

**ACTION SECRETARIES LIMITED**

**Report and Financial Statements**

**Period Ended 29 December 2001**

**Company Number: 1123581**



# **ACTION SECRETARIES LIMITED**

**Report and financial statements for the period ended 29 December 2001**

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## **Directors**

P McTaggart  
G Wiley  
I Greenwald  
J Court  
S Gray

## **Secretary and registered office**

P McTaggart, Meridian Business Park, Meridian East, Leicester, LE3 2WZ

## **Company number**

1123581

## **Accountants and business advisers**

Tenon Limited, Eastgate House, 19 Humberstone Road, Leicester, LE5 3GJ

## **Auditor**

Blueprint Audit Limited, Eastgate House, 19 Humberstone Road, Leicester, LE5 3GJ

## **ACTION SECRETARIES LIMITED**

### **Report of the directors for the period ended 29 December 2001**

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The directors present their report together with the audited financial statements for the period ended 29 December 2001.

#### **Principal activity**

The company has not traded throughout the financial period.

#### **Directors**

The directors who served during the period were:

P McTaggart  
G Wiley  
I Greenwald  
J Court  
S Gray

No director had any interest in the share capital of the company. The interests of the directors in the share capital of Aptus Personnel Limited, the company's ultimate parent company are disclosed in the financial statements of that company.

#### **Directors' responsibilities**

Company law requires the directors to prepare financial statements for each financial period 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; and
- 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 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.

## **ACTION SECRETARIES LIMITED**


### **Report of the directors for the period ended 29 December 2001 (*Continued*)**

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#### **Auditor**

The auditor, BDO Stoy Hayward Leicester office, has transferred its audit business to Blueprint Audit Limited. In accordance with Section 26 of the Companies Act 1989, Blueprint Audit Limited has been appointed as auditor to succeed BDO Stoy Hayward Leicester office, and will be proposed for reappointment in accordance with section 385 of the Companies Act 1985.

#### **By order of the Board**

  
P McTaggart  
**Secretary**

11 March 2002

## **Independent auditor's report to the shareholders of Action Secretaries Limited**

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We have audited the financial statements of Action Secretaries Limited for the period ended 29 December 2001 which comprise the Balance Sheet and the related notes. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

### **Respective responsibilities of directors and auditor**

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.

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 other information contained in the Annual Report, and consider whether it is consistent with the audited financial statements. This other information comprises only the Directors' Report. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. 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 consider 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 29 December 2001 and have been properly prepared in accordance with the Companies Act 1985.

*Blueprint Audit Limited*

**Blueprint Audit Limited**  
*Chartered Accountants and Registered Auditor*  
Leicester

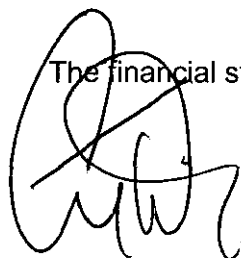
11 March 2002

# ACTION SECRETARIES LIMITED

## Balance sheet at 29 December 2001

	Note	29 December 2001 £	5 January 2001 £
<b>Net assets</b>		-	-
<b>Capital and reserves - equity</b>			
Called up share capital	3	14,049	14,049
Profit and loss account		(14,049)	(14,049)
<b>Shareholders' funds</b>		-	-

The financial statements were approved by the Board on 11 March 2002.



G Wiley  
Director

The notes on page 5 form part of these financial statements.

## **ACTION SECRETARIES LIMITED**

**Notes forming part of the financial statements for the period ended 29 December 2001**

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### **1 Accounting policies**

The financial statements have been prepared under the historical cost convention and are in accordance with applicable accounting standards.

### **2 Directors remuneration**

No directors emoluments were paid by the company during the period (54 weeks ended 5 January 2001 : £nil).

### **3 Share capital**

	<b>Authorised 5 January 2001 and 29 December 2001 £</b>	<b>Allotted, called up and fully paid 5 January 2001 and 29 December 2001 £</b>
Ordinary shares of £1 each	101,000	14,049

### **4 Ultimate parent company**

At 29 December 2001, the ultimate parent company was Aptus Personnel Limited.

### **5 Ultimate controlling party**

The company is considered to be under the control of the directors of Aptus Personnel Limited, its ultimate parent company, by virtue of their majority shareholding in the issued share capital of that company.