# WALMSLEYS INSURANCE BROKERS LIMITED REPORT OF THE DIRECTORS AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2001

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# COMPANY INFORMATION for the Year Ended 31 December 2001

**DIRECTORS:** E Walmsley

P R Williams M P Whittle P W Gee Mrs J Denham M Bellamy

**SECRETARY:** Mrs C A Brown

REGISTERED OFFICE: Walmsley House

35 Dicconson Street

Wigan Lancashire WN1 2AS

**REGISTERED NUMBER:** 297801 (England and Wales)

AUDITORS: John Fairhurst & Co

Registered Auditors Chartered Accountants Douglas Bank House

Wigan Lane Wigan WN1 2TB

BANKERS: National Westminster Bank Plc

4 Standishgate

Wigan Lancashire WNI 1UJ

BANKERS: Lloyds TSB

2-6 Market Street

Wigan Lancashire WNI IJN

# REPORT OF THE DIRECTORS for the Year Ended 31 December 2001

The directors present their report with the financial statements of the company for the year ended 31 December 2001.

### PRINCIPAL ACTIVITY

The principal activity of the company in the year under review was that of insurance brokers and life assurance consultants.

#### REVIEW OF BUSINESS

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

### **DIVIDENDS**

No interim dividend was paid during the year. The directors recommend a final dividend of 53.33 per share.

The total distribution of dividends for the year ended 31 December 2001 will be £80,000.

#### DIRECTORS

The directors during the year under review were:

E Walmsley P R Williams M P Whittle

P W Gee Mrs J Denham M Bellamy - appointed 1/1/2001

appointed 1/1/2001appointed 1/1/2001

- appointed 1/1/2001

The directors holding office at 31 December 2001 did not hold any beneficial interest in the issued share capital of the company at 1 January 2001 (or date of appointment if later) or 31 December 2001.

The directors shareholdings in the holding company can been seen in the financial statements of Walmsley Williams Limited.

### 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, John Fairhurst & Co, will be proposed for re-appointment in accordance with Section 385 of the Companies Act 1985.

### ON BEHALF OF THE BOARD:

Mrs C A Brown - SECRETARY

Dated: 26 402.

### REPORT OF THE INDEPENDENT AUDITORS TO THE SHAREHOLDERS OF WALMSLEYS INSURANCE BROKERS LIMITED

We have audited the financial statements of Walmsleys Insurance Brokers Limited for the year ended 31 December 2001 on pages four to seventeen. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

### Respective responsibilities of directors and auditors

As described on page two the company's directors are responsible for the preparation of financial statements in accordance with applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Report of the Directors is not consistent with the financial statements, if the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding directors' remuneration and transactions with the company is not disclosed.

We read the Report of the Directors and consider the implications for our report if we become aware of any apparent misstatements within it.

# Basis of audit opinion

We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the 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 2001 and of its profit for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

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John Fairhurst & Co Registered Auditors **Chartered Accountants** Douglas Bank House

Wigan Lane Wigan

WN1 2TB

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# PROFIT AND LOSS ACCOUNT for the Year Ended 31 December 2001

		2001		2000	
	Notes	£	£	£	£
TURNOVER			2,056,858		2,026,982
Administrative expenses			1,988,073		1,950,429
			68,785		76,553
Other operating income					1,741
OPERATING PROFIT	3		68,785		78,294
Income from investments		2,654		2,655	
Interest receivable and similar income		41,413	44.065	45,716	40.051
			44,067		48,371
			112,852		126,665
Interest payable and similar charges	4		6,447		14,926
PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION	TIES		106,405		111,739
Tax on profit on ordinary activities	5		21,280		22,637
PROFIT FOR THE FINANCIAL Y AFTER TAXATION	EAR		85,125		89,102
Dividends	6		80,000		80,000
			5,125		9,102
Retained profit brought forward			191,671		182,569
RETAINED PROFIT CARRIED F	FORWARD		£196,796		£191,671

# **CONTINUING OPERATIONS**

None of the company's activities were acquired or discontinued during the current and previous years.

# TOTAL RECOGNISED GAINS AND LOSSES

The company has no recognised gains or losses other than the profits for the current and previous years.

# BALANCE SHEET 31 December 2001

		2001		2000	
	Notes	£	£	£	£
FIXED ASSETS: Tangible assets	7		486,607		520 645
Investments	8		24,309		520,645 24,309
			510,916		544,954
CURRENT ASSETS:					
Debtors	9	604,768		571,449	
Cash at bank and in hand		1,018,653		666,730	
CREDITORS: Amounts falling		1,623,421		1,238,179	
due within one year	10	1,650,525		1,317,010	
•					
NET CURRENT LIABILITIES:			(27,104)		(78,831)
TOTAL ASSETS LESS CURRENT LIABILITIES:			483,812		466,123
CREDITORS: Amounts falling					
due after more than one year	11		(63,196)		(115,946)
PROMICIONS FOR LLABILITIES					
PROVISIONS FOR LIABILITIES AND CHARGES:	15		(160,551)		(95,237)
m D Cirricolo.	10		(100,331)		(>3,231)
			£260,065		£254,940
CAPITAL AND RESERVES:					
Called up share capital	16		1,500		1,500
Revaluation reserve	17		61,769		61,769
Profit and loss account			196,796		<u>191,671</u>
SHAREHOLDERS' FUNDS:	20		£260,065		£254,940

# ON BEHALF OF THE BOARD:

P R Williams - DIRECTOR

Approved by the Board on 26.4.2502

# CASH FLOW STATEMENT for the Year Ended 31 December 2001

	_	2001	<del></del>	2000	<del></del>
	Notes	£	£	£	£
Net cash inflow/(outflow) from operating activities	1		510,987		(256,147)
Returns on investments and servicing of finance	2		37,325		33,445
Taxation	_		(21,741)		(16,084)
Capital expenditure					
and financial investment	2		(8,031)		24,086
Equity dividends paid			(80,000)		(80,000)
			438,540		(294,700)
Financing	2		(86,617)		(90,733)
Increase/(Decrease) in cash in the p	period		£351,923		£(385,433)
Reconciliation of net cash flow to movement in net funds	3				
Increase/(Decrease) in cash in the period Cash outflow		351,923		(385,433)	
from decrease in debt and lease financing		43,617		86,983	
Change in net funds resulting from cash flows New finance leases			395,540 (22,700)		(298,450) (59,910)
Movement in net funds in the peri Net funds at 1 January	iod		372,840 607,867		(358,360) <u>966,227</u>
Net funds at 31 December			£980,707		£607,867

# NOTES TO THE CASH FLOW STATEMENT for the Year Ended 31 December 2001

# 1. RECONCILIATION OF OPERATING PROFIT TO NET CASH INFLOW/(OUTFLOW) FROM OPERATING ACTIVITIES

	2001	2000
	£	£
Operating profit	68,785	78,294
Depreciation charges	58,843	71,591
Loss on sale of fixed assets	5,926	17,343
Profit on sale of fixed assets	-	(15,000)
Increase in debtors	(33,319)	(27,586)
Increase/(Decrease) in creditors	410,752	(380,789)
Net cash inflow/(outflow)		
from operating activities	510,987	<u>(256,147)</u>

# 2. ANALYSIS OF CASH FLOWS FOR HEADINGS NETTED IN THE CASH FLOW STATEMENT

	2001 £	2000 £
Returns on investments and servicing of finance		
Interest received	41,413	45,716
Interest paid Interest element of hire purchase	(1,882)	(5,870)
payments	(4,565)	(9,056)
Dividends received	2,359	2,655
Net cash inflow		
for returns on investments and servicing of finance	<u>37,325</u>	33,445
Capital expenditure and financial investment Purchase of tangible fixed assets Cash payments - investmt purch Sale of intangible fixed assets Sale of tangible fixed assets Net cash (outflow)/inflow for capital expenditure	(37,231) - - 29,200 (8,031)	(18,898) (788) 15,000 28,772
Financing Loan repayments in year Provisions for future costs Amount introduced by directors Amount withdrawn by directors Net cash outflow	(85,617) 65,000 (66,000)	(98,983) 2,250 66,000 (60,000)
from financing	<u>(86,617)</u>	<u>(90,733)</u>

# NOTES TO THE CASH FLOW STATEMENT for the Year Ended 31 December 2001

# 3. ANALYSIS OF CHANGES IN NET FUNDS

	At 1/1/01 £	Cash flow	Other non-cash changes £	At 31/12/01 £
Net cash: Cash at bank and in hand	666,730	351,923		1,018,653
	666,730	351,923		1,018,653
Debt: Hire purchase	(58,863)	43,617	(22,700)	(37,946)
	(58,863)	43,617	(22,700)	(37,946)
Total	607,867	395,540	(22,700)	980,707
Analysed in Balance Sheet				
Cash at bank and in hand Hire purchase	666,730			1,018,653
within one year after one year	(38,917) (19,946)			(28,750) (9,196)
	607,867			980,707

# NOTES TO THE FINANCIAL STATEMENTS for the Year Ended 31 December 2001

#### 1. ACCOUNTING POLICIES

#### Basis of consolidation

The company has taken advantage of the exemptions available to it as a medium size company in not preparing consolidated group financial statements.

# Accounting convention

The financial statements have been prepared under the historical cost convention.

#### Turnover

Turnover represents net invoiced sales of services, excluding value added tax.

This is net of insurance premium tax.

# 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.

Leasehold property - not provided

Office furniture - 15% on reducing balance Improvements to property - 2% on reducing balance Computer equipment - 20% on reducing balance - 15% on reducing balance Motor vehicles - 25% on reducing balance

#### Deferred taxation

Provision is made at current rates for taxation deferred in respect of all material timing differences except to the extent that, in the opinion of the directors, there is reasonable probability that the liability will not arise in the foreseeable future.

# 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.

Rentals paid under operating leases are charged to the profit and loss account as incurred.

# Pensions

The company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. Contributions payable for the year are charged in the profit and loss account.

### NOTES TO THE FINANCIAL STATEMENTS for the Year Ended 31 December 2001

#### 1. ACCOUNTING POLICIES - continued

### Insurance broking debtors and creditors

Insurance brokers usually act as agents in placing the insurable risks of their client and, as such, generally are not liable as principals for amounts arising from such transactions. Notwithstanding these legal relationships, debtors and creditors arising from insurance broking transactions are shown as assets and liabilities. This recognises that the insurance broker is entitled to retain the investment income on any cash flows arising from these transactions.

Debtors and creditors arising from a transaction between client and insurers are recorded simultaneously. Consequently, there is a high level of correlation between the totals reported in respect of insurance broking debtors and insurance broking creditors.

The position of the insurance broker as agent means that generally the credit risk is borne by the principals. There can be circumstances where the insurance acquires credit risk - through statute, or through the act of omission of the insurance broker or of one of the principals. There is much legal uncertainty surrounding the circumstances and the extent of such exposures and consequently they cannot be evaluated. However, the total insurance broking debtors appearing in the balance sheet is not an indication of credit risk.

It is normal practice for insurance brokers to settle accounts with other intermediaries, clients, insurers and market settlement bureau on a net basis. Thus, large changes in both insurance broking debtors and creditors can result from comparatively small cash settlements. For this reason the totals of insurance broking debtors and creditors give no indication of future cashflows.

The legal status of this practice of net settlement is uncertain and in the event of an insolvency it is generally abandoned. Financial Reporting Standard No 5 "Reporting substance of transactions" requires that the offset of assets and liabilities should be recognised in financial statements where, and only where, the offset would survive the insolvency of the other party. Accordingly, only such offsets have been recognised in calculating insurance broking debtors and creditors.

# 2. STAFF COSTS

STAFF COSTS		
	2001	2000
	£	£
Wages and salaries	1,243,927	1,272,076
Social security costs	122,297	123,647
Other pension costs	60,194	60,335
	1,426,418	1,456,058
The average monthly number of employees during the year was as follows:		
The avolage monany number of employees during the year was as follows.	2001	2000
Administration	72	<u>70</u>

# NOTES TO THE FINANCIAL STATEMENTS for the Year Ended 31 December 2001

# 3. OPERATING PROFIT

4.

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The operating profit is stated after charging:

Hire of plant and machinery Other operating leases Depreciation - owned assets Depreciation - assets on hire purchase contracts Loss on disposal of fixed assets Auditors' remuneration	2001 £ 55,756 - 40,700 18,143 5,926 6,500	2000 £ 34,628 7,557 45,933 25,658 2,343 7,000
Directors' emoluments Directors' pension contributions to money purchase schemes	396,190 20,000	178,992 20,000
The number of directors to whom retirement benefits were accruing was as follows	:	
Money purchase schemes	1	<u>_1</u>
Information regarding the highest paid director for the year ended 31 December 20 Emoluments etc	001 is as follows: 2001 £ 133,481	
INTEREST PAYABLE AND SIMILAR CHARGES	2001	2000
Bank interest Hire purchase	£ 1,882 _4,565	£ 5,870 <u>9,056</u>
	<u>6,447</u>	14,926
TAXATION		
The tax charge on the profit on ordinary activities for the year was as follows:	2001 £	2000 £
UK corporation tax Overprovision in prior years Deferred tax	20,966 314 21,280	22,411 (2,723) 2,949 22,637
UK corporation tax has been charged at 20% (2000 - 20%).		
DIVIDENDS	2001 £	2000 £
Equity shares: Ordinary - proposed	80,000	80,000

# WALMSLEYS INSURANCE BROKERS LIMITED NOTES TO THE FINANCIAL STATEMENTS for the Year Ended 31 December 2001

### 7. TANGIBLE FIXED ASSETS

		Leasehold property	Office furniture	mprovements to property
		£	£	£
COST: At 1 January 2001 Additions		230,000	38,816 77	12,397
At 31 December 2001		230,000	38,893	12,397
<b>DEPRECIATION:</b> At 1 January 2001 Charge for year		<u>-</u>	17,757 3,169	1,415 220
At 31 December 2001			_20,926	1,635
NET BOOK VALUE: At 31 December 2001		230,000	17,967	10,762
At 31 December 2000		230,000	21,059	10,982
	Computer equipment	Office equipment	Motor vehicles	Totals
				£
COST: At 1 January 2001 Additions Disposals	equipment	equipment	vehicles	
At 1 January 2001 Additions	equipment £ 224,736	equipment £ 143,801	t 183,581 52,020	£ 833,331 59,931
At 1 January 2001 Additions Disposals	equipment £ 224,736 5,529	equipment  £ 143,801 2,305	t 183,581 52,020 (82,166)	£ 833,331 59,931 (82,166)
At 1 January 2001 Additions Disposals  At 31 December 2001  DEPRECIATION: At 1 January 2001 Charge for year	equipment  £  224,736 5,529  230,265	equipment  £  143,801 2,305  146,106	vehicles  £  183,581 52,020 (82,166)  153,435  64,617 29,912	£ 833,331 59,931 (82,166) 811,096 312,686 58,843
At 1 January 2001 Additions Disposals  At 31 December 2001  DEPRECIATION: At 1 January 2001 Charge for year Eliminated on disposals	equipment  £  224,736 5,529  230,265  159,026 13,775	equipment  £  143,801 2,305  146,106  69,871 11,767	vehicles  £  183,581 52,020 (82,166)  153,435  64,617 29,912 (47,040)	£ 833,331 59,931 (82,166) 811,096 312,686 58,843 (47,040)

In accordance with Statement of Standard Accounting Practice No 19, the leasehold property has not been subject to depreciation as the unexpired term of the lease exceeds 25 years. The directors do not consider that the leasehold property is held in the balance sheet at a figure greater than market value.

The leasehold property was revalued at 31 December 1992. The term of the lease is 999 years from 2 February 1877. At December 1992 there were 883 years left.

The property has been revalued at £230,000. The depreciation over 883 years would equate to £260 per annum. Over the nine years to 2001 this would accumulate to £2,340.

If the rate of 2% per annum was considered, the cumulated depreciation to 2001 would be £41,400.

# NOTES TO THE FINANCIAL STATEMENTS for the Year Ended 31 December 2001

# 7. TANGIBLE FIXED ASSETS - continued

The net book value of tangible fixed assets includes £91,032 (2000 - £119,772) in respect of assets held under hire purchase contracts.

# 8. FIXED ASSET INVESTMENTS

9.

10.

		£
COST: At 1 January 2001		
and 31 December 2001		24,309
NET BOOK VALUE:		
At 31 December 2001		24,309
		<u> </u>
At 31 December 2000		24,309
		<del></del>
	2001	2000
	£	£
Investments listed on recognised stock exchange	21,124	21,124
Unlisted investments	3,185	3,185
	24,309	24,309
Market value of listed investments at 31 December 2001 - £165,178 (200	00 - £333,753).	
DEBTORS: AMOUNTS FALLING		
DUE WITHIN ONE YEAR	****	
	2001	2000
	£	£
Trade debtors	584,416	513,152
Other debtors	-	2,000
Prepayments	20,352	<u>56,297</u>
	604,768	571,449
	<del>=</del>	<del></del>
CREDITORS: AMOUNTS FALLING		
DUE WITHIN ONE YEAR		
	2001	2000
	£	£
Bank loans and overdrafts	10.000	
(see note 12)	12,000	12,000
Hire purchase contracts	20.750	20.017
(see note 13)	28,750	38,917
Trade creditors Other creditors	1,343,689 6,569	951,068
Amounts due to group company	6,632	6,173 7,224
Directors' current accounts	0,032	66,000
Social security & other taxes	33,457	100,281
Taxation	21,341	22,411
Accrued expenses	198,087	112,936
	1 650 505	1 217 010
	<u>1,650,525</u>	1,317,010

# NOTES TO THE FINANCIAL STATEMENTS for the Year Ended 31 December 2001

# 11. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

12.

DUE AFTER MORE THAN ONE YEAR	2001 £	2000 £
Bank loans (see note 12)	54,000	96,000
Hire purchase contracts (see note 13)	9,196	19,946
	63,196	115,946
LOANS AND OVERDRAFTS		
An analysis of the maturity of loans and overdrafts is given below:		
	2001 £	2000 £
Amounts falling due within one year or on demand:	.~	
Bank loans	12,000	12,000
Amounts falling due between one and two years:		
Bank loans	12,000	12,000
Amounts falling due between two and five years:		
Bank loans	36,000	36,000
Amounts falling due in more than five years:		
Repayable otherwise than by instalments Bank loans	6,000	48,000

# NOTES TO THE FINANCIAL STATEMENTS for the Year Ended 31 December 2001

# 13. OBLIGATIONS UNDER HIRE PURCHASE CONTRACTS AND LEASES

14.

	Hire purchase contracts	
	2001	2000
Gross obligations repayable:	£	£
Within one year	31,936	43,356
Between one and five years	<u>9,865</u>	22,269
	41,801	<u>65,625</u>
Finance charges repayable:		
Within one year Between one and five years	3,186 669	4,439
Between one and rive years		2,323
	3,855	6,762
Net obligations repayable:	20.770	40.04-
Within one year Between one and five years	28,750 9,196	38,917 19,946
Between one and nive years		19,710
	<u>37,946</u>	<u>58,863</u>
The following payments are committed to be paid within one year:		
	Land and	
	buildings operating	
	leases	
	2001 £	2000 £
Expiring:	20.000	22.000
In more than five years	28,000	28,000
SECURED DEBTS		
The following secured debts are included within creditors:		
	2001	2000
Bank loans	£ 66,000	£ 108,000
Hire purchase contracts	37,946	58,863
	103,946	166,863

The loan is secured by a legal charge dated 18 April 1978 in favour of National Westminster Bank Plc on land and buildings at 35 Dicconson Street, Wigan.

# NOTES TO THE FINANCIAL STATEMENTS for the Year Ended 31 December 2001

# 15. PROVISIONS FOR LIABILITIES AND CHARGES

	2001	2000
	£	£
Provision	-	30,000
Future costs for claims	40,000	45,000
Commission - The Independent		
Insurance Company Limited	100,000	-
Deferred tax	_20,551	20,237
	— <del>—</del> —	
	160,551	_95,237
	Deferred	
	tax	
	£	
Balance at 1 January 2001	20,237	
Increase to profit & loss	314	
Balance at 31 December 2001	20,551	
Datatice at 31 December 2001	20,331	

Deferred tax for which provision has been made in the financial statements and the amounts for which no provision has been made, are as follows:

			Provided		Not provided		
			2001	2000	2001	2000	
			£	£	£	£	
	Accelerated of	capital allowances	20,551	20,237	-	-	
	Listed investments		<u>-</u> _		30,018	62,526	
			<del></del>	<del></del> -	<del></del>		
			20,551	20,237	30,018	62,526	
16.	CALLED UP SHARE CAPITAL						
	Authorised, allotted, issued and fully paid:						
	Number:	Class:		Nominal	2001	2000	
				value:	£	£	
	1,500	Ordinary		£1	1,500	1,500	
17.	REVALUATION RESERVE						
					2001	2000	
					£	£	
	Brought for	ward			61,769	61,769	
					<del></del>		

### 18. ULTIMATE PARENT COMPANY

The company's share capital was acquired by Walmsley Williams Limited on the 31 January 1998. The company considers Walmsley Williams Limited, a company incorporated in England and Wales, to be it's ultimate holding company.

### 19. CONTINGENT LIABILITIES

The net amount of Indemnity commission included in the financial statements for the year is £89,887 (2000 - £88,015).

# NOTES TO THE FINANCIAL STATEMENTS for the Year Ended 31 December 2001

# 20. RECONCILIATION OF MOVEMENTS IN SHAREHOLDERS' FUNDS

	2001	2000
	£	£
Profit for the financial year	85,125	89,102
Dividends	(80,000)	(80,000)
Net addition to shareholders' funds	5,125	9,102
Opening shareholders' funds	<u>254,940</u>	245,838
Charles along health and for the	260.065	254.040
Closing shareholders' funds	260,065	<u>254,940</u>
Equity interests	260,065	254,940
1 2	<del></del>	