

Registered number: 01207967

Coleman & James (Services) Limited

Directors' report and financial statements

for the year ended 31 May 2016

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Coleman & James (Services) Limited

Company Information

Directors	R F Coleman S I Rooke
Company secretary	S L Coleman
Registered number	01207967
Registered office	Holm Oak Barn Beluncle Halt Stoke Road Hoo Rochester Kent ME3 9NT
Independent auditor	Kreston Reeves LLP Statutory Auditor & Chartered Accountants Montague Place Quayside Chatham Maritime Chatham Kent ME4 4QU
Bankers	National Westminster Bank plc 3 High Street Maidstone Kent ME14 1XU

Coleman & James (Services) Limited

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Coleman & James (Services) Limited

Directors' report for the year ended 31 May 2016

The directors present their report and the audited financial statements for the year ended 31 May 2016.

Directors' responsibilities statement

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 judgments and accounting 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 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.

Principal activity

The company's principal activity continues to be that of building contracting.

Directors

The directors who served during the year were:

R F Coleman
S I Rooke

S I Rooke retires by rotation in accordance with the Articles of Association and being eligible offers himself for re-election at the forthcoming general meeting.

Disclosure of information to auditor

Each of the persons who are directors at the time when this Directors' report is approved has confirmed that:

- so far as that director is aware, there is no relevant audit information of which the company's auditor is unaware, and
- that director has taken all the steps that ought to have been taken as a director in order to be aware of any relevant audit information and to establish that the company's auditor is aware of that information.

Coleman & James (Services) Limited

**Directors' report
for the year ended 31 May 2016**

Auditor

Under section 487 of the Companies Act 2006, Kreston Reeves LLP will be deemed to have been reappointed as auditor(s) 28 days after these financial statements were sent to members or 28 days after the latest date prescribed for filing the accounts with the registrar, whichever is earlier.

This report has been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

This report was approved by the board on **30 JANUARY 2017** and signed on its behalf.



S L Coleman
Secretary

Coleman & James (Services) Limited

Independent auditor's report to the shareholders of Coleman & James (Services) Limited

We have audited the financial statements of Coleman & James (Services) Limited for the year ended 31 May 2016, set out on pages 5 to 13. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective January 2015) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

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 Auditor's 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 auditor

As explained more fully in the Directors' responsibilities statement, 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 31 May 2016 and of its profit for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; 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 the information given in the Directors' report for the financial year for which the financial statements are prepared is consistent with the financial statements.

Coleman & James (Services) Limited

Independent auditor's report to the shareholders of Coleman & James (Services) Limited

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 to take advantage of the small companies' exemption from the requirement to prepare a Strategic report or in preparing the Directors' report.



Susan Robinson BA FCA FCIE DChA MCMI (Senior statutory auditor)

for and on behalf of
Kreston Reeves LLP

Statutory Auditor
Chartered Accountants

Chatham Maritime

1 February 2017

Coleman & James (Services) Limited

**Profit and loss account
for the year ended 31 May 2016**

	Note	2016 £	2015 £
Turnover	1	5,930,692	6,628,235
Cost of sales		(5,273,479)	(6,092,784)
Gross profit		657,213	535,451
Distribution costs		(125,302)	(125,473)
Administrative expenses		(443,340)	(378,047)
Operating profit	2	88,571	31,931
Interest receivable and similar income		922	518
Interest payable and similar charges		(366)	(827)
Profit on ordinary activities before taxation		89,127	31,622
Tax on profit on ordinary activities	4	(20,599)	(4,587)
Profit for the financial year	12	68,528	27,035

The notes on pages 7 to 13 form part of these financial statements.

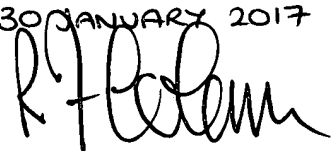
Coleman & James (Services) Limited
Registered number: 01207967

Balance sheet
as at 31 May 2016

	Note	£	2016 £	£	2015 £
Fixed assets					
Tangible assets	5		19,372		30,104
Current assets					
Stocks		20,231		13,708	
Debtors	7	569,194		1,039,078	
Cash at bank and in hand		400,698		238,826	
		<u>990,123</u>		<u>1,291,612</u>	
Creditors: amounts falling due within one year	8	<u>(526,992)</u>		<u>(902,756)</u>	
Net current assets			<u>463,131</u>		<u>388,856</u>
Total assets less current liabilities			<u>482,503</u>		<u>418,960</u>
Creditors: amounts falling due after more than one year	9		-		(2,838)
Provisions for liabilities					
Deferred taxation	10		<u>(3,874)</u>		<u>(6,021)</u>
Net assets			<u><u>478,629</u></u>		<u><u>410,101</u></u>
Capital and reserves					
Called up share capital	11		10,000		10,000
Share premium account	12		13,500		13,500
Profit and loss account	12		<u>455,129</u>		<u>386,601</u>
Shareholders' funds			<u><u>478,629</u></u>		<u><u>410,101</u></u>

The financial statements have been prepared in accordance with the special provisions applicable to small companies within Part 15 of the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved and authorised for issue by the board and were signed on its behalf on 30 JANUARY 2017



R F Coleman
Director

The notes on pages 7 to 13 form part of these financial statements.

**Notes to the financial statements
for the year ended 31 May 2016**

1. Accounting policies

1.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015).

1.2 Cash flow

The financial statements do not include a cash flow statement because the company, as a small reporting entity, is exempt from the requirement to prepare such a statement under the Financial Reporting Standard for Smaller Entities (effective January 2015).

1.3 Turnover

Turnover represents revenue due from the normal activities of the business to the extent that the seller obtains a right to consideration in exchange for its performance of those activities, exclusive of Value Added Tax.

The revenue recognised is measured by reference to the amounts likely to be chargeable to clients, less a suitable allowance to recognise the uncertainties remaining in the completion of the obligations. Contingent income is recognised only when the contingent element is assured.

1.4 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Plant and machinery	-	25% on written down value
Motor vehicles	-	25% on written down value or over the life of the lease
Equipment and fixtures	-	25% on written down value and 25% on cost

The carrying values of tangible fixed assets are reviewed for impairment when events or changes in circumstances indicate that the carrying value may not be recoverable.

1.5 Leasing and hire purchase

Assets obtained under hire purchase contracts and finance leases are capitalised as tangible fixed assets. Assets acquired by finance lease are depreciated over the shorter of the lease term and their useful lives. Assets acquired by hire purchase are depreciated over their useful lives. Finance leases are those where substantially all of the benefits and risks of ownership are assumed by the company. Obligations under such agreements are included in creditors net of the finance charge allocated to future periods. The finance element of the rental payment is charged to the Profit and loss account so as to produce a constant periodic rate of charge on the net obligation outstanding in each period.

1.6 Operating leases

Rentals payable under operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged to the profit and loss account as incurred.

1.7 Stocks and work in progress

Stocks and work in progress are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving items. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

**Notes to the financial statements
for the year ended 31 May 2016**

1. Accounting policies (continued)

1.8 Deferred taxation

Full provision is made for deferred tax assets and liabilities arising from all timing differences between the recognition of gains and losses in the financial statements and recognition in the tax computation.

A net deferred tax asset is recognised only if it can be regarded as more likely than not that there will be suitable taxable profits from which the future reversal of the underlying timing differences can be deducted.

Deferred tax assets and liabilities are calculated at the tax rates expected to be effective at the time the timing differences are expected to reverse.

Deferred tax assets and liabilities are not discounted.

1.9 Pensions

The company operates a defined contribution pension scheme for its directors and a number of its permanent staff and the pension charge represents the amounts payable by the company to the fund in respect of the year.

2. Operating profit

The operating profit is stated after charging:

	2016 £	2015 £
Depreciation of tangible fixed assets:		
- owned by the company	7,578	10,721
- held under finance leases and hire purchase contracts	1,960	2,614
Pension costs	4,898	4,188
Auditors' remuneration	4,400	4,275
	<u> </u>	<u> </u>

3. Directors' remuneration

	2016 £	2015 £
Aggregate remuneration (including pension contributions)	183,007	182,947
	<u> </u>	<u> </u>

During the year retirement benefits were accruing to 2 directors (2015 - 2) in respect of defined contribution pension schemes.

Coleman & James (Services) Limited

Notes to the financial statements for the year ended 31 May 2016

4. Taxation

	2016 £	2015 £
Analysis of tax charge in the year		
Current tax		
UK corporation tax charge on profit for the year	22,746	4,937
	<u>22,746</u>	<u>4,937</u>
Group taxation relief	-	1,168
	<u>22,746</u>	<u>6,105</u>
Total current tax	22,746	6,105
Deferred tax (see note 10)		
Origination and reversal of timing differences	(2,147)	(1,518)
	<u>(2,147)</u>	<u>(1,518)</u>
Tax on profit on ordinary activities	20,599	4,587

There were no factors that affected the tax charge for the year which has been calculated on the profits on ordinary activities before tax at the standard rate of corporation tax in the UK of 20% (2015 - 20%).

There were no factors that may affect future tax charges.

5. Tangible fixed assets

	Plant and machinery £	Motor vehicles £	Equipment and fixtures £	Total £
Cost				
At 1 June 2015	8,875	58,096	29,932	96,903
Additions	-	-	7,047	7,047
Disposals	(2,150)	(32,143)	(16,555)	(50,848)
	<u>6,725</u>	<u>25,953</u>	<u>20,424</u>	<u>53,102</u>
At 31 May 2016	6,725	25,953	20,424	53,102
Depreciation				
At 1 June 2015	8,118	30,462	28,219	66,799
Charge for the year	190	6,907	2,441	9,538
On disposals	(2,060)	(24,053)	(16,494)	(42,607)
	<u>6,248</u>	<u>13,316</u>	<u>14,166</u>	<u>33,730</u>
At 31 May 2016	6,248	13,316	14,166	33,730
Net book value				
At 31 May 2016	477	12,637	6,258	19,372
	<u>477</u>	<u>12,637</u>	<u>6,258</u>	<u>19,372</u>
At 31 May 2015	757	27,634	1,713	30,104
	<u>757</u>	<u>27,634</u>	<u>1,713</u>	<u>30,104</u>

Coleman & James (Services) Limited

Notes to the financial statements for the year ended 31 May 2016

5. Tangible fixed assets (continued)

The net book value of assets held under finance leases or hire purchase contracts, included above, are as follows:

	2016 £	2015 £
Motor vehicles	5,881	7,841

6. Investments

	Shares in associated under- takings £
Cost	
At 1 June 2015	1,300
Disposals	(1,300)
At 31 May 2016	-
Impairment	
At 1 June 2015	1,300
Impairment on disposals	(1,300)
At 31 May 2016	-
Net book value	
At 31 May 2016	-
At 31 May 2015	-

Associated undertaking

Porters Craft Limited was dissolved on 19 February 2016.

7. Debtors

	2016 £	2015 £
Trade debtors	333,043	636,549
Amounts owed by group undertakings	6,591	62,620
Other debtors	74,747	67,062
Amounts recoverable on contracts	154,813	272,847
	569,194	1,039,078

Coleman & James (Services) Limited

Notes to the financial statements for the year ended 31 May 2016

8. Creditors: Amounts falling due within one year

	2016 £	2015 £
Net obligations under finance leases and hire purchase contracts	2,838	4,004
Trade creditors	335,190	665,554
Amounts owed to associated undertakings	-	11,051
Corporation tax	22,746	4,937
Other taxation and social security	83,607	132,574
Other creditors	82,611	84,636
	<u>526,992</u>	<u>902,756</u>

9. Creditors: Amounts falling due after more than one year

	2016 £	2015 £
Net obligations under finance leases and hire purchase contracts	-	2,838
	<u>-</u>	<u>2,838</u>

10. Deferred taxation

	2016 £	2015 £
At beginning of year	6,021	7,539
(Released during)/charge for year	(2,147)	(1,518)
	<u>3,874</u>	<u>6,021</u>
At end of year	<u>3,874</u>	<u>6,021</u>

The provision for deferred taxation is made up as follows:

	2016 £	2015 £
Accelerated capital allowances	3,874	6,021
	<u>3,874</u>	<u>6,021</u>

11. Share capital

	2016 £	2015 £
Allotted, called up and fully paid		
10,000 Ordinary shares of £1 each	10,000	10,000
	<u>10,000</u>	<u>10,000</u>

Coleman & James (Services) Limited

Notes to the financial statements for the year ended 31 May 2016

12. Reserves

	Share premium account £	Profit and loss account £
At 1 June 2015	13,500	386,601
Profit for the financial year		68,528
At 31 May 2016	<u>13,500</u>	<u>455,129</u>

13. Dividends

	2016 £	2015 £
Dividends paid on equity capital	<u>-</u>	<u>135,000</u>

14. Contingent liabilities

The company is party to a composite cross guarantee given to the group's bankers, National Westminster Bank plc, covering the bank loans and overdrafts of the companies within the Coleman & James (Holdings) Limited Group. The potential liability at the balance sheet date was £147,250.

15. Operating lease commitments

At 31 May 2016 the company had annual commitments under non-cancellable operating leases as follows:

	2016 £	2015 £
Expiry date:		
Within 1 year	18,374	17,368
Between 2 and 5 years	<u>41,138</u>	<u>39,346</u>

16. Related party transactions

During the year ended 31 May 2016 the company paid rent to Coleman & James (Holdings) Limited, the ultimate parent company, of £12,996 (2015: £12,996) in respect of the company's principal trading premises. The company also made sales to Coleman & James (Holdings) Limited of £2,479 (2015: £66,654) and recharged expenditure of £3,630 (2015: £1,649). The amount due from Coleman & James (Holdings) Limited at 31 May 2016 was £6,591 (2015: £62,620) and is included within note 7 to the financial statements.

The amount owed to Porters Craft Limited, an associate undertaking, at 31 May 2016 was £Nil (2015: £11,051). The associate undertaking was dissolved on 19 February 2016.

Coleman & James (Services) Limited

Notes to the financial statements for the year ended 31 May 2016

17. Post balance sheet events

The directors proposed a dividend of £100,000 after the balance sheet date. However, in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015), this amount has not been reported as a liability of the company as at 31 May 2016.

18. Ultimate parent undertaking and controlling party

Coleman & James (Holdings) Limited, a company incorporated in England, is the ultimate parent company. Coleman & James (Holdings) Limited owns the entire issued share capital of the company. R F Coleman is the ultimate controlling party by virtue of the fact that he owns 59.7% of Coleman & James (Holdings) Limited's issued share capital.