# REGISTERED NUMBER: 05452086 (England and Wales)

# REPORT OF THE DIRECTORS AND AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2011 FOR

**ACHILLES PROFESSIONAL SERVICES LIMITED** 

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## **ACHILLES PROFESSIONAL SERVICES LIMITED**

# COMPANY INFORMATION For The Year Ended 31 December 2011

DIRECTORS:

D M Kerr D K Boyce P J C Francis

**REGISTERED OFFICE:** 

1 Carnegie Road

Newbury Berkshire RG14 5DJ

**REGISTERED NUMBER:** 

05452086 (England and Wales)

**AUDITORS:** 

Banks & Co Limited Statutory Auditors 1 Carnegie Road

Newbury Berkshire RG14 5DJ

# REPORT OF THE DIRECTORS For The Year Ended 31 December 2011

The directors present their report with the financial statements of the company for the year ended 31 December 2011

### PRINCIPAL ACTIVITY

The principal activity of the company in the year under review continued to be that of the provision of maintenance and support services for telephony and data systems to indirect partners

#### **REVIEW OF BUSINESS**

The results for the year and financial position of the company are as shown in the annexed financial statements

The directors are satisfied with the performance of the company during 2011, and expect the level of activity to continue to grow into the future. The principal risks of the general economic environment within the territories our customers operate are becoming tougher and they are faced with making changes within their businesses to be successful. In addition to continuing to support and extend the useful economic life of the end user legacy systems we are investing in and deploying new solutions that support the changes required within their businesses.

The company will continue to review its structure, roles and responsibilities to maximise the efficiencies and cost control, enabling informed business decisions for future investments

#### **DIVIDENDS**

No dividends will be distributed for the year ended 31 December 2011

#### **FUTURE DEVELOPMENTS**

The company continues an active programme of research and development of its solutions portfolio, reviewing existing service offerings and the development and introduction of new products and services as an integral part of this programme

#### **DIRECTORS**

The directors shown below have held office during the whole of the period from 1 January 2011 to the date of this report

D M Kerr

D K Boyce

Other changes in directors holding office are as follows

J Lockhart - resigned 6 September 2011

D P Silvey - resigned 31 October 2011

P J C Francis - appointed 5 December 2011

### **COMPANY'S POLICY ON PAYMENT OF CREDITORS**

The company's policy, which is to settle terms of payment with suppliers when agreeing the terms of each transaction, ensure that the suppliers are made aware of the terms of the payment and abide by the terms of the payment. Trade creditors of the company at 31 December 2011 are as shown in note 8 in the Financial Statements and relate to 0 days purchases (2010 - 0 days) outstanding at the year end.

# FINANCIAL INSTRUMENTS AND RISK MANAGEMENT Credit risk

The company does not make use of an overdraft facility with its bankers as it maintains a substantial cash balance. Trade creditors are either very low or non-existent as the majority of the services the company provides are through its parent company and the company maintains a current loan account to facilitate this

#### Liquidity risk

The company actively maintains a level of finance which is designed to ensure the company has sufficient available funds for operations and planned activities. There are additional funds available within the group should these be required.

#### Market risk

The company is not significantly exposed to exchange rate fluctuations as it operates predominantly in the United Kingdom. Neither is the company affected by interest rate fluctuations as it does not make use of bank borrowing facilities.

#### **ACHILLES PROFESSIONAL SERVICES LIMITED**

# REPORT OF THE DIRECTORS For The Year Ended 31 December 2011

#### STATEMENT OF DIRECTORS' RESPONSIBILITIES

The directors are responsible for preparing the Report of the Directors 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). 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 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 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.

### STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS

So far as the directors are aware, there is no relevant audit information (as defined by Section 418 of the Companies Act 2006) of which the company's auditors are unaware, and each director has taken all the steps that he ought to have taken as a director in order to make himself aware of any relevant audit information and to establish that the company's auditors are aware of that information

### ON BEHALF OF THE BOARD:

D K Boyce - Director

17 May 2012

# REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF ACHILLES PROFESSIONAL SERVICES LIMITED

We have audited the financial statements of Achilles Professional Services Limited for the year ended 31 December 2011 on pages five to ten. 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)

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 a Report of the Auditors 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 auditors

As explained more fully in the Statement of Directors' Responsibilities set out on page three, 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 of the Directors to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

#### **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 2011 and of its profit for the year then ended,
- have been properly prepared in accordance with United Kingdom 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 Report of the Directors 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

Richard Mark Lodge Taylor FCCA (Senior Statutory Auditor) for and on behalf of Banks & Co Limited Statutory Auditors

1 Carnegie Road
Newbury
Berkshire
RG14 5DJ

17 May 2012

# PROFIT AND LOSS ACCOUNT For The Year Ended 31 December 2011

	Notes	2011 £	2010 £
	Hotes	2	2
TURNOVER	2	1,452,655	810,224
Cost of sales		1,333,888	800,936
GROSS PROFIT		118,767	9,288
Administrative expenses		8,143	1,413
OPERATING PROFIT	4	110,624	7,875
Interest receivable and similar inc	ome	<u>-</u>	237
		110,624	8,112
Interest payable and similar charg	es 5		93
PROFIT ON ORDINARY ACTIVI	TTEC		
BEFORE TAXATION	1165	110,624	8,019
Tax on profit on ordinary activities	6	22,665	1,214
PROFIT FOR THE FINANCIAL Y	EAR	87,959	6,805
		<del></del>	

# **CONTINUING OPERATIONS**

None of the company's activities were acquired or discontinued during the current year or previous year

# TOTAL RECOGNISED GAINS AND LOSSES

The company has no recognised gains or losses other than the profits for the current year or previous year

## BALANCE SHEET 31 December 2011

		201:	l	2010	
	Notes	£	£	£	£
FIXED ASSETS Tangible assets	7		3,200		-
CURRENT ASSETS Debtors Cash at bank	8	345,934 198,656		141,389 222,701	
		544,590		364,090	
<b>CREDITORS</b> Amounts falling due within one year	9	403,047		307,306	
NET CURRENT ASSETS			141,543		56,784
TOTAL ASSETS LESS CURRENT LIA	ABILITIES		144,743		56,784
CAPITAL AND RESERVES					
Called up share capital	10		1		1
Profit and loss account	11		144,742		56,783
SHAREHOLDERS' FUNDS	14		144,743		56,784

The financial statements were approved by the Board of Directors on 17 May 2012 and were signed on its behalf by

P J C Francis - birector

D K Boyce - Director

# NOTES TO THE FINANCIAL STATEMENTS For The Year Ended 31 December 2011

#### 1 ACCOUNTING POLICIES

### **Accounting convention**

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

### **Financial Reporting Standard Number 1**

Exemption has been taken from preparing a cash flow statement on the grounds that the parent company includes the subsidiary in its published financial statements

#### Turnover

Turnover comprises the value of sales (excluding VAT, similar taxes & trade discounts) of goods, services and maintenance contracts provided in the normal course of business. Revenue is generally recognised when goods are despatched, this is the point at which the risks & rewards of ownership pass to the customer, although income may be deferred in line with milestones. Turnover in respect of services is recognised when the company obtains the right to receive consideration for those services provided. Turnover in respect of maintenance contracts is recognised on a straight line basis over the term of the contract.

### Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life

Computer equipment - Straight line over 3 years

#### Foreign currencies

Assets and liabilities in foreign currencies are translated into sterling at the rates of exchange ruling at the balance sheet date. Transactions in foreign currencies are translated into sterling at the rate of exchange ruling at the date of transaction. Exchange differences are taken into account in arriving at the operating result.

# 2 TURNOVER

The turnover and profit before taxation are attributable to the one principal activity of the company

An analysis of turnover by geographical market is given below

UK Europe	1,128,862 323,793 —	746,303 63,921
	1,452,655	810,224

## 3 STAFF COSTS

There were no staff costs for the year ended 31 December 2011 nor for the year ended 31 December 2010

## 4 OPERATING PROFIT

The operating profit is stated after charging

	2011	2010
	£	£
Depreciation - owned assets	400	-
Auditors' remuneration	2,500	-
Auditors' remuneration for non audit work	3,364	-
Foreign exchange losses/(gains)	529	-
	<del></del>	===
Directors' remuneration	-	-

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# NOTES TO THE FINANCIAL STATEMENTS - continued For The Year Ended 31 December 2011

**NET BOOK VALUE** 

At 31 December 2011

For The Year Ended 31 December 2011					
5	INTEREST PAYABLE AND SIMILAR CHARGES	2011	2010		
	Corporation tax interest	£	93 ———		
6	TAXATION				
	Analysis of the tax charge The tax charge on the profit on ordinary activities for the year was as follows:	ows			
		2011	2010		
	Current tax	£	£		
	UK corporation tax	22,665	1,214		
	Tax on profit on ordinary activities	22,665			
	Factors affecting the tax charge The tax assessed for the year is higher than the standard rate of corrdifference is explained below:	ooration tax ii	n the UK The		
		2011	2010		
	Profit on ordinary activities before tax	£ 110,624 ======	£ 8,019		
	Profit on ordinary activities				
	multiplied by the standard rate of corporation tax in the UK of 20% (2010 - 21%)	22,125	1,684		
	Effects of				
	General provision for bad debt	-	(703)		
	Entertaining	181	233		
	Change in tax rate	276	-		
	Overprovision	83	<del></del>		
	Current tax charge	22,665	1,214		
7	TANGIBLE FIXED ASSETS		Computer equipment		
	COST		£		
	Additions		3,600		
	At 31 December 2011		3,600		
	DEPRECIATION Charge for year		400		
	At 31 December 2011		400		

3,200

# NOTES TO THE FINANCIAL STATEMENTS - continued For The Year Ended 31 December 2011

## 8 DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

0	DEBIOKS: A	MOONIS FALLING DO	E WITHIN ONE YEAR		
				2011 £	2010 £
	Trade debtor	5		305,479	134,203
	Accrued incom			6,201	2,735
	Prepayments				
	Frepayments			34,254	4,451
				345,934	141,389
9	CREDITORS	: AMOUNTS FALLING D	UE WITHIN ONE YEAR		
				2011	2010
				£	£
	Trade credito	irs		420	<u>-</u>
		ed to group undertakings		47,496	84,615
	Tax	to group andertakings		22,665	1,214
	VAT			12,144	3,970
	Deferred inco	nme		265,457	213,991
	Accrued expe			54,865	3,516
	Accided expe				3,310
				403,047	307,306
10	CALLED LID	SHARE CAPITAL			
10	CALLED OF	SHARE CAPITAL			
	Allotted, issu	ed and fully paid			
	Number	Class	Nominal	2011	2010
		C.435	value	£	£
	1	Ordinary	£1	1	_ 1
	-	o. a.i.a. y			===
11	RESERVES				
11	KESEKYES				Profit
					and loss
					account
					£
	Ab 4 7	2044			EC 303
	At 1 January				56,783
	Profit for the	year			87,959
	At 31 Decem	her 2011			144,742
		<b></b>			

# 12 ULTIMATE PARENT COMPANY

The company is under the control of Proximity Communications plc, which owns the entire issued share capital of the company

Copies of the consolidated accounts are available by writing to the registered office at 1 Carnegie Road, Newbury, RG14 5DJ

## 13 RELATED PARTY DISCLOSURES

The company takes the exemption under Financial Reporting Standard number 8 not to disclose related party transactions on the basis that the company is a wholly owned subsidiary and the results of the company are included in the consolidated accounts of Proximity Communications plc

# NOTES TO THE FINANCIAL STATEMENTS - continued For The Year Ended 31 December 2011

# 14 RECONCILIATION OF MOVEMENTS IN SHAREHOLDERS' FUNDS

	2011	2010
Profit for the financial year	87,959	6,805
Net addition to shareholders' funds Opening shareholders' funds	87,959 56,784	6,805 49,979
Closing shareholders' funds	144,743	56,784