

**SCOPE FEATURES (PHOTOGRAPHER'S AGENTS)  
LIMITED**

**FINANCIAL STATEMENTS**

**31 MARCH 2002**

**Company Registration Number 1095224**



**BROWN & CO AUDIT LTD**

Registered Auditors  
Brown & Co House  
4 High Street  
Brasted  
Westerham  
Kent  
TN16 1JA

# **SCOPE FEATURES (PHOTOGRAPHER'S AGENTS) LIMITED**

## **FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2002**

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# SCOPE FEATURES (PHOTOGRAPHER'S AGENTS) LIMITED

## THE DIRECTORS' REPORT

YEAR ENDED 31 MARCH 2002

The directors have pleasure in presenting their report and the financial statements of the company for the year ended 31 March 2002.

### PRINCIPAL ACTIVITIES

The principal activity of the company during the year was that of Photographer's Agents

### THE DIRECTORS AND THEIR INTERESTS IN SHARES OF THE COMPANY

The directors who served the company during the year together with their beneficial interests in the shares of the company were as follows:

|              | Ordinary 10p shares | Shares of £0.10 each |
|--------------|---------------------|----------------------|
|              | At                  | At                   |
|              | 31 March 2002       | 1 April 2001         |
| Mrs J Davies | 49                  | 49                   |
| P Murphy     | <u>49</u>           | <u>49</u>            |

### 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 at the end of the year and of the profit or loss for the year then ended.

In preparing those financial statements, the directors are required to select suitable accounting policies, as described on page 7, and then apply them on a consistent basis, making judgements and estimates that are prudent and reasonable. The directors must also 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. The directors 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

A resolution to re-appoint Brown & Co Audit Ltd as auditors for the ensuing year will be proposed at the annual general meeting in accordance with section 385 of the Companies Act 1985.

# SCOPE FEATURES (PHOTOGRAPHER'S AGENTS) LIMITED

## THE DIRECTORS' REPORT *(continued)*

YEAR ENDED 31 MARCH 2002

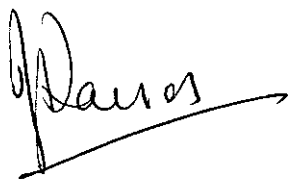
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### SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985.

Registered office:  
26 - 29 St Cross Street  
Hatton Garden  
London  
EC1N 8UH

Signed by order of the directors

A handwritten signature in black ink, appearing to read 'J Davies', with a long horizontal flourish extending to the right.

MRS J DAVIES  
Company Secretary

Approved by the directors on 25/10/2002

## **SCOPE FEATURES (PHOTOGRAPHER'S AGENTS) LIMITED**

### **INDEPENDENT AUDITORS' REPORT TO THE SHAREHOLDERS**

**YEAR ENDED 31 MARCH 2002**

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We have audited the financial statements on pages 5 to 9 which have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective March 2000), under the historical cost convention and the accounting policies set out on page 7 .

#### **RESPECTIVE RESPONSIBILITIES OF THE DIRECTORS AND THE AUDITORS**

The directors' responsibilities for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards are set out in the Statement of Directors' Responsibilities on page 1.

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 directors' report 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 directors' report and consider the implications for our report if we become aware of any apparent misstatements within it. Our responsibilities do not extend to any other information.

#### **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.

**SCOPE FEATURES (PHOTOGRAPHER'S AGENTS) LIMITED**  
**INDEPENDENT AUDITORS' REPORT TO THE SHAREHOLDERS** *(CONTINUED)*  
**YEAR ENDED 31 MARCH 2002**

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**OPINION**

In our opinion the financial statements give a true and fair view of the state of the company's affairs as at 31 March 2002 and of the profit of the company for the year then ended, and have been properly prepared in accordance with the Companies Act 1985.

Brown & Co House  
4 High Street  
Brasted  
Westerham  
Kent  
TN16 1JA  
.....

BROWN & CO AUDIT LTD

Registered Auditors

  
12/4/02

**SCOPE FEATURES (PHOTOGRAPHER'S AGENTS) LIMITED****PROFIT AND LOSS ACCOUNT****YEAR ENDED 31 MARCH 2002**

|                                                      | Note | 2002<br>£      | 2001<br>£      |
|------------------------------------------------------|------|----------------|----------------|
| <b>TURNOVER</b>                                      |      | 1,109,932      | 1,099,771      |
| Cost of sales                                        |      | <u>607,098</u> | <u>595,543</u> |
| <b>GROSS PROFIT</b>                                  |      | 502,834        | 504,228        |
| Administrative expenses                              |      | <u>455,075</u> | <u>473,102</u> |
| <b>OPERATING PROFIT</b>                              | 2    | 47,759         | 31,126         |
| Interest receivable and similar income               |      | 3,010          | 5,380          |
| Interest payable                                     |      | <u>(470)</u>   | <u>(737)</u>   |
| <b>PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION</b> |      | 50,299         | 35,769         |
| Tax on profit on ordinary activities                 |      | <u>8,810</u>   | <u>7,087</u>   |
| <b>RETAINED PROFIT FOR THE FINANCIAL YEAR</b>        |      | <u>41,489</u>  | <u>28,682</u>  |

# SCOPE FEATURES (PHOTOGRAPHER'S AGENTS) LIMITED

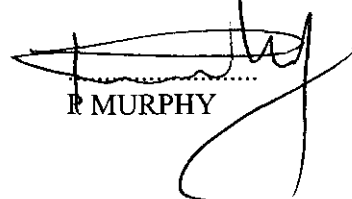
## BALANCE SHEET

YEAR ENDED 31 MARCH 2002

|                                                       | Note | 2002<br>£      | 2001<br>£      |
|-------------------------------------------------------|------|----------------|----------------|
| <b>FIXED ASSETS</b>                                   |      |                |                |
| Tangible assets                                       | 3    | 28,424         | 25,807         |
| Investments                                           | 4    | <u>200,000</u> | <u>200,000</u> |
|                                                       |      | 228,424        | 225,807        |
| <b>CURRENT ASSETS</b>                                 |      |                |                |
| Debtors                                               | 5    | 148,876        | 187,140        |
| Cash at bank and in hand                              |      | <u>119,635</u> | <u>117,899</u> |
|                                                       |      | 268,511        | 305,039        |
| <b>CREDITORS: Amounts falling due within one year</b> | 6    | <u>157,036</u> | <u>232,436</u> |
| <b>NET CURRENT ASSETS</b>                             |      | 111,475        | 72,603         |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>          |      | <u>339,899</u> | <u>298,410</u> |
| <b>CAPITAL AND RESERVES</b>                           |      |                |                |
| Called-up equity share capital                        | 8    | 10             | 10             |
| Profit and Loss Account                               |      | <u>339,889</u> | <u>298,400</u> |
| <b>SHAREHOLDERS' FUNDS</b>                            |      | <u>339,899</u> | <u>298,410</u> |

These financial statements have been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985 and with the Financial Reporting Standard for Smaller Entities (effective March 2000).

These financial statements were approved by the directors on the 25/10/2002 and are signed on their behalf by:

  
R MURPHY

# SCOPE FEATURES (PHOTOGRAPHER'S AGENTS) LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

31 MARCH 2002

### 1. ACCOUNTING POLICIES

#### Basis of accounting

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective March 2000).

#### Turnover

The turnover shown in the profit and loss account represents amounts invoiced during the year, exclusive of Value Added Tax.

#### Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

|                |   |                                 |
|----------------|---|---------------------------------|
| Motor Vehicles | - | 25% of net book value per annum |
| Equipment      | - | 15% of net book value per annum |

#### Hire purchase agreements

Assets held under hire purchase agreements are capitalised and disclosed under tangible fixed assets at their fair value. The capital element of the future payments is treated as a liability and the interest is charged to the Profit and Loss Account on a straight line basis.

#### Pension costs

The company operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the company. The annual contributions payable are charged to the Profit and Loss Account.

### 2. OPERATING PROFIT

Operating profit is stated after charging:

|                                  | 2002         | 2001         |
|----------------------------------|--------------|--------------|
|                                  | £            | £            |
| Directors' emoluments            | 74,929       | 78,020       |
| Directors' pension contributions | 26,104       | 41,316       |
| Staff pension contributions      | 7,998        | 6,288        |
| Depreciation                     | <u>6,119</u> | <u>5,742</u> |

# SCOPE FEATURES (PHOTOGRAPHER'S AGENTS) LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

31 MARCH 2002

### 3. TANGIBLE FIXED ASSETS

|                         | Motor<br>Vehicles<br>£ | Equipment<br>£ | Total<br>£    |
|-------------------------|------------------------|----------------|---------------|
| <b>COST</b>             |                        |                |               |
| At 1 April 2001         | 29,682                 | 46,367         | 76,049        |
| Additions               | —                      | 8,737          | 8,737         |
| <b>At 31 March 2002</b> | <u>29,682</u>          | <u>55,104</u>  | <u>84,786</u> |
| <b>DEPRECIATION</b>     |                        |                |               |
| At 1 April 2001         | 20,309                 | 29,934         | 50,243        |
| Charge for the year     | 2,343                  | 3,776          | 6,119         |
| <b>At 31 March 2002</b> | <u>22,652</u>          | <u>33,710</u>  | <u>56,362</u> |
| <b>NET BOOK VALUE</b>   |                        |                |               |
| <b>At 31 March 2002</b> | <u>7,030</u>           | <u>21,394</u>  | <u>28,424</u> |
| At 31 March 2001        | <u>9,373</u>           | <u>16,433</u>  | <u>25,806</u> |

### 4. INVESTMENTS

|                                   | Total<br>£     |
|-----------------------------------|----------------|
| <b>COST:</b>                      |                |
| At 1 April 2001 and 31 March 2002 | <u>200,000</u> |
| <b>NET BOOK VALUE:</b>            |                |
| <b>At 31 March 2002</b>           | <u>200,000</u> |
| At 31 March 2001                  | <u>200,000</u> |

### 5. DEBTORS

|               | 2002<br>£      | 2001<br>£      |
|---------------|----------------|----------------|
| Trade debtors | 99,039         | 173,213        |
| Other debtors | 49,837         | 13,927         |
|               | <u>148,876</u> | <u>187,140</u> |

# SCOPE FEATURES (PHOTOGRAPHER'S AGENTS) LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

31 MARCH 2002

### 6. CREDITORS: Amounts falling due within one year

|                                    | 2002           | 2001           |
|------------------------------------|----------------|----------------|
|                                    | £              | £              |
| Bank loans and overdrafts          | 2,432          | 26,286         |
| Trade creditors                    | 64,109         | 113,958        |
| Corporation tax                    | 8,044          | 7,797          |
| Other taxation and social security | 22,170         | 27,670         |
| Hire purchase agreements           | —              | 2,205          |
| Other creditors                    | 60,281         | 54,520         |
|                                    | <u>157,036</u> | <u>232,436</u> |

### 7. RELATED PARTY TRANSACTIONS

The company was under the control of Mr Peter Murphy and Mrs Jane Davies throughout the current and previous year. Mr Murphy and Mrs Davies are joint majority shareholders.

No transactions with related parties were undertaken such as are required to be disclosed under FRSSE

### 8. SHARE CAPITAL

#### Authorised share capital:

|                                                | 2002       | 2001       |
|------------------------------------------------|------------|------------|
|                                                | £          | £          |
| 1,000 Ordinary 10p shares shares of £0.10 each | <u>100</u> | <u>100</u> |

|                        | 2002      | 2001      |
|------------------------|-----------|-----------|
|                        | £         | £         |
| Ordinary share capital | <u>10</u> | <u>10</u> |

**SCOPE FEATURES (PHOTOGRAPHER'S AGENTS) LIMITED**

**MANAGEMENT INFORMATION**

**YEAR ENDED 31 MARCH 2002**

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**The following pages do not form part of the statutory financial statements  
which are the subject of the auditors' report on pages 3 to 4.**

# SCOPE FEATURES (PHOTOGRAPHER'S AGENTS) LIMITED

## DETAILED PROFIT AND LOSS ACCOUNT

YEAR ENDED 31 MARCH 2002

|                                  | 2002    |                  | 2001    |                  |
|----------------------------------|---------|------------------|---------|------------------|
|                                  | £       | £                | £       | £                |
| <b>TURNOVER</b>                  |         | 1,109,932        |         | 1,099,771        |
| <b>COST OF SALES</b>             |         |                  |         |                  |
| Photographers' fees              | 517,774 |                  | 517,195 |                  |
| Darkroom & photographic expenses | 76,582  |                  | 64,843  |                  |
| Subscriptions & journals         | 2,962   |                  | 2,973   |                  |
| Delivery & carriage              | 9,780   |                  | 10,532  |                  |
|                                  |         | <u>(607,098)</u> |         | <u>(595,543)</u> |
| <b>GROSS PROFIT</b>              |         | 502,834          |         | 504,228          |
| <b>OVERHEADS</b>                 |         |                  |         |                  |
| Directors salaries               | 74,929  |                  | 78,020  |                  |
| Directors NIC                    | 9,358   |                  | 8,469   |                  |
| Directors pension contributions  | 26,104  |                  | 41,316  |                  |
| Wages                            | 171,760 |                  | 184,085 |                  |
| Temporary staff                  | 16,539  |                  | 706     |                  |
| Staff recruitment costs          | 2,673   |                  | —       |                  |
| Employers NIC                    | 15,232  |                  | 18,709  |                  |
| Staff pension contributions      | 7,998   |                  | 6,288   |                  |
| Rent & service charges           | 29,437  |                  | 25,994  |                  |
| Rates and water                  | 19,411  |                  | 3,735   |                  |
| Light and heat                   | 766     |                  | 1,170   |                  |
| Premises insurance               | 2,300   |                  | 3,954   |                  |
| Cleaning of premises             | 2,480   |                  | 1,996   |                  |
| Motor expenses                   | 2,007   |                  | 3,171   |                  |
| Travel and subsistence           | 4,402   |                  | 5,347   |                  |
| Telephone                        | 11,909  |                  | 13,329  |                  |
| Equipment repairs and renewals   | 9,548   |                  | 16,430  |                  |
| Stationery and postage           | 5,205   |                  | 6,625   |                  |
| Computer consumables             | 2,365   |                  | 2,668   |                  |
| Staff welfare                    | 3,848   |                  | 3,340   |                  |
| Sundry expenses                  | 55      |                  | 1,031   |                  |
| Promotions                       | 95      |                  | 601     |                  |
| Entertaining                     | 3,588   |                  | 3,713   |                  |
| Insurance                        | 11,349  |                  | 11,142  |                  |
| Legal and professional fees      | 2,260   |                  | 10,627  |                  |
| Consultancy                      | 6,000   |                  | 6,000   |                  |
| Audit & accountancy fees         | 5,850   |                  | 6,450   |                  |
| Depreciation of motor vehicles   | 2,343   |                  | 3,124   |                  |
| Depreciation of office equipment | 3,776   |                  | 2,618   |                  |
| Bad debts written off            | (360)   |                  | 394     |                  |
| Bank charges                     | 1,848   |                  | 2,050   |                  |
|                                  |         | <u>455,075</u>   |         | <u>473,102</u>   |
| <b>OPERATING PROFIT</b>          |         | 47,759           |         | 31,126           |
| Carried forward                  |         | <u>47,759</u>    |         | <u>31,126</u>    |

**SCOPE FEATURES (PHOTOGRAPHER'S AGENTS) LIMITED****DETAILED PROFIT AND LOSS ACCOUNT****YEAR ENDED 31 MARCH 2002**

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|                                        | 2002<br>£            | 2001<br>£            |
|----------------------------------------|----------------------|----------------------|
| Brought forward                        | 47,759               | 31,126               |
| Interest receivable and similar income | <u>3,010</u>         | <u>5,380</u>         |
|                                        | 50,769               | 36,506               |
| HP/Finance lease charges               | <u>470</u>           | <u>737</u>           |
| <b>PROFIT ON ORDINARY ACTIVITIES</b>   | <u><b>50,299</b></u> | <u><b>35,769</b></u> |

**SCOPE FEATURES (PHOTOGRAPHER'S AGENTS) LIMITED****NOTES TO THE DETAILED PROFIT AND LOSS ACCOUNT****YEAR ENDED 31 MARCH 2002**

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|                            | 2002<br>£           | 2001<br>£           |
|----------------------------|---------------------|---------------------|
| <b>INTEREST RECEIVABLE</b> |                     |                     |
| Bank interest receivable   | 3,000               | 5,380               |
| Other similar income       | <u>10</u>           | <u>—</u>            |
|                            | <u><b>3,010</b></u> | <u><b>5,380</b></u> |