

**Action Secretaries Limited**

Report and Financial Statements

Period Ended

5 January 2001



**BDO Stoy Hayward**  
Chartered Accountants

# **ACTION SECRETARIES LIMITED**

**Annual report and financial statements for the period ended 5 January 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

## **Auditor**

BDO Stoy Hayward, Eastgate House, 19 Humberstone Road, Leicester, LE5 3GJ

## **ACTION SECRETARIES LIMITED**

### **Report of the directors for the period ended 5 January 2001**

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The directors present their report together with the audited financial statements for the period ended 5 January 2001.

#### **Principal activities, trading review and future developments**

The company has not traded throughout the financial period and accordingly a profit and loss account has not been prepared.

#### **Directors**

The directors who served during the period were:

P McTaggart (appointed 21 December 2000)  
G Wiley (appointed 21 December 2000)  
I Greenwald (appointed 21 December 2000)  
J Court (appointed 21 December 2000)  
S Gray (appointed 21 December 2000)  
Grayston Central Services Limited (resigned 21 December 2000)  
Plant Nominees Limited (resigned 21 December 2000)

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**

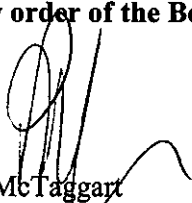
**Report of the directors for the period ended 5 January 2001 (*Continued*)**

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**Auditor**

BDO Stoy Hayward have expressed their willingness to continue in office and a resolution to re-appoint them will be proposed at the annual general meeting.

**By order of the Board**



P McTaggart  
Secretary

14 August 2001

**ACTION SECRETARIES LIMITED**

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**Independent auditors' report to the shareholders of Action Secretaries Limited**

We have audited the financial statements of Action Secretaries Limited for the period ended 5 January 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 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.

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 5 January 2001 and of its result for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

*BDO Stoy Hayward*

**BDO Stoy Hayward**  
*Chartered Accountants and Registered Auditor*  
Leicester

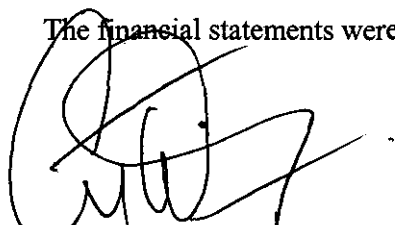
14 August 2001

# ACTION SECRETARIES LIMITED

## Balance sheet at 5 January 2001

	Note	5 January 2001 £	25 December 1999 £
<b>Current liabilities</b>			
Amounts owed to fellow subsidiaries		-	(12,788)
<b>Capital and reserves - equity</b>			
Called up share capital	2	14,049	1,261
Profit and loss account		(14,049)	(14,049)
<b>Shareholders' funds</b>		-	(12,788)

The financial statements were approved by the Board on 14 August 2001.

  
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 5 January 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 Called up share capital**

	Authorised		Allotted, called up and fully paid	
	5 January 2001	25 December 1999	5 January 2001	25 December 1999
	£	£	£	£
Ordinary shares of £1 each	101,000	101,000	14,049	1,261
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

During the year the company issued 12,788 ordinary shares of £1 each at par value. This was the only movement in shareholders' funds in the period (1999: £Nil).

#### **3 Ultimate parent company**

At 5 January 2001, the ultimate parent company was Ingleby (1367) Limited. At 7 February 2001, Aptus Personnel Limited became the ultimate parent company. Both companies are registered in England.