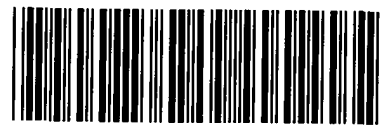


Company Registration No. 05122429 (England and Wales)

CAPITA TRANSLATION AND INTERPRETING LIMITED
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2014

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CAPITA TRANSLATION AND INTERPRETING LIMITED

COMPANY INFORMATION

Directors	S J S Mayall on behalf of Capita Corporate Director Limited M McCloskey K J Gordon (Appointed 16 October 2014)
Secretary	Capita Group Secretary Limited
Company number	05122429
Registered office	17 Rochester Row London SW1P 1QT
Auditors	KPMG LLP 15 Canada Square London E14 5GL

CAPITA TRANSLATION AND INTERPRETING LIMITED

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CAPITA TRANSLATION AND INTERPRETING LIMITED

STRATEGIC REPORT

FOR THE YEAR ENDED 31 DECEMBER 2014

The directors present the strategic report and financial statements for the year ended 31 December 2014.

Review of the business

The company is a wholly owned subsidiary (indirectly held) of Capita plc and operates within the group's Digital Software Solutions division (formerly Justice & Secure Services division).

The principal activity of the company continued to be that of translation and interpreting services. There have not been any significant changes in the company's principal activities in the year under review. The directors are not aware, at the date of this report, of any likely major changes in the company's activities in the next year.

As shown in the company's profit and loss account on page 5, the company's turnover has increased from £28,355,194 to £31,321,468 over the year. Previously an onerous contract provision was recorded in relation to the courts interpretation contract resulting in an exceptional cost of £6,270,810. In 2013, £2,038,787 of the provision was utilised against losses made on the contract. However, during the prior year, performance improved and hit break even in the final quarter. This improved performance continued into the current year and therefore the remainder of the onerous contract provision was released in the prior year resulting in an exceptional profit of £4,232,023.

Excluding the impact of the exceptional item the operating profit has improved from £1,104,980 to £1,497,883.

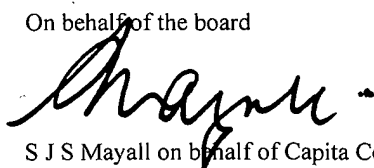
The balance sheet on page 6 of the financial statements shows the company's financial position at the year end. Net liabilities have decreased from £9,048,892 to £7,896,374 in 2014. Details of amounts owed by/to its parent company and fellow subsidiary undertakings are shown in notes 9 and 10 to the financial statements.

Key performance indicators used by Capita plc are operating margins, free cash flow, capital expenditure and return on capital employed. Capita plc and its subsidiaries manage their operations on a divisional basis and as a consequence, some of these indicators are monitored only at a divisional level. The performance of the Justice & Secure Services division of Capita plc is discussed in the group's annual report which does not form part of this report.

Systems and procedures are in place to identify, assess and mitigate major business risks that could impact the company. Monitoring exposure to risk and uncertainty is an integral part of the company's structured management processes. The principal risks that the company faces are operational risk, contract pricing, competition, regulatory and legislative impacts, recruitment and retention of staff and maintenance of reputation and strong supplier and customer relationships.

Group risks are discussed in the group's annual report which does not form part of this report.

On behalf of the board



S J S Mayall on behalf of Capita Corporate Director Limited

Director

1 July 2015

CAPITA TRANSLATION AND INTERPRETING LIMITED

DIRECTORS' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2014

The directors present their report and financial statements for the year ended 31 December 2014.

Results and dividends

The results for the year are set out on page 5.

During the year the company paid dividends of £Nil (2013: £Nil).

Employees

Details of the number of employees and related costs can be found in note 18 to the financial statements.

Directors

The following directors have held office since 1 January 2014:

S J S Mayall on behalf of Capita Corporate Director Limited

M McCloskey

S B E Clarkson

K J Gordon

(Resigned 28 February 2015)

(Appointed 16 October 2014)

Auditor

KPMG LLP, having indicated its willingness to continue in office, will be deemed to be reappointed as auditor under section 487(2) of the Companies Act 2006.

Statement of directors' responsibilities

The directors are responsible for preparing the Strategic Report, 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 UK Accounting Standards and applicable law (UK Generally Accepted Accounting Practice).

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 judgements 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 statements;
- 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 have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the company and to prevent and detect fraud and other irregularities.

CAPITA TRANSLATION AND INTERPRETING LIMITED

DIRECTORS' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2014

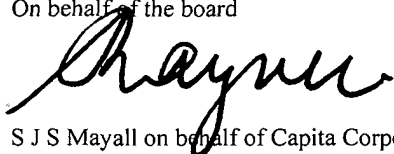
Statement of disclosure to auditors

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 company's auditor is unaware. Having made enquiries of fellow directors and the company's auditor, each director has taken all the steps that he/she might reasonably be expected to take as a director in order to make himself/herself aware of any relevant audit information and to establish that the company's auditor is aware of that information.

Qualifying 3rd party indemnity provisions

The company has granted an indemnity to the directors of the company against liability in respect of proceedings brought by third parties, subject to the conditions set out in the Companies Act 2006. Such qualifying third party indemnity provision remains in force as at the date of approving the directors' report.

On behalf of the board



S J S Mayall on behalf of Capita Corporate Director Limited

Director

1 July 2015

CAPITA TRANSLATION AND INTERPRETING LIMITED

INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF CAPITA TRANSLATION AND INTERPRETING LIMITED

We have audited the financial statements of Capita Translation and Interpreting Limited for the year ended 31 December 2014 set out on pages 5 to 16.

The financial reporting framework that has been applied in their preparation is applicable law and UK Accounting Standards (UK Generally Accepted Accounting Practice). 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 Directors' Responsibilities Statement, 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

A description of the scope of an audit of financial statements is provided on the Financial Reporting Council's website at www.frc.org.uk/auditscopeukprivate.

Opinion on 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 2014 and of its profit for the year then ended;
- have been properly prepared in accordance with UK Generally Accepted Accounting Practice; 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 the information given in the Strategic Report and the Directors' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which we are required to report by exception

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; or
- we have not received all the information and explanations we require for our audit.



Peter Lomax (Senior Statutory Auditor)
for and on behalf of KPMG LLP, Statutory Auditor
Chartered Accountants
15 Canada Square
London
E14 5GL

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CAPITA TRANSLATION AND INTERPRETING LIMITED

PROFIT AND LOSS ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2014

	Notes	2014 £	2013 £
Turnover	2	31,321,468	28,355,194
Cost of sales		(21,653,097)	(18,613,769)
Gross profit		9,668,371	9,741,425
Administrative expenses		(8,178,877)	(8,621,999)
Other operating income		8,389	(14,446)
Operating profit	4	1,497,883	1,104,980
Exceptional items		-	4,232,023
Profit on ordinary activities before interest		1,497,883	5,337,003
Interest payable and similar charges	5	(471)	(107)
Profit on ordinary activities before taxation		1,497,412	5,336,896
Tax on profit on ordinary activities	6	(344,894)	(848,648)
Profit for the year	14	1,152,518	4,488,248

The profit and loss account has been prepared on the basis that all operations are continuing operations.

There are no recognised gains and losses other than those passing through the profit and loss account.

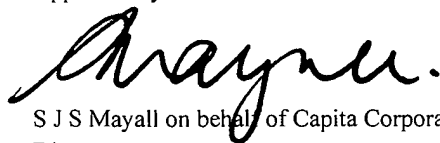
CAPITA TRANSLATION AND INTERPRETING LIMITED

BALANCE SHEET

AS AT 31 DECEMBER 2014

	Notes	2014 £	2013 £
Fixed assets			
Tangible assets	7	491,727	428,978
Current assets			
Debtors	9	4,192,189	4,177,320
Cash at bank and in hand		-	5,298,542
		<u>4,192,189</u>	<u>9,475,862</u>
Creditors: amounts falling due within one year	10	(12,580,290)	(18,953,732)
Net current liabilities		<u>(8,388,101)</u>	<u>(9,477,870)</u>
Total assets less current liabilities		<u>(7,896,374)</u>	<u>(9,048,892)</u>
		<u>(7,896,374)</u>	<u>(9,048,892)</u>
Capital and reserves			
Called up share capital	13	100	100
Share premium account	14	5,910	5,910
Other reserves	14	8	8
Profit and loss account	14	(7,902,392)	(9,054,910)
Shareholders' funds	15	<u>(7,896,374)</u>	<u>(9,048,892)</u>

Approved by the Board and authorised for issue on 1 July 2015



S J S Mayall on behalf of Capita Corporate Director Limited
Director

Company Registration No. 05122429

CAPITA TRANSLATION AND INTERPRETING LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2014

1 Accounting policies

1.1 Accounting convention

The financial statements are prepared under the historical cost convention.

The financial statements are prepared on a going concern basis because the ultimate parent undertaking has stated that it will provide continuing financial assistance to the company for the foreseeable future.

Under Financial Reporting Standard 1 the Company is exempt from the requirement to prepare a cash flow statement on the grounds that a parent undertaking includes the Company in its own published consolidated financial.

1.2 Compliance with accounting standards

The financial statements are prepared in accordance with applicable United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), which have been applied consistently (except as otherwise stated).

1.3 Turnover

Turnover comprises revenue recognised by the company in respect of translation and interpreting services supplied during the year exclusive of Value Added Tax and trade discounts. The company's revenue is recorded from the provision of services to customers including Translation and proofreading, face to face Interpreting (including British Sign Language) and instant telephone interpreting.

1.4 Research and development

Research expenditure is written off to the profit and loss account in the year in which it is incurred. Development expenditure is written off in the same way unless the directors are satisfied as to the technical, commercial and financial viability of individual projects. In this situation, the expenditure is deferred and amortised over the period during which the company is expected to benefit.

1.5 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 less estimated residual value of each asset over its expected useful life, as follows:

Land and buildings Leasehold	over period of lease
Computer equipment	3 - 5 years
Fixtures, fittings & equipment	3 - 5 years

1.6 Leasing

Rentals payable under operating leases are charged against income on a straight line basis over the lease term.

1.7 Pensions

The company operates defined contribution pension schemes and contributions are charged to the profit and loss account in the year in which they are due. These pension schemes are funded and the payment of contributions are made to separately administered trust funds. The assets of the pension schemes are held separately from the company.

The company remits monthly pension contributions to Capita Business Services Limited, a fellow subsidiary undertaking of Capita plc, which pays the group liability centrally. Any unpaid pension contributions at the year end have been accrued in the accounts of that company.

CAPITA TRANSLATION AND INTERPRETING LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2014

1 Accounting policies (Continued)

1.8 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, or a right to pay less or to receive more, taxation, with the following exceptions:

- Provision is made for taxation on gains arising from the revaluation (and similar fair value adjustments) of fixed assets and gains on disposal of fixed assets that have been rolled over into replacement assets, only to the extent that at the balance sheet date, there is a binding agreement to dispose of the assets concerned. However, no provision is made where, on the basis of all available evidence at the balance sheet date, it is more likely than not that the taxable gain will be rolled over into replacement assets and charged to taxation only where the replacement assets are sold;

- Provision is made for deferred taxation that would arise on remittance of the retained earnings of overseas subsidiaries only to the extent that, at the balance sheet date, dividends have been accrued as receivable;
- Deferred taxation assets are recognised only to the extent that the directors consider that it is more likely than not that there will be suitable taxable profits from which the future reversal of the underlying timing differences can be deducted.

Deferred taxation is measured on an undiscounted basis at the taxation rates that are expected to apply in the periods in which timing differences reverse, based on taxation rates and laws enacted or substantively enacted at the balance sheet date.

1.9 Foreign currency translation

Monetary assets and liabilities denominated in foreign currencies are translated into sterling at the rates of exchange ruling at the balance sheet date. Transactions in foreign currencies are recorded at the rate ruling at the date of the transaction. All differences are taken to profit and loss account.

1.10 Share-based payments

The company participates in various share option and sharesave schemes operated by Capita plc, the ultimate parent undertaking. Details of these schemes are contained in the group's annual report.

The cost of equity-settled transactions with employees is measured by reference to the fair value at the date at which they are granted and is recognised as an expense over the vesting period, which ends on the date on which the relevant employees become fully entitled to the award. Fair value is determined using an option pricing model. In valuing equity-settled transactions, no account is taken of any vesting conditions, other than conditions linked to the price of the shares of the company (market conditions).

No expense is recognised for awards that do not ultimately vest, except for awards where vesting is conditional upon a market condition, which are treated as vesting irrespective of whether or not the market condition is satisfied, provided that all other performance conditions are satisfied.

At each balance sheet date before vesting, the cumulative expense is calculated, representing the extent to which the vesting period has expired and management's best estimate of the achievement or otherwise of non-market conditions, the number of equity instruments that will ultimately vest or in the case of an instrument subject to a market condition, be treated as vesting as described above. The movement in cumulative expense, attributable to the company, since the previous balance sheet date is recognised in the profit and loss account and settled with Capita plc, the ultimate parent undertaking.

In accordance with FRS 20, share option awards of the ultimate parent company's equity instruments in respect of settling grants to employees of the company are disclosed as a charge to the profit and loss account and a credit to equity. The company's policy is to reimburse its ultimate parent company through the inter company account for charges that are made to it. Hence the credit to equity has been eliminated, rather reflecting a credit to inter-company which better describes the underlying nature of the transaction.

CAPITA TRANSLATION AND INTERPRETING LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2014

1 Accounting policies

(Continued)

1.11 Group accounts

The financial statements present information about the company as an individual undertaking and not about its group. The company has not prepared group accounts as it is exempt from the requirement to do so by section 400 of the Companies Act 2006 as it is a subsidiary undertaking of Capita plc, a company incorporated in England and Wales, and is included in the consolidated accounts of that company.

1.12 Related party transactions

The company has taken advantage of the exemption under FRS 8: Related Party Disclosures not to disclose transactions entered into between two or more members of Capita plc, provided that any subsidiary undertaking which is a party to the transaction is wholly owned by a member of that group.

2 Turnover

The total turnover of the company for the year has been derived from its principal activity wholly undertaken in the United Kingdom.

3 Exceptional items

2014

2013

£

£

Onerous contract provision release

-

(4,232,023)

4 Operating profit

2014

2013

£

£

Operating profit is stated after charging:

Depreciation of tangible assets

107,093

114,161

Loss on foreign exchange transactions

-

14,446

Operating lease rentals

- Plant and machinery

78,942

84,224

- Other assets

99,916

81,563

and after crediting:

Profit on foreign exchange transactions

(8,389)

-

Audit fees are borne by the ultimate parent undertaking, Capita plc. The audit fee for the current period was £2,000 (2013: £1,000). The company has taken advantage of the exemption provided by regulation 6(2)(b) of The Companies (Disclosure of Auditor Remuneration and Liability Limitation Agreements) Regulations 2008 not to provide information in respect of fees for other (non-audit) services as this information is required to be given in the group accounts of the ultimate parent undertaking, which it is required to prepare in accordance with the Companies Act 2006.

CAPITA TRANSLATION AND INTERPRETING LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2014

5	Interest payable	2014	2013
		£	£
	On bank loans and overdrafts	471	107
		<u> </u>	<u> </u>
6	Taxation	2014	2013
		£	£
	Domestic current year tax		
	U.K. corporation tax	320,805	890,478
	Adjustment for prior years	(25,839)	(224,838)
		<u> </u>	<u> </u>
	Total current tax	294,966	665,640
		<u> </u>	<u> </u>
	Deferred tax		
	Deferred tax charge current year	1,811	17,594
	Deferred tax adjustments arising in previous periods	48,117	165,414
		<u> </u>	<u> </u>
		49,928	183,008
		<u> </u>	<u> </u>
		344,894	848,648
		<u> </u>	<u> </u>
	Factors affecting the tax charge for the year		
	Profit on ordinary activities before taxation	1,497,412	5,336,896
		<u> </u>	<u> </u>
	Profit on ordinary activities before taxation multiplied by standard rate of UK corporation tax of 21.50% (2013 - 23.25%)	321,944	1,240,828
		<u> </u>	<u> </u>
	Effects of:		
	Non deductible expenses	808	(25,128)
	Depreciation in excess of capital allowances	-	3,396
	Capital allowances in excess of depreciation	(1,947)	-
	Utilisation of tax losses	-	(317,373)
	Adjustments to previous periods	(25,839)	(224,838)
	Other timing differences	-	(11,245)
		<u> </u>	<u> </u>
		(26,978)	(575,188)
		<u> </u>	<u> </u>
	Current tax charge for the year	294,966	665,640
		<u> </u>	<u> </u>

The UK corporation tax rate has decreased from 21% to 20% from 1 April 2015. The deferred tax balance has been adjusted to reflect this change.

CAPITA TRANSLATION AND INTERPRETING LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2014

7 Tangible fixed assets

	Land and buildings Leasehold	Computer equipment	Fixtures, fittings & equipment	Total
	£	£	£	£
Cost				
At 1 January 2014	69,828	421,900	95,211	586,939
Additions	-	169,842	-	169,842
Disposals	-	(94,749)	-	(94,749)
At 31 December 2014	69,828	496,993	95,211	662,032
Depreciation				
At 1 January 2014	12,390	120,614	24,957	157,961
On disposals	-	(94,749)	-	(94,749)
Charge for the year	12,128	75,936	19,029	107,093
At 31 December 2014	24,518	101,801	43,986	170,305
Net book value				
At 31 December 2014	45,310	395,192	51,225	491,727
At 31 December 2013	57,438	301,286	70,254	428,978

CAPITA TRANSLATION AND INTERPRETING LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2014

8 Fixed asset investments

	Shares in subsidiary undertakings £
Cost	
At 1 January 2014 & at 31 December 2014	-
Provisions for diminution in value	
At 1 January 2014 & at 31 December 2014	-
Net book value	
At 31 December 2014	-
At 31 December 2013	-

Holdings of more than 20%

The company holds more than 20% of the share capital of the following companies:

Company	Country of registration or incorporation	Shares held Class	%	Principal activity
Subsidiary undertakings				
Capita Translation and Interpreting LLC	USA	Ordinary	100.00	Translation Services
Translan Teoranta	Ireland	Ordinary	100.00	Dormant

9 Debtors	2014 £	2013 £
Trade debtors	1,789,457	1,922,477
Amounts owed by parent and fellow subsidiary undertakings	2,072,102	2,055,347
Other debtors	-	22,587
Prepayments and accrued income	315,033	111,384
Deferred tax asset (see note 11)	15,597	65,525
	<u>4,192,189</u>	<u>4,177,320</u>

CAPITA TRANSLATION AND INTERPRETING LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2014

10 Creditors: amounts falling due within one year	2014 £	2013 £
Bank loans and overdrafts	102,600	-
Trade creditors	211,333	406,818
Amounts owed to parent and fellow subsidiary undertakings	8,062,570	13,945,728
Corporation tax	280,916	930,371
Other taxes and social security costs	1,378,572	1,201,033
Other creditors	830	38,673
Accruals and deferred income	2,543,469	2,431,109
	<u>12,580,290</u>	<u>18,953,732</u>

11 Provisions for liabilities

The deferred tax asset (included in debtors, note 9) is made up as follows:

	2014 £	2013 £
Balance at 1 January 2014	(65,525)	
Profit and loss account	49,928	
Balance at 31 December 2014	<u>(15,597)</u>	
	<u>2014 £</u>	<u>2013 £</u>
Decelerated capital allowances	(15,597)	(17,109)
Other timing differences	-	(48,416)
	<u>(15,597)</u>	<u>(65,525)</u>

12 Pension and other post-retirement benefit commitments Defined contribution

	2014 £	2013 £
Contributions payable by the company for the year	<u>113,566</u>	<u>99,309</u>

CAPITA TRANSLATION AND INTERPRETING LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2014

13 Share capital	2014	2013
	£	£
Allotted, called up and fully paid		
100 Ordinary shares of £1 each	100	100

14 Statement of movements on reserves

	Share premium account	Other reserves (see below)	Profit and loss account
	£	£	£
Balance at 1 January 2014	5,910	8	(9,054,910)
Profit for the year	-	-	1,152,518
Balance at 31 December 2014	5,910	8	(7,902,392)
Other reserves			
Capital redemption reserve			
Balance at 1 January 2014 & at 31 December 2014		8	

15 Reconciliation of movements in shareholders' funds	2014	2013
	£	£
Profit for the financial year	1,152,518	4,488,248
Contribution in respect of share based payment charge	-	19,342
Settlement of share based payment charge by intercompany	-	(19,342)
Opening shareholders' funds	(9,048,892)	(13,537,140)
Closing shareholders' funds	(7,896,374)	(9,048,892)

16 Financial commitments

At 31 December 2014 the company was committed to making the following payments under non-cancellable operating leases in the year to 31 December 2015:

	Land and buildings		Other	
	2014	2013	2014	2013
	£	£	£	£
Operating leases which expire:				
Within one year	-	-	-	2,553
Between two and five years	99,916	99,916	26,524	25,914
	99,916	99,916	26,524	28,467

CAPITA TRANSLATION AND INTERPRETING LIMITED

NOTES TO THE FINANCIAL STATEMENTS(CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2014

17 Directors' remuneration	2014	2013
	£	£
Remuneration for qualifying services	108,068	232,928
Company pension contributions to defined contribution schemes	-	15,208
	<u>108,068</u>	<u>248,136</u>

The number of directors for whom retirement benefits are accruing under defined contribution schemes amounted to 0 (2013 - 1).

18 Employees

Number of employees

The average monthly number of employees (including directors) during the year was:

	2014	2013
	Number	Number
Sales	24	30
Operations	87	70
Administration	30	44
	<u>141</u>	<u>144</u>

Employment costs

	2014	2013
	£	£
Wages and salaries	4,025,762	4,108,710
Social security costs	397,028	415,393
Other pension costs	113,566	99,309
Share based payments	-	19,342
	<u>4,536,356</u>	<u>4,642,754</u>

19 Control

The company's immediate parent is Capita Holdings Limited, a company incorporated in England & Wales. The company's ultimate parent is Capita plc. The financial statements of Capita plc are available from the registered office at 61-71 Victoria Street, London SW1H 0XA.

CAPITA TRANSLATION AND INTERPRETING LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2014

20 Post balance sheet events

On 1 January 2015 the trade and assets of the Capita Translation & Interpreting LLC, a fully owned subsidiary, were transferred to Capita CTI (USA) LLC at fair value. This transaction was settled via intercompany. Other than the liabilities and obligations of this company in respect of trade creditors as at the transfer date, no liabilities were transferred to Capita CTI (USA) LLC.

21 Related party relationships and transactions

During the year the company purchased goods and services to the value of £nil (2013: £1,100) from Service Birmingham Limited. In addition the company sold goods and services of £1,824 (2013: £Nil). All transactions were undertaken at normal market prices. At the balance sheet date, the amount due to Service Birmingham Limited was £nil (2013: £nil). Capita Business Services Limited, a fellow subsidiary undertaking of Capita plc, owns 68% of the share capital in Service Birmingham Limited.

During the year the company sold goods and services to the value of £69,262 (2013: £3,630) in the normal course of business to Axelos Limited. All transactions were undertaken at normal market prices. At the balance sheet date, the amount due from Axelos Limited was £69,292 (2013: £3,630). Capita Business Services Limited, a fellow subsidiary undertaking of Capita plc, owns 51% of the share capital in Axelos Limited.