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# WALMSLEYS INSURANCE BROKERS LIMITED REPORT OF THE DIRECTORS AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 1999

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### CONTENTS OF THE FINANCIAL STATEMENTS for the Year Ended 31 December 1999

	Page
Company Information	1
Report of the Directors	2
Report of the Auditors	3
Profit and Loss Account	4
Balance Sheet	6
Cash Flow Statement	7
Notes to the Cash Flow Statement	8
Notes to the Financial Statements	10
Profit and Loss Account	19

### COMPANY INFORMATION for the Year Ended 31 December 1999

**DIRECTORS:** 

E Walmsley

P R Williams

**SECRETARY:** 

Mrs C A Brown

**REGISTERED OFFICE:** 

Walmsley House

35 Dicconson Street

Wigan

Greater Manchester

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 WN1 1UJ

### REPORT OF THE DIRECTORS for the Year Ended 31 December 1999

The directors present their report with the financial statements of the company for the year ended 31 December 1999.

#### 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

An interim dividend of 123.33 per share was paid on 31 December 1999. The directors recommend that no final dividend be paid.

The total distribution of dividends for the year ended 31 December 1999 will be £185,000.

#### **DIRECTORS**

The directors during the year under review were:

E Walmsley

P R Williams

The directors holding office at 31 December 1999 did not hold any beneficial interest in the issued share capital of the company at 1 January 1999 or 31 December 1999.

#### SHARE CAPITAL

The company's shares were taken over by Walmsley Williams Limited on the 31 January 1998. At this date the company became a subsidiary 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: 5/6/00

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

We have audited the financial statements on pages four to eighteen which have been prepared under the historical cost convention and the accounting policies set out on pages ten and eleven.

#### Respective responsibilities of directors and auditors

As described on page two the company's directors are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

#### **Basis of opinion**

We conducted our audit in accordance with 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.

#### **Opinion**

In our opinion the financial statements give a true and fair view of the state of the company's affairs as at 31 December 1999 and of its profit for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

John Fairburst & Co Registered Auditors

**Chartered Accountants** Douglas Bank House

Wigan Lane

Wigan

**WN12TB** 

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Dated: 7 June 2000

### PROFIT AND LOSS ACCOUNT for the Year Ended 31 December 1999

		1999		1998	_
	Notes	£	£	£	£
TURNOVER			1,933,462		1,727,098
GROSS PROFIT			1,933,462		1,727,098
Administrative expenses			1,892,189		1,693,016
			41,273		34,082
Other operating income			6,600		6,600
OPERATING PROFIT	3		47,873		40,682
Income from investments		2,467		584	
Interest receivable and similar income		34,300		46,920	
			36,767		47,504
			84,640		88,186
Amounts written off investments	4		<del>-</del>		(4,508)
			84,640		92,694
Interest payable and similar charges	5		11,305		19,371
PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION	S		73,335		73,323
Tax on profit on ordinary activities	6		19,916		15,531
PROFIT FOR THE FINANCIAL YEAR AFTER TAXATION	R		53,419		57,792
Dividends	7		185,000		50,000
			(131,581)		7,792
Retained profit brought forward			314,150		306,358
RETAINED PROFIT CARRIED FORW	VARD		£182,569		£314,150

### PROFIT AND LOSS ACCOUNT for the Year Ended 31 December 1999

#### **CONTINUING OPERATIONS**

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

### **BALANCE SHEET** 31 December 1999

		1999	9	199	8
	Notes	£	£	£	£
FIXED ASSETS:					
Tangible assets	8		559,542		531,116
Investments	9		23,522		21,683
			583,064		552,799
CURRENT ASSETS:					
Debtors	1 <b>0</b>	543,863		831,782	
Cash at bank and in hand		1,052,163		579,771	
		1,596,026		1,411,553	
<b>CREDITORS:</b> Amounts falling					
due within one year	11	1,706,037		1,377,029	
NET CURRENT (LIABILITIES)/ASS	SETS:		(110,011)		34,524
TOTAL ASSETS LESS CURRENT LIABILITIES:			473,053		587,323
CREDITORS: Amounts falling					
due after more than one year	12		(137,177)		(151,769)
PROVISIONS FOR LIABILITIES					
AND CHARGES:	16		(90,038)		(58,135)
			£245,838		£377,419
CAPITAL AND RESERVES:					
Called up share capital	17		1,500		1,500
Revaluation reserve	18		61,769		61,769
Profit and loss account			182,569		314,150
Shareholders' funds	21		£245,838		£377,419

ON BEHALF OF THE BOARD:

P R Williams - DIRECTOR

Approved by the Board on 5. 6. 2000

### CASH FLOW STATEMENT for the Year Ended 31 December 1999

		1999	<u> </u>	1998	3
	Notes	£	£	£	£
Net cash inflow/(outflow) from operating activities	1		703,294		(201,282)
Returns on investments and servicing of finance	2		25 462		20.122
-	2		25,462		28,133
Taxation			(7,014)		(2,482)
Capital expenditure and financial investment	2		(5,698)		151,576
Equity dividends paid			(195,000)		(40,000)
			521,044		(64,055)
Financing	2		(48,652)		(101,695)
Increase/(Decrease) in cash in the pe	riod		£472,392		£(165,750)
Reconciliation of net cash flow to movement in net funds	3				
Increase/(Decrease) in cash in the period Cash outflow		472,392		(165,750)	
from decrease in debt and lease financing		97,651		94,810	
Change in net funds resulting from cash flows New finance leases			570,043 (91,893)		(70,940) (87,100)
Movement in net funds in the period Net funds at 1 January 1999			478,150 488,077		(158,040) <u>646,117</u>
Net funds at 31 December 1999			£966,227		£488,077

### NOTES TO THE CASH FLOW STATEMENT for the Year Ended 31 December 1999

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

	1999	1998
	£	£
Operating profit	47,873	40,682
Depreciation charges	65,989	68,060
Loss on sale of fixed assets	1,338	2,603
Decrease/(Increase) in debtors	275,536	(332,573)
Increase in creditors	312,558	19,946
Net cash inflow/(outflow)		
from operating activities	703,294	(201,282)

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

	1999	1998
	£	£
Returns on investments and		
servicing of finance		
Interest received	34,300	46,920
Interest paid	(2,695)	(9,977)
Interest element of hire purchase		
payments	(8,610)	(9,394)
Dividends received	2,467	584
Net cash inflow		
for returns on investments and servicing of finance	25,462	28,133
Capital expenditure		
and financial investment		
Purchase of tangible fixed assets	(22,361)	(39,804)
Cash payments - investmt purch	(1,836)	-
Sale of tangible fixed assets	18,499	85,375
Cash receipts - investmt sales		106,005
Net cash (outflow)/inflow		
for capital expenditure	(5,698)	151,576
Financing		
Loan repayments in year	(109,652)	(97,445)
Provisions for future costs	31,000	29,750
Amount introduced by directors	115,000	30,000
Amount withdrawn by directors	(85,000)	(64,000)
Net cash outflow		
from financing	(48,652)	<u>(101,695)</u>

### NOTES TO THE CASH FLOW STATEMENT for the Year Ended 31 December 1999

#### 3. ANALYSIS OF CHANGES IN NET FUNDS

Not such.	At 1/1/99 £	Cash flow £	Other non-cash changes £	At 31/12/99 £
Net cash: Cash at bank and in hand	579,771	472,392		1,052,163
	579,771	472,392		1,052,163
Debt:	(01.00.1)		42.4	4
Hire purchase	(91,694)	97,651	<u>(91,893)</u>	(85,936)
	(91,694)	97,651	(91,893)	(85,936)
Total	488,077	570,043	(91,893)	966,227
Analysed in Balance Sheet				
Cash at bank and in hand Hire purchase	579,771			1,052,163
within one year	(59,925)			(56,759)
after one year	(31,769)			(29,177)
	488,077			966,227

### NOTES TO THE FINANCIAL STATEMENTS for the Year Ended 31 December 1999

#### 1. ACCOUNTING POLICIES

#### Accounting convention

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

#### Turnavei

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- 2% on reducing balance

Improvements to property Computer equipment

- 20% on reducing balance - 15% on reducing balance

Office equipment 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 1999

#### 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 bureaux 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

	1999	1998
	£	£
Wages and salaries	1,207,468	1,056,247
Social security costs	115,950	96,489
Other pension costs	57,072	52,190
	1,380,490	1,204,926
The assessment has a second and a second assessment as a second as a secon		
The average monthly number of employees during the year was as follows:	1999	1998
Administration	<u>70</u>	<u>66</u>

### NOTES TO THE FINANCIAL STATEMENTS for the Year Ended 31 December 1999

#### 3. **OPERATING PROFIT**

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	1999 £ 51,619 10,075 25,771 40,218 1,338 7,350	1998 £ 55,454 10,075 30,342 37,718 2,603 7,000
	Directors' emoluments Directors' pension contributions to money purchase schemes	172,829 20,000	151,438 20,000
	The number of directors to whom retirement benefits were accruing was as follows:	:	
	Money purchase schemes	1	_1
4.	AMOUNTS WRITTEN OFF INVESTMENTS	1999	1998
	Amortisation of investment Sale of Investments	£	£ 96,948 (101,456) (4,508)
5.	INTEREST PAYABLE AND SIMILAR CHARGES		
	Bank interest Interest re national insurance Hire purchase	1999 £ 2,695 8,610 11,305	1998 £ 6,545 3,432 9,394 19,371
6.	TAXATION		
	The tax charge on the profit on ordinary activities for the year was as follows:  UK corporation tax Underprovision in prior years Deferred taxation	1999 £ 18,870 143 903 19,916	1998 £ 16,808 - (1,277) 15,531

UK corporation tax has been charged at 20.25% (1998 - 21%).

# WALMSLEYS INSURANCE BROKERS LIMITED NOTES TO THE FINANCIAL STATEMENTS for the Year Ended 31 December 1999

7.	DIVIDENDS				
				1999	1998
	Equity shares:			£	£
	Ordinary - paid			185,000	40,000
	Ordinary - proposed			<u> </u>	10,000
				185,000	50,000
8.	TANGIBLE FIXED ASSETS				
ψ.					Improvem-
			Leasehold	Office furniture	ents to
			property	Turniture	property
	500		£	£	£
	COST: At 1 January 1999		230,000	25,847	12,397
	Additions			15,690	-
	A4 21 December 1000		220.000	41.527	10.207
	At 31 December 1999		230,000	41,537	12,397
	DEPRECIATION:				
	At 1 January 1999 Charge for year		-	13,108 2,175	962 229
	Charge for your				
	At 31 December 1999			15,283	1,191
	NET BOOK VALUE:				
	At 31 December 1999		230,000	<u>26,254</u>	11,206
	At 31 December 1998		230,000	12,740	11,435
			<del></del>		
		Computer	Office	Motor	
		equipment	equipment	vehicles	Totals
		£	£	£	£
	COST: At 1 January 1999	240,412	163,017	184,210	055 002
	Additions	2,461	46,058	50,045	855,883 114,254
	Disposals	<u> </u>	<u> </u>	(44,519)	(44,519)
	At 31 December 1999	242,873	209,075	189,736	925,618
	DEPRECIATION:				
	At 1 January 1999	149,858	110,867	49,974	324,769
	Charge for year	18,350	8,276	36,959	65,989
	Eliminated on disposals			(24,682)	(24,682)
	At 31 December 1999	168,208	119,143	62,251	366,076
	NET BOOK VALUE:				
	At 31 December 1999	74,665	89,932	127,485	559,542
	At 31 December 1998	90,554	52,151	134,236	531,116

### NOTES TO THE FINANCIAL STATEMENTS for the Year Ended 31 December 1999

#### 8. TANGIBLE FIXED ASSETS - continued

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 seven years to 1999 this would accumulate to £1,820.

If the rate of 2% per annum was considered, the cumulated depreciation to 1998 would be £32,200.

The net book value of tangible fixed assets includes £199,487 (1998 - £157,877) in respect of assets held under hire purchase contracts.

#### 9. FIXED ASSET INVESTMENTS

		£
COST: At 1 January 1999 Additions		21,683 1,839
At 31 December 1999		23,522
NET BOOK VALUE: At 31 December 1999		23,522
At 31 December 1998		21,683
Investments listed on recognised stock exchange Unlisted investments	1999 £ 20,337 3,185 23,522	1998 £ 18,498 3,185 21,683
	<del></del>	

Market value of listed investments at 31 December 1999 - £525,048 (1998 - £254,040).

### 10. **DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	1999 £	1998 £
Trade debtors	520,818	701,564
Prepayments	23,045	17,435
Amount owed from group company	_	100,400
ACT recoverable		12,383
	543,863	831,782

## WALMSLEYS INSURANCE BROKERS LIMITED NOTES TO THE FINANCIAL STATEMENTS for the Year Ended 31 December 1999

### 11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	DUE WITHIN ONE YEAR		
		1999	1998
		£	£
	Bank loans and overdrafts		
	(see note 13)	12,000	12,000
	Hire purchase contracts		
	(see note 14)	56,759	59,925
	Trade creditors	1,328,603	1,091,946
	Other creditors	6,086	5,837
	Amounts due to group company	9,880	-
	Directors' current accounts	60,000	30,000
	Dividend proposed	-	10,000
	Social security & other taxes	95,160	76,854
	Taxation	18,807	16,691
	ACT payable	-	2,500
	Accrued expenses	118,742	71,276
		1 704 027	1 277 000
			1,377,029
12.	CREDITORS: AMOUNTS FALLING		
	DUE AFTER MORE THAN ONE YEAR		
		1999	1998
		£	£
	Bank loans		
	(see note 13)	108,000	120,000
	Hire purchase contracts		
	(see note 14)	29,177	31,769
		137,177	151,769
13.	LOANS AND OVERDRAFTS		
	An analysis of the maturity of loans and overdrafts is given below:		
		1000	1000
		1999	1998
	A	£	£
	Amounts falling due within one year or on demand:		
	Bank loans	12,000	12,000
	Dain Iodio	=====	=======================================
	Amounts falling due between one and two years:		
		10.000	10.000
	Bank loans	<u>12,000</u>	12,000
	Amounts falling due between two and five years:		
	1 mount with g and control and mo years.		
	Bank loans	36,000	36,000
		<del></del>	<del></del>
	Amounts falling due in more than five years:		
	Repayable otherwise than by instalments		
	Bank loans	60,000	72,000
	Dulla IVuliu		72,000

### NOTES TO THE FINANCIAL STATEMENTS for the Year Ended 31 December 1999

#### 14. OBLIGATIONS UNDER HIRE PURCHASE CONTRACTS AND LEASES

	Hire	
	purchase	
	contracts	
	1999	1998
	£	£
Gross obligations repayable:		
Within one year	64,399	67,340
Between one and five years	32,908	36,137
	97,307	103,477
Finance charges repayable:		
Within one year	7,640	7,415
Between one and five years	3,731	4,368
	11,371	11,783
Net obligations repayable:		
Within one year	56,759	59,925
Between one and five years	29,177	31,769
	85,936	91,694

The following payments are committed to be paid within one year:

#### Operating leases

		Land and buildings		Other	
	1999 £	1998 £	1999 £	1998 £	
Expiring: Within one year In more than five years	28,000	- 28,000	- -	17,379	
in more than five years			<u>-</u>		
	28,000	28,000		17,379	

#### 15. SECURED DEBTS

The following secured debts are included within creditors:

	1999	1998
	£	£
Bank loans	120,000	132,000
Hire purchase contracts	85,936	91,694
	205,936	223,694

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 1999

#### PROVISIONS FOR LIABILITIES AND CHARGES 16.

	1999	1998
	£	£
Provision	30,000	24,000
Future costs for claims	42,750	17,750
Deferred taxation	17,288	16,385
	90,038	<u>58,135</u>
	Deferred	
	taxation	
	£	
Balance at 1 January 1999	16,385	
Increase to profit & loss	903	
Balance at 31 December 1999	17,288	

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

	Prov	/ided		ot rided
A acclerated conital alloweress	1999 £ 17,288	1998 £ 16,385	1999 £	1998 £
Accelerated capital allowances Listed investments			100,942	50,961
	17,288	16,385	100,942	50,961
CALLED UP SHARE CAPITAL				

#### Authorised, allotted, issued and fully paid:

17.

Aumoriscu,	anouca, issued and fully paid.			
Number:	Class:	Nominal	1999	1998
		value:	£	£
1,500	Ordinary	£1	1,500	1,500

18.	REVALUATION RESERVE		
		1999	1998
		£	£
	Brought forward	61,769	61,769

#### 19. **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.

#### 20. **CONTINGENT LIABILITIES**

The net amount of Indemnity commission included in the financial statements for the year is £90,224.

### NOTES TO THE FINANCIAL STATEMENTS for the Year Ended 31 December 1999

#### 21. RECONCILIATION OF MOVEMENTS IN SHAREHOLDERS' FUNDS

	1999	1998
	£	£
Profit for the financial year	53,419	57,792
Dividends	(185,000)	(50,000)
NET (REDUCTION)/ADDITION TO SHAREHOLDERS' FUNDS	(131,581)	7,792
Opening shareholders' funds	377,419	369,627
CLOSING SHAREHOLDERS' FUNDS	245,838	377,419
Equity interests	245,838	377,419