

COMPANY NUMBER - 00142414

**WILLIAM ASTLEY & COMPANY LIMITED**

**DIRECTORS' REPORT**

**AND**

**ACCOUNTS**

**31ST DECEMBER, 1997**



**s h i p l e y s**

*chartered accountants*

**s h i p l e y s**

*c h a r t e r e d   a c c o u n t a n t s*

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**ACCOUNTANTS' REPORT TO THE DIRECTORS OF  
WILLIAM ASTLEY & COMPANY LIMITED**

We have prepared, on the basis of information contained in the company's accounting records and provided by the company's directors, and without carrying out an audit or examination, the accounts on pages 1 to 8. The accounts have been prepared in accordance with the applicable requirements of the Companies Act 1985.

As described on page 3 the company's directors are responsible for the accounts and they believe the company is exempt from an audit and section 249(2) Report.

We have not conducted an audit on the accounts in accordance with Auditing Standards or an examination in accordance with the appropriate standards for Reporting Accountants issued by the Auditing Practices Board and accordingly we express no opinion thereon.

Our work does not provide any assurance that the accounting records and the accounts are free from material misstatement.



**Chartered Accountants**

*23rd September 1998*

**WILLIAM ASTLEY & COMPANY LIMITED****Directors**

R.P. Bentley  
C.S. Bentley

**Secretary and Registered Office**

R.P. Bentley  
16 Piccadilly Arcade,  
London SW1Y 6NH.

**DIRECTORS' REPORT**

The directors submit their report, together with the accounts for the year ended 31st December, 1997.

**PRINCIPAL ACTIVITY**

The principal activity of the company throughout the year was that of retailers of pipes and other smokers' requisites.

**RESULTS AND DIVIDEND**

	£
Profit on ordinary activities after taxation	4,363
Balance brought forward	<u>7,973</u>
Balance carried forward	<u>£12,336</u>

The directors do not recommend the payment of a dividend.

**BUSINESS REVIEW AND FUTURE DEVELOPMENTS**

During the year the company traded profitably. The directors are optimistic over future trading prospects.

**DIRECTORS AND THEIR INTERESTS**

The directors who served during the year are as stated above. Their interests in the shares of the company were as follows:

**Deferred shares of 5p each**

	At 31st December, 1997	At 1st January, 1997
R.P. Bentley	20,800	20,800
C.S. Bentley	160	160

By Order of the Board



R.P. Bentley  
Secretary

23 SEP 1998

**WILLIAM ASTLEY & COMPANY LIMITED**  
**PROFIT AND LOSS ACCOUNT**  
**FOR THE YEAR ENDED 31ST DECEMBER, 1997**

	Notes	1997 £	1996 £
<b>TURNOVER - Continuing operations</b>	1.2&2	116,965	120,352
<b>COST OF SALES</b>		<u>(33,651)</u>	<u>(40,134)</u>
<b>GROSS PROFIT</b>		83,314	80,218
<b>ADMINISTRATIVE EXPENSES</b>		<u>(78,021)</u>	<u>(74,974)</u>
<b>OPERATING PROFIT</b>			
- Continuing operations	3	5,293	5,244
<b>INTEREST PAYABLE</b>	5	<u>(930)</u>	<u>(695)</u>
<b>PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION</b>		4,363	4,549
<b>TAXATION</b>	6	<u>-</u>	<u>-</u>
<b>PROFIT ON ORDINARY ACTIVITIES AFTER TAXATION</b>		4,363	4,549
<b>BALANCE BROUGHT FORWARD</b>		<u>7,973</u>	<u>3,424</u>
<b>BALANCE CARRIED FORWARD</b>		<u>£12,336</u>	<u>£7,973</u>

The notes on pages 5 to 8 form part of these accounts.

## WILLIAM ASTLEY &amp; COMPANY LIMITED

## BALANCE SHEET

AT 31ST DECEMBER, 1997

		1997	1996
	Notes	£	£
<b>FIXED ASSETS</b>			
Tangible assets	7	2,749	7,306
<b>CURRENT ASSETS</b>			
Stocks	8	41,990	30,930
Debtors	9	13,700	13,586
Cash in hand		-	19
		55,690	44,535
<b>CREDITORS: Amounts falling due within one year</b>	10	(45,053)	(39,816)
<b>NET CURRENT ASSETS</b>		10,637	4,719
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		13,386	12,025
<b>CREDITORS: Amounts falling due after more than one year</b>	11	-	(3,002)
		£13,386	£9,023
<b>SHARE CAPITAL AND RESERVES</b>			
Called up share capital	12	1,050	1,050
Profit and loss account		12,336	7,973
<b>EQUITY SHAREHOLDERS' FUNDS</b>		£13,386	£9,023

The directors are of the opinion that the company is entitled to the exemption from audit conferred by subsection 1 of section 249A Companies Act 1985 for the year ended 31st December, 1997.

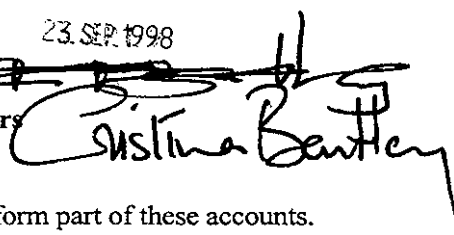
The directors confirm that no member or members have requested an audit pursuant to subsection 2 of section 249B Companies Act 1985.

The directors confirm that they are responsible for:-

- ensuring that the company keeps accounting records which comply with section 221 Companies Act 1985, and
- preparing accounts which give a true and fair view of the state of affairs of the company as at 31st December, 1997 and of its results for the year then ended in accordance with the requirements of section 226 Companies Act 1985, and which otherwise comply with the requirements of this Act relating to accounts, so far as applicable to the company.

Approved by the Board on 23 SEP 1998

R.P. Bentley )  
 ) Directors  
 C.S. Bentley )



The notes on pages 5 to 8 form part of these accounts.

**WILLIAM ASTLEY & COMPANY LIMITED**

**OTHER PRIMARY STATEMENTS**

**STATEMENT OF TOTAL RECOGNISED GAINS AND LOSS  
FOR THE YEAR ENDED 31ST DECEMBER, 1997**

The retained profit for the year was the only recognised gain or loss in the year.

**HISTORICAL COST PROFIT AND LOSS  
FOR THE YEAR ENDED 31ST DECEMBER, 1997**

All assets are stated in the financial statements at historical cost. Therefore, no adjustments are required to the reported profit which is stated on an unmodified historical cost basis.

**MOVEMENT IN SHAREHOLDERS' FUNDS  
FOR THE YEAR ENDED 31ST DECEMBER, 1997**

	1997 £	1996 £
Profit for the financial year	4,363	4,549
Opening shareholders' funds	<u>9,023</u>	<u>4,474</u>
Closing shareholders' funds	<u><u>£13,386</u></u>	<u><u>£9,023</u></u>

The notes on pages 5 to 8 form part of these accounts.

**WILLIAM ASTLEY & COMPANY LIMITED**

**NOTES TO THE ACCOUNTS**

**31ST DECEMBER, 1997**

**1. ACCOUNTING POLICIES**

**1.1 Basis of Accounting**

The accounts have been prepared under the historical cost convention.

**1.2 Turnover**

Turnover represents the net value of sales, exclusive of Value Added Tax.

**1.3 Tangible Fixed Assets**

Tangible fixed assets are stated at cost less accumulated depreciation.

**1.4 Depreciation**

Depreciation is provided on tangible fixed assets at rates calculated to write off the cost less estimated residual value over the estimated useful life as follows:-

Furniture, fixtures and fittings	- 25% per annum straight line basis
Leasehold improvements	- over the term of the lease

**1.5 Stocks**

Stocks are valued at the lower of cost and net realisable value.

**1.6 Deferred Taxation**

No provision for deferred taxation has been made as, in the opinion of the directors, such provision is unlikely to be required in the foreseeable future.

**1.7 Cash Flow Statement**

The company is a small company as defined by sections 246 and 247 of the Companies Act 1985. It has therefore taken advantage of the exemption conferred by Financial Reporting Standard Number 1 not to prepare a cash flow statement.

**2. TURNOVER**

The turnover and profit before taxation is attributable wholly to the company's principal activity. The geographical analysis of turnover is as follows:-

	1997 £	1996 £
United Kingdom	86,020	83,877
Overseas	30,945	36,475
	<u>£116,965</u>	<u>£120,352</u>

**WILLIAM ASTLEY & COMPANY LIMITED**

**NOTES TO THE ACCOUNTS - CONTINUED**

**31ST DECEMBER, 1997**

<b>3. OPERATING PROFIT</b>	<b>1997</b>	<b>1996</b>
This is stated after charging:		
Depreciation of owned assets	<u>£4,704</u>	<u>£5,310</u>
<b>4. STAFF COSTS</b>	<b>£</b>	<b>£</b>
Staff costs (including executive directors)		
Wages and salaries	20,157	19,289
Social security costs	2,403	1,841
Pension costs	<u>2,300</u>	<u>2,300</u>
	<u>£24,860</u>	<u>£23,430</u>
The above includes the following amounts in respect of directors:		
Other emoluments	<u>£20,157</u>	<u>£19,289</u>
The average number of employees during the year was:	<b>Number</b>	<b>Number</b>
Management	<u>2</u>	<u>2</u>
The above numbers include one director, who received no emoluments.		
<b>5. INTEREST PAYABLE</b>		
On bank loan and overdraft wholly repayable within five years	<u>£930</u>	<u>£695</u>
<b>6. TAXATION</b>		
No taxation arises on the profits for the year due to the availability of tax losses.		



## WILLIAM ASTLEY &amp; COMPANY LIMITED

## NOTES TO THE ACCOUNTS - CONTINUED

31ST DECEMBER, 1997

## 7. TANGIBLE FIXED ASSETS

	Leasehold Improvements £	Furniture fixtures and Fittings £	Total £
<b>Cost</b>			
At 1st January, 1997	3,135	22,596	25,731
Additions	-	147	147
At 31st December, 1997	<u>3,135</u>	<u>22,743</u>	<u>25,878</u>
<b>Depreciation</b>			
At 1st January, 1997	785	17,640	18,425
Charge in year	<u>314</u>	<u>4,390</u>	<u>4,704</u>
At 31st December, 1997	<u>1,099</u>	<u>22,030</u>	<u>23,129</u>
<b>Net Book Value</b>			
At 31st December, 1997	<u>£2,036</u>	<u>£713</u>	<u>£2,749</u>
At 31st December, 1996	<u>£2,350</u>	<u>£4,956</u>	<u>£7,306</u>

## 8. STOCKS

	1997	1996
Goods held for re-sale	<u>£41,990</u>	<u>£30,930</u>

## 9. DEBTORS

	£	£
Other debtors	6,535	6,755
Prepayments	<u>7,165</u>	<u>6,831</u>
	<u>£13,700</u>	<u>£13,586</u>

Other debtors include an amount of £6,535 representing a rent deposit repayable after more than one year.

## WILLIAM ASTLEY &amp; COMPANY LIMITED

## NOTES TO THE ACCOUNTS - CONTINUED

31ST DECEMBER, 1997

10. CREDITORS: Amounts falling due within one year	1997 £	1996 £
Bank loan and overdraft	22,794	18,606
Trade creditors	3,340	427
Other taxes and social security	833	2,636
Other creditors	11,330	10,690
Accruals	6,756	7,457
	<u>£45,053</u>	<u>£39,816</u>

## 11. CREDITORS: Amounts falling due after more than one year

Bank loan	<u>£ -</u>	<u>£3,002</u>
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The bank loan, which at the balance sheet date amounted to £3,032, is wholly repayable within five years by instalments. The loan is secured and attracts interest at 3% above bank base rate, subject to a minimum of 7% per annum.

## 12. SHARE CAPITAL

## Authorised

21,000 Deferred shares of 5p each	<u>£1,050</u>	<u>£1,050</u>
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## Allotted, called up and fully paid

21,000 Deferred shares of 5p each	<u>£1,050</u>	<u>£1,050</u>
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## 13. FINANCIAL COMMITMENTS

The company leases a building on a ten year lease with effect from 24th June, 1994. The rent payable under this lease is subject to renewal on 24th June, 1999. The company pays all insurance, maintenance and repairs on this property. The company may terminate the lease on 24th June, 1999 by giving not less than six months notice in writing.

The minimum annual rentals under the foregoing lease are as follows:

Operating lease which expires:	1997	1996
After five years	<u>£22,250</u>	<u>£22,500</u>

## 14. RELATED PARTY TRANSACTIONS

Included in other creditors is a loan to the company made by R.P. Bentley, a director. At 1st January, 1997 the balance was £3,190 and £640 has been loaned during the year leaving a balance at the year end of £3,830. The loan is unsecured and does not attract interest.