

Registered number: 01207967

Coleman & James (Services) Limited

Directors' report and financial statements

For the Year Ended 31 May 2017

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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 2017

The directors present their report and the financial statements for the year ended 31 May 2017.

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 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'. 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 for the company's financial statements 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 to 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.

Directors

The directors who served during the year were:

R F Coleman
S I Rooke

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 the director is aware, there is no relevant audit information of which the company's auditor is unaware, and
- the 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.

Auditor

Under section 487(2) of the Companies Act 2006, Kreston Reeves LLP will be deemed to have been reappointed as auditor 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.

Coleman & James (Services) Limited

**Directors' report (continued)
For the Year Ended 31 May 2017**

Small companies note

In preparing this report, the directors have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the board on 13 February 2018 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 2017, set out on pages 5 to 14. The relevant financial reporting framework that has been applied in their preparation is applicable law and the 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 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 on page 1, 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 2017 and of its profit for the year then ended;
- 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 the audit, the information given in the Directors' report for the financial year for which the financial statements are prepared is consistent with those financial statements and this report has been prepared in accordance with applicable legal requirements.

In the light of our knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the Directors' report.

Coleman & James (Services) Limited

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

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

26 February 2018

Coleman & James (Services) Limited

Statement of income and retained earnings For the Year Ended 31 May 2017

	Note	2017 £	2016 £
Turnover		5,695,575	5,930,692
Cost of sales		(4,865,371)	(5,273,479)
Gross profit		830,204	657,213
Distribution costs		(121,366)	(125,302)
Administrative expenses		(556,559)	(443,340)
Operating profit	3	152,279	88,571
Interest receivable and similar income		865	922
Interest payable and expenses		(76)	(366)
Profit before tax		153,068	89,127
Tax on profit	5	(34,965)	(20,599)
Profit after tax		118,103	68,528
Retained earnings at the beginning of the year		455,129	386,601
		455,129	386,601
Profit for the year		118,103	68,528
Dividends declared and paid		(100,000)	-
Retained earnings at the end of the year		473,232	455,129

There were no recognised gains and losses for 2017 or 2016 other than those included in the statement of income and retained earnings.

The notes on pages 7 to 14 form part of these financial statements.

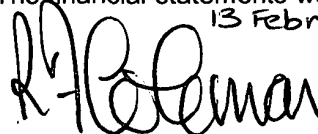
Coleman & James (Services) Limited
Registered number: 01207967

Balance sheet
As at 31 May 2017

	Note	2017 £	2016 £
Fixed assets			
Tangible assets	6	20,307	19,372
		<u>20,307</u>	<u>19,372</u>
Current assets			
Stocks	7	125,429	20,231
Debtors: amounts falling due within one year	8	416,473	569,194
Cash at bank and in hand	9	392,149	400,698
		<u>934,051</u>	<u>990,123</u>
Creditors: amounts falling due within one year	10	(453,768)	(526,992)
Net current assets		<u>480,283</u>	<u>463,131</u>
Total assets less current liabilities		<u>500,590</u>	<u>482,503</u>
Provisions for liabilities			
Deferred tax	11	(3,858)	(3,874)
		<u>(3,858)</u>	<u>(3,874)</u>
Net assets		<u>496,732</u>	<u>478,629</u>
Capital and reserves			
Called up share capital		10,000	10,000
Share premium account		13,500	13,500
Profit and loss account		473,232	455,129
		<u>496,732</u>	<u>478,629</u>

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and in accordance with the provisions of FRS 102 Section 1A - small entities.

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

13 February 2018

R F Coleman
 Director

The notes on pages 7 to 14 form part of these financial statements.

Coleman & James (Services) Limited

Notes to the financial statements For the Year Ended 31 May 2017

1. General information

Coleman & James (Services) Limited is a private company limited by shares, registered in England and Wales, registration number 01207967. The registered office and principal place of trade is included in company information.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention unless otherwise specified within these accounting policies and in accordance with Section 1A of Financial Reporting Standard 102, the Financial Reporting Standard applicable in the UK and the Republic of Ireland and the Companies Act 2006.

The following principal accounting policies have been applied:

2.2 Revenue

Revenue is recognised to the extent that it is probable that the economic benefits will flow to the company and the revenue can be reliably measured. Revenue is measured as the fair value of the consideration received or receivable, excluding discounts, rebates, value added tax and other sales taxes. The following criteria must also be met before revenue is recognised:

Sale of goods

Revenue from the sale of goods is recognised when all of the following conditions are satisfied:

- the company has transferred the significant risks and rewards of ownership to the buyer;
- the company retains neither continuing managerial involvement to the degree usually associated with ownership nor effective control over the goods sold;
- the amount of revenue can be measured reliably;
- it is probable that the company will receive the consideration due under the transaction; and
- the costs incurred or to be incurred in respect of the transaction can be measured reliably.

Rendering of services

Revenue from a contract to provide services is recognised in the period in which the services are provided in accordance with the stage of completion of the contract when all of the following conditions are satisfied:

- the amount of revenue can be measured reliably;
- it is probable that the company will receive the consideration due under the contract;
- the stage of completion of the contract at the end of the reporting period can be measured reliably; and
- the costs incurred and the costs to complete the contract can be measured reliably.

2.3 Tangible fixed assets

Tangible fixed assets under the cost model are stated at historical cost less accumulated depreciation and any accumulated impairment losses. Historical cost includes expenditure that is directly attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management.

Coleman & James (Services) Limited

Notes to the financial statements For the Year Ended 31 May 2017

2. Accounting policies (continued)

2.3 Tangible fixed assets (continued)

Depreciation is charged so as to allocate the cost of assets less their residual value over their estimated useful lives, provided 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 assets' residual values, useful lives and depreciation methods are reviewed, and adjusted prospectively if appropriate, or if there is an indication of a significant change since the last reporting date.

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount and are recognised in the Statement of income and retained earnings.

2.4 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.

2.5 Debtors

Short term debtors are measured at transaction price, less any impairment. Loans receivable are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method, less any impairment.

2.6 Cash and cash equivalents

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are highly liquid investments that mature in no more than three months from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

2.7 Financial instruments

The company only enters into basic financial instruments transactions that result in the recognition of financial assets and liabilities like trade and other debtors and creditors, loans from banks and other third parties and loans to related parties.

Financial assets that are measured at cost and amortised cost are assessed at the end of each reporting period for objective evidence of impairment. If objective evidence of impairment is found, an impairment loss is recognised in the Statement of income and retained earnings.

For financial assets measured at cost less impairment, the impairment loss is measured as the difference between an asset's carrying amount and best estimate of the recoverable amount, which is an approximation of the amount that the company would receive for the asset if it were to be sold at the balance sheet date.

Coleman & James (Services) Limited

Notes to the financial statements For the Year Ended 31 May 2017

2. Accounting policies (continued)

2.8 Creditors

Short term creditors are measured at the transaction price. Other financial liabilities, including bank loans, are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.

2.9 Finance costs

Finance costs are charged to the Statement of income and retained earnings over the term of the debt using the effective interest method so that the amount charged is at a constant rate on the carrying amount. Issue costs are initially recognised as a reduction in the proceeds of the associated capital instrument.

2.10 Dividends

Equity dividends are recognised when they become legally payable. Interim equity dividends are recognised when paid. Final equity dividends are recognised when approved by the shareholders at an annual general meeting.

2.11 Operating leases

Rentals paid under operating leases are charged to the Statement of income and retained earnings on a straight line basis over the lease term.

Benefits received and receivable as an incentive to sign an operating lease are recognised on a straight line basis over the lease term, unless another systematic basis is representative of the time pattern of the lessee's benefit from the use of the leased asset.

2.12 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 Statement of income and retained earnings so as to produce a constant periodic rate of charge on the net obligation outstanding in each period.

2.13 Pensions

Defined contribution pension plan

The company operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the company pays fixed contributions into a separate entity. Once the contributions have been paid the company has no further payment obligations.

The contributions are recognised as an expense in the Statement of income and retained earnings when they fall due. Amounts not paid are shown in accruals as a liability in the Balance sheet. The assets of the plan are held separately from the company in independently administered funds.

2.14 Interest income

Interest income is recognised in the Statement of income and retained earnings using the effective interest method.

Coleman & James (Services) Limited

Notes to the financial statements For the Year Ended 31 May 2017

2. Accounting policies (continued)

2.15 Current and deferred taxation

The tax expense for the year comprises current and deferred tax. Tax is recognised in the Statement of income and retained earnings, except that a charge attributable to an item of income and expense recognised as other comprehensive income or to an item recognised directly in equity is also recognised in other comprehensive income or directly in equity respectively.

The current income tax charge is calculated on the basis of tax rates and laws that have been enacted or substantively enacted by the balance sheet date in the countries where the company operates and generates income.

Deferred tax balances are recognised in respect of all timing differences that have originated but not reversed by the Balance sheet date, except that:

- The recognition of deferred tax assets is limited to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable profits; and
- Any deferred tax balances are reversed if and when all conditions for retaining associated tax allowances have been met.

Deferred tax balances are not recognised in respect of permanent differences except in respect of business combinations, when deferred tax is recognised on the differences between the fair values of assets acquired and the future tax deductions available for them and the differences between the fair values of liabilities acquired and the amount that will be assessed for tax. Deferred tax is determined using tax rates and laws that have been enacted or substantively enacted by the balance sheet date.

3. Operating profit

The operating profit is stated after charging:

	2017	2016
	£	£
Depreciation of tangible fixed assets	7,050	9,538
Fees payable to the company's auditor and its associates for the audit of the company's annual financial statements	4,500	4,400
Defined contribution pension cost	5,918	4,898

4. Employees

The average monthly number of employees, including directors, during the year was 20 (2016 - 20).

Coleman & James (Services) Limited

Notes to the financial statements For the Year Ended 31 May 2017

5. Taxation

	2017 £	2016 £
Corporation tax		
UK corporation tax charge on profit for the year	34,981	22,746
	<u>34,981</u>	<u>22,746</u>
Total current tax	<u>34,981</u>	<u>22,746</u>
Deferred tax		
Origination and reversal of timing differences	(16)	(2,147)
	<u>(16)</u>	<u>(2,147)</u>
Taxation on profit on ordinary activities	<u><u>34,965</u></u>	<u><u>20,599</u></u>
Factors affecting tax charge for the year		

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% (2016 - 20%).

6. Tangible fixed assets

	Plant and machinery £	Motor vehicles £	Equipment and fixtures £	Total £
Cost or valuation				
At 1 June 2016	6,725	25,953	20,424	53,102
Additions	529	3,680	9,012	13,221
Disposals	(2,621)	(13,940)	-	(16,561)
At 31 May 2017	<u>4,633</u>	<u>15,693</u>	<u>29,436</u>	<u>49,762</u>
Depreciation				
At 1 June 2016	6,248	13,316	14,166	33,730
Charge for the year on owned assets	34	3,635	3,381	7,050
Disposals	(2,165)	(9,160)	-	(11,325)
At 31 May 2017	<u>4,117</u>	<u>7,791</u>	<u>17,547</u>	<u>29,455</u>
Net book value				
At 31 May 2017	<u><u>516</u></u>	<u><u>7,902</u></u>	<u><u>11,889</u></u>	<u><u>20,307</u></u>
At 31 May 2016	<u><u>477</u></u>	<u><u>12,637</u></u>	<u><u>6,258</u></u>	<u><u>19,372</u></u>

Coleman & James (Services) Limited

Notes to the financial statements For the Year Ended 31 May 2017

6. Tangible fixed assets (continued)

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

	2017 £	2016 £
Motor vehicles	-	5,881
	<u>-</u>	<u>5,881</u>
	<u><u>-</u></u>	<u><u>5,881</u></u>

7. Stocks

	2017 £	2016 £
Raw materials and consumables	500	500
Work in progress	124,929	19,731
	<u>125,429</u>	<u>20,231</u>
	<u><u>125,429</u></u>	<u><u>20,231</u></u>

8. Debtors

	2017 £	2016 £
Trade debtors	220,268	333,043
Amounts owed by group undertakings	44,926	6,591
Other debtors	13,545	24,803
Prepayments and accrued income	43,595	49,944
Amounts recoverable on long term contracts	94,139	154,813
	<u>416,473</u>	<u>569,194</u>
	<u><u>416,473</u></u>	<u><u>569,194</u></u>

9. Cash and cash equivalents

	2017 £	2016 £
Cash at bank and in hand	392,149	400,698
	<u>392,149</u>	<u>400,698</u>
	<u><u>392,149</u></u>	<u><u>400,698</u></u>

Coleman & James (Services) Limited

Notes to the financial statements For the Year Ended 31 May 2017

10. Creditors: Amounts falling due within one year

	2017 £	2016 £
Trade creditors	268,825	335,190
Corporation tax	34,981	22,746
Other taxation and social security	24,611	83,607
Obligations under finance lease and hire purchase contracts	-	2,838
Other creditors	2,960	3,460
Accruals and deferred income	122,391	79,151
	<u>453,768</u>	<u>526,992</u>

11. Deferred taxation

	2017 £	2016 £
At beginning of year	(3,874)	(6,021)
Charged to profit or loss	16	2,147
At end of year	<u>(3,858)</u>	<u>(3,874)</u>

The provision for deferred taxation is made up as follows:

	2017 £	2016 £
Accelerated capital allowances	<u>(3,858)</u>	<u>(3,874)</u>

12. 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 £128,250.

13. Commitments under operating leases

At 31 May 2017 the company had future minimum lease payments under non-cancellable operating leases as follows:

	2017 £	2016 £
Within 1 year	57,630	59,512
Between 2 and 5 years	<u>29,764</u>	<u>47,975</u>

Coleman & James (Services) Limited

Notes to the financial statements For the Year Ended 31 May 2017

14. 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.

15. First time adoption of FRS 102

The policies applied under the entity's previous accounting framework are not materially different to FRS 102 and have not impacted on equity or profit or loss.