

**COMPETENCE BASED TRAINING LIMITED**

**Directors' report and financial statements  
for the year ended 31 March 2004  
(Unaudited)**

**Registered in Scotland No. SC195574**

WILLIAMSONSON  
Chartered Accountants

Rosewood  
Raemoir Road  
Banchory  
Kincardineshire  
AB31 4ET



# **COMPETENCE BASED TRAINING LIMITED**

## **Directors' report and financial statements for the year ended 31 March 2004**

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**Company Information for the year ended 31 March 2004**

DIRECTORS	Alison Raeburn Carlin
COMPANY SECRETARY	Pauline Mary Williamson
COMPANY REGISTRATION NUMBER	SC 195574
REGISTERED OFFICE	Rosewood Raemoir Road Banchory Kincardineshire AB31 4ET
BANKERS	Lloyds TSB Scotland plc 15 Brown Street Glasgow G2 8PE
ACCOUNTANTS	Williamsons Chartered Accountants Rosewood Raemoir Road Banchory Kincardineshire AB31 4ET

**DIRECTORS' REPORT**

The Directors present their report and financial statements for the year ended 31 March 2004 to the members.

**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 year. 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 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.

**Principal activity.**

The principal activity of the company is the provision of in hose company training.

**Directors and their beneficial interests.**

The member of the board during the year and their beneficial interests in the share capital of the company were as follows:-

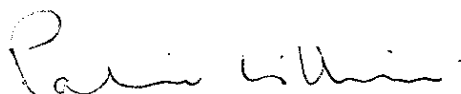
	Fully paid shares of £1 each	
	<u>At 1 April 2003</u>	<u>At 31 March 2004</u>
Alison Raeburn Carlin	1	1
	==	==

**Auditors.**

The directors have decided to take advantage of the provisions of the section 249AA(1) of the Companies Act 1985 and therefore an audit has not been carried out for the year under review.

In preparing this report we have taken advantage of the special exemptions applicable to small companies.

By order of the board



P.M. Williamson - Company secretary

22 December 2004

**Accountants' report on the unaudited financial statements to the directors  
of COMPETENCE BASED TRAINING LIMITED**

As described on the balance sheet you are responsible for the preparation of the financial statements for the year ended 31 March 2004, set out on pages 4 to 7, and you consider that the company is exempt from an audit under Section 249A(1) of the Companies Act 1985. In accordance with your instructions, we have compiled these unaudited financial statements in order to assist you to fulfil your statutory responsibilities, from the accounting records and information and explanations supplied to us.



WILLIAMSONS  
Chartered Accountants

Rosewood  
Raemoir Road  
Banchory  
Kincardineshire  
AB31 4ET

22 December 2004

## Profit and loss account for the year ended 31 March 2004

	Notes	2004	2003
		£	£
<b>TURNOVER</b>		169311	116084
<b>Other operating expenses</b>		-156001	-119649
		<hr/>	<hr/>
<b>OPERATING LOSS (-) / PROFIT</b>	2	13310	-3565
<b>Bank interest payable</b>		-	-254
<b>Bank interest receivable</b>		97	-
		<hr/>	<hr/>
<b>PROFIT / LOSS (-) ON ORDINARY ACTIVITIES BEFORE TAXATION</b>		13407	-3819
<b>Taxation</b>	3	-60	-
		<hr/>	<hr/>
<b>PROFIT / LOSS (-) ON ORDINARY ACTIVITIES AFTER TAXATION</b>		13347	-3819
<b>Dividend</b>		-22700	-
		<hr/>	<hr/>
<b>LOSS FOR THE YEAR - RETAINED</b>	8	-9353	-3819
		<hr/>	<hr/>

There are no recognised gains or losses in the year other than the loss for the year.

Balance sheet at 31 March 2004	Notes	2004	2003
		£	£
<b>TANGIBLE FIXED ASSETS</b>	4	334	655
<b>CURRENT ASSETS*</b>		—	—
Work in progress		12103	13012
Debtors	5	13212	7559
Cash at bank		2795	7973
Cash in hand		—	703
		—	—
		28110	29247
<b>CURRENT LIABILITIES</b>			
Creditors - amounts falling due within one year	6	-28374	-20479
		—	—
<b>CURRENT ASSETS LESS CURRENT LIABILITIES</b>		-264	8768
		—	—
<b>TOTAL NET ASSETS</b>		70	9423
		==	====
<b>CAPITAL AND RESERVES</b>			
Called up share capital	7	2	2
Profit and loss account	8	68	9421
		—	—
		70	9423
		==	====

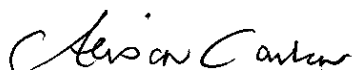
In preparing these financial statements advantage has been taken of the special exemptions applicable to small companies on the grounds that the Company is entitled to the benefit of those exemptions as a small company.

The directors have taken advantage of the exemption conferred by section 249AA(1) not to have these accounts audited and confirm that no notice has been deposited under section 249B(2) of the Companies Act 1985.

The directors acknowledge their responsibilities for ensuring that:

- The company keeps accounting records which comply with Section 221 of the Companies Act 1985, and
- The financial statements give a true and fair view of the state of the affairs of the company as at the financial year end and of its profit or loss for the financial year in accordance with the requirements of Section 226 of the Companies Act 1985 and which otherwise comply with the requirements of this act relating to financial statements, so far as applicable to the company.

The financial statements were approved by the Board on 22 December 2004.



A.R. Carlin - Director

**Notes to the financial statements for the year ended 31 March 2004****1. Accounting policies**

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

*Turnover*

Turnover represents the invoiced value of goods and services supplied by the company during the year, excluding value added tax.

*Depreciation*

Depreciation is provided at the following rates in order to write off the assets over their estimated useful lives:

Plant and equipment

25% straight line

	<b>2004</b>	<b>2003</b>
	<b>£</b>	<b>£</b>
<b>2. Operating profit</b>		
This is stated after charging:		
Depreciation of owned fixed assets	321	321
Director's remuneration	5300	11376
	—	—

**3. Taxation**

United Kingdom corporation tax	60	-
	—	—

**4. Tangible fixed assets****Equipment**

	<b>£</b>
Cost -	
Balance at 1 April 2003	1399
	—
Balance at 31 March 2004	1399
	—
Accumulated depreciation -	
Balance at 1 April 2003	744
Charge for the year	321
	—
Balance at 31 March 2004	1065
	—
Net book value -	
Balance at 31 March 2004	334
	—
Balance at 31 March 2003	655
	—



## Notes to the financial statements for the year ended 31 March 2004

	2004	2003
	£	£
<b>5. Debtors</b>		
Accrued income	3925	3393
Trade debtors	9287	4166
	<hr/>	<hr/>
	13212	7559
	<hr/>	<hr/>
<b>6. Creditors: amounts falling due within one year</b>		
Corporation tax	60	-
Other taxation	899	8103
Other creditors	24965	9771
Accrued liabilities	2450	2605
	<hr/>	<hr/>
	28374	20479
	<hr/>	<hr/>
<b>7. Share capital</b>		
Authorised -		
1000 Ordinary shares of £1 each	1000	1000
	<hr/>	<hr/>
Allotted and fully paid -		
2 Ordinary shares of £1 each	2	2
	<hr/>	<hr/>
<b>8. Profit and loss account</b>		
Opening balance	9421	13240
Retained loss for the year	-9353	-3819
	<hr/>	<hr/>
Closing balance	68	9421
	<hr/>	<hr/>
<b>9. Control</b>		

The company was controlled throughout the current and previous year by the sole director, Alison Carlin, by virtue of her and her family holdings of 100% in the ordinary shares of the company.