

**ACCO EUROPE TRUSTEE COMPANY LIMITED**

**Directors' Report and**

**Financial Statements**

**for the Year Ended 5 April 2017**

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**ACCO EUROPE TRUSTEE COMPANY LIMITED**

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for the year ended 5 April 2017**

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**ACCO EUROPE TRUSTEE COMPANY LIMITED**

**Company Information  
for the year ended 5 April 2017**

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<b>Directors:</b>	D L Ballard M J Bonner R J Forrest R M Geddie B J Murray J Peden J B Scott E Webb D Van Ristell – resigned 1 September 2017 PTL Governance Ltd - appointed 1 September 2017
<b>Registered office:</b>	Oxford House Oxford Road Aylesbury Buckinghamshire HP21 8SZ
<b>Registered number:</b>	00962064 (England and Wales)
<b>Auditors:</b>	Haines Watts Chartered Accountants & Statutory Auditor New Derwent House 69-73 Theobalds Road London WC1X 8TA
<b>Contact address:</b>	ACCO Europe Trustee Company Limited C/o Mr O St John Xafinity Pheonix House 1 Station Hill Reading RG1 1NB

## ACCO EUROPE TRUSTEE COMPANY LIMITED

### Directors' Report for the year ended 5 April 2017

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The directors present their report with the financial statements of the company for the year ended 5 April 2017.

#### Principal activity

The Company does not trade and its only function during the year to 5 April 2017, under the authority of appropriate Trust Deeds, was to administer the following funds for the benefit of the employees of the ACCO Europe Group of Companies in the United Kingdom:

1. ACCO Europe Pension Plan
2. ACCO Europe Retirement Saving Plan
3. ACCO Europe Security Plan

There was no activity during the year and accordingly no profit and loss account is presented.

The Chairman is remunerated for his services via ACCO Europe Pension Plan. Any other Trustee expenses incurred are charged back to the ACCO Europe Pension Plan.

Each Director holds one ordinary share in the company. In the event of there being fewer than nine Directors the Chairman will hold any surplus shares until such time as a new Director is appointed.

#### Directors

The directors shown below have held office during the whole of the period from 6 April 2016 to the date of this report.

D L Ballard  
M J Bonner  
R J Forrest  
R M Geddie  
B J Murray  
J Peden  
J B Scott  
E Webb  
D Van Ristell – resigned 1 September 2017  
PTL Governance Ltd -appointed 1 September 2017

#### Statement of directors' responsibilities

The directors are responsible for preparing the Directors' Report 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;

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 or she ought to have taken as a director in order to make himself or herself aware of any relevant audit information and to establish that the company's auditors are aware of that information.

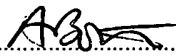
**ACCO EUROPE TRUSTEE COMPANY LIMITED**

**Directors' Report  
for the year ended 5 April 2017**

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This report has been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

**On behalf of the board:**

  
.....  
A Bostock on behalf of PTL Governance Ltd

Date: 10/10/2017

**Independent Auditors' Report to the Members of  
ACCO Europe Trustee Company Limited**

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We have audited the financial statements of ACCO Europe Trustee Company Limited for the year ended 5 April 2017 which comprise the Income Statement, Balance Sheet and the related notes. 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), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

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 an Auditors' Report 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, 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 Directors' Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. 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 5 April 2017;
- 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, based on the work undertaken in the course of our audit, the information given in the Directors' Report for the financial year for which the financial statements are prepared is consistent with the financial statements, and has been prepared in accordance with applicable legal requirements. In the light of the knowledge and understanding of the company and its environment, we have not identified any material misstatements in the Directors' Report.

**Independent Auditors' Report to the Members of  
ACCO Europe Trustee Company Limited**

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**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; or
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemption from the requirement to prepare a Strategic Report or in preparing the Directors' Report.

*Haines Watts*

Jonathan Moughton (Senior Statutory Auditor)  
for and on behalf of Haines Watts  
Chartered Accountants & Statutory Auditor  
New Derwent House  
69-73 Theobalds Road  
London  
WC1X 8TA

Date: *18 October 2017*

**ACCO EUROPE TRUSTEE COMPANY LIMITED (REGISTERED NUMBER: 00962064)**

**Balance Sheet  
5 April 2017**

	Notes	2017 £	2016 £
<b>Current assets</b>			
Cash in hand		<u>10</u>	<u>10</u>
<b>Total assets less current liabilities</b>		<u><u>10</u></u>	<u><u>10</u></u>
<b>Capital and reserves</b>			
Called up share capital	3	<u>10</u>	<u>10</u>
<b>Shareholders' funds</b>		<u><u>10</u></u>	<u><u>10</u></u>

The financial statements have been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the Board of Directors on 10/10/2017 and were signed on its behalf by:



.....  
A Bostock on behalf of PTL Governance Ltd

**Income Statement  
for the year ended 5 April 2017**

During the financial year and the preceding financial year the company has not traded and has received no income and incurred no expenditure. Consequently, during those periods the company has made neither a surplus nor a deficit.

The notes form part of these financial statements



## ACCO EUROPE TRUSTEE COMPANY LIMITED

### Notes to the Financial Statements for the year ended 5 April 2017

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#### 1. Statutory information

ACCO Europe Trustee Company Limited is a private company, limited by shares, registered in England and Wales. The company's registered number and registered office address can be found on the Company Information page.

#### 2. Accounting policies

##### Basis of preparing the financial statements

These financial statements have been prepared in accordance with the provisions of Section 1A "Small Entities" of Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

#### 3. Called up share capital

##### Allotted, issued and fully paid:

Number:	Class:	Nominal value:	2017	2016
		£1	£	£
10	Ordinary		<u>10</u>	<u>10</u>