>		<u>15,000</u>
			<u>£(39,734)</u>		<u>£17,796</u>
<b>CAPITAL AND RESERVES:</b>					
Called up share capital	4		100		100
Profit and loss account			<u>(39,834)</u>		<u>17,696</u>
<b>SHAREHOLDERS' FUNDS:</b>			<u>£(39,734)</u>		<u>£17,796</u>

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

**ON BEHALF OF THE BOARD:**



Mrs K G Griffin - DIRECTOR

Approved by the Board on 27/8/03

**C & D Recruitment Limited**

**Notes to the Abbreviated Financial Statements**  
**for the Year Ended 30 September 2002**

**1. ACCOUNTING POLICIES**

**Accounting convention**

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002).

**Turnover**

Turnover represents net invoiced supplies of temporary and permanent staff.

**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.

Plant and machinery etc                      - 25% on cost

**Deferred tax**

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date.

**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.

**Pensions**

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

**2. TANGIBLE FIXED ASSETS**

	<u>Total</u>
	£
<b>COST:</b>	
At 1 October 2001	136,983
Additions	9,254
Disposals	<u>(44,252)</u>
At 30 September 2002	<u>101,985</u>
<b>DEPRECIATION:</b>	
At 1 October 2001	65,831
Charge for year	16,628
Eliminated on disposals	<u>(18,114)</u>
At 30 September 2002	<u>64,345</u>
<b>NET BOOK VALUE:</b>	
At 30 September 2002	<u>37,640</u>
At 30 September 2001	<u>71,153</u>

**C & D Recruitment Limited**

**Notes to the Abbreviated Financial Statements**  
**for the Year Ended 30 September 2002**

3. **CREDITORS**

The following secured debts are included within creditors:

	30.9.02	30.9.01
	£	£
Factoring account	299,547	269,049
Hire purchase	<u>7,500</u>	<u>35,000</u>
	<u>307,047</u>	<u>304,049</u>

4. **CALLED UP SHARE CAPITAL**

Authorised, allotted, issued and fully paid:

Number:	Class:	Nominal value:	30.9.02	30.9.01
			£	£
100	Ordinary	£1	<u>100</u>	<u>100</u>

The company is controlled by the directors.