

### DIRECTORS' REPORT AND FINANCIAL STATEMENTS

for the year ended 31 March 1994



#### **DIRECTORS**

WE Harding (Chairman)
BR Edwards
TG Lewis
DM Telling

#### **SECRETARY**

AF Waters

#### **REGISTERED OFFICE**

The Stable Block Barley Wood Wrington BS18 7SA

#### **AUDITORS**

BDO Binder Hamlyn Broad Quay House Broad Quay Bristol BS1 4PQ

#### **BANKERS**

Midland Bank plc 49 Corn Street Bristol BS99 7PP

DIRECTORS' REPORT for the year ended 31 March 1994

#### FINANCIAL STATEMENTS

The directors present their report and financial statements for the year ended 31 March 1994

#### STATEMENT OF 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 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;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; 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 maintaining 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.

#### PRINCIPAL ACTIVITY AND REVIEW OF THE BUSINESS

The company's principal activity is the installation and maintenance of electrical and mechanical services in commercial and industrial premises.

The company's business developed satisfactorily and the directors consider that the company is in a good position to continue that development.

#### RESULTS AND DIVIDENDS

The profit for the year after taxation amounted to £56,697 (1993: £30,710). The directors recommend that this amount be dealt with as follows:

Ordinary dividends
- Final proposed
Transfer to reserves

2,400

£

54,297

56,697

DIRECTORS' REPORT for the year ended 31 March 1994

#### **FIXED ASSETS**

Details of movements in fixed assets during the year are set out in Note 6 to the financial statements.

#### **DIRECTORS**

The directors during the year were:

WE Harding

(Chairman)

BR Edwards TG Lewis

DM Telling

The beneficial interests of the directors and their families in the shares of the company are:

31 March 1994	1 April 1993
£1 Ordinary shares	£1 Ordinary shares
Number	Number

BR Edwards 5,000 5,000

No other director has a beneficial interest in the shares of the company.

WE Harding and DM Telling are directors of MITIE Group PLC, the ultimate parent undertaking, and their interests in the share capital of that company are shown in the financial statements of MITIE Group PLC.

Other directors' interests in the share capital of MITIE Group PLC are as follows:

	31 March 1994 50p Ordinary shares Number	1 April 1993 50p Ordinary shares Number
BR Edwards	2,750	10,750
TG Lewis	287,383	293,483

DIRPCTORS' REPORT for the year ended 31 March 1994

#### **AUDITORS**

In accordance with Section 384 of the Companies Act 1985, a resolution proposing that BDO Binder Hamlyn be re-appointed as auditors of the company will be put to the Annual General Meeting.

This report was approved by the Board on 17 August 1994.

AF Waters

Secretary



BDO Binder Hamlyn Chartered Accountants

Broad Quay House Broad Quay Bristol BS1 4PQ

AUDITORS' REPORT to the members of MITIE Engineering Services (Cardiff) Limited

We have audited the financial statements on pages 5 to 14 which have been prepared on the basis of the accounting policies set out on page 8.

#### Respective responsibilities of directors and auditors

As described on page 1, the company's directors are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

#### Basis of opinion

We conducted our audit in accordance with 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 ergor. 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 31 March 1994 and of its profit for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

Chartered Accountants Registered Auditors

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17 August 1994

PROFIT AND LOSS ACCOUNT for the year ended 31 March 1994

	Notes	Continu 1994	ing operations 1993
		£	£
Turnover		2,947,129	1,759,987
Cost of sales		(2,510,522)	(1,406,189)
Gross profit		436,607	353,798
Administrative expenses		(362,760)	(305,708)
Operating profit Interest receivable Interest payable	2 3 3	73,847 4,575 (17)	.48,090 6,914 -
Profit on ordinary activities before taxation		78,405	55,004
Tax on profit on ordinary activities	4	(21,708)	(24,294)
Profit on ordinary activities after taxation		56,697	30,710
Dividends	5	(2,400)	(17,755)
Retained profit for the year	11	54,297	12,955

There were no recognised gains or losses other than the profit for the year.

BALANCE SHEET as at 31 March 1994

	Notes		994		993
	· 140-2	£	£	£	£
FIXED ASSETS					
Tangible assets	6		84,479		45,380
CURRENT ASSETS					
Work in progress	7	397,587		188,547	
Debtors	8	476,031		238,272	
Cash at bank and in hand		24,200		130,865	
CDDD III O C C C C C C C C C C C C C C C C C		897,818		557,684	
CREDITCKS: amounts falling due within one year	9	(893,678)		(568,742)	
Net current assets/(liabilities)			4,140		(11,058)
Net assets			88,619		34,322
CAPITAL AND RESERVES					
Called up share capital	10		20,000		20,000
Profit and loss account	11		68,619		14,322
	<del></del>		88,619		34,322

The financial statements on pages 5 to 14 were approved by the Board on 17 August 1994.

DM Telling Director

CASH FLOW STATEMENT for the year ended 31 March 1994

	Notes		1994	1	1993
		£	£	£	£
Net cash (outflew)/inflow from operating activities	13		(9,650)		92,446
Returns on investments and servicing of finance					
Interest received		4,331		7,063	
Interest paid		(17)		_	
Dividends paid		(17,755)		(20,349)	
Net cash outflow from returns on investm	enis			· · · · · · · · · · · · · · · · · · ·	
and servicing of finance			(13,441)		(13,286)
Tax paid			(22,582)		(20,444)
Investing activities					
Purchase of tangible fixed assets		(73,357)		(9,120)	
Sale of tangible fixed assets		12,365		4,700	
Net cash outflow from investing activities			(60,992)		(4,420)
(Decrease)/increase in cash and cash equivalents	14		(106,665)		54,296

### MITTE ENGINEERING SERVICES (CARDIFF) LIMITED NOTES TO THE FINANCIAL STATEMENTS

#### 1 ACCOUNTING POLICIES

#### Accounting convention

The financial statements are prepared under the historical cost convention.

#### Turnover

Turnover represents the total, excluding sales taxes, receivable in respect of goods and services supplied and contract work completed in the year.

#### Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost or valuation, less depreciation. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost, less estimated residual value, of each asset on a straight-line basis over its expected useful life, as follows:

Leasehold properties

- period of lease

Plant and office equipment

- 4 to 10 years

Motor vehicles

- 4 years

#### Leasing was fure purchase commitments

Assets obtained under hire purchase contracts and finance leases are capi used as tangible fixed assets at the estimated net present value of underlying lease payments and are epreciated in accordance with the above policy. Obligations under such agreements are included in creditors net of finance charges allocated to future periods. The finance element of the rental payments is charged to the profit and loss account over the period of the lease or hire purchase contract.

Rentals paid under other leases (operating leases) are charged against income on a straight line basis over the lease term.

#### Work in progress

Work in progress is stated at the lower of cost (including appropriate overheads) and net realisable value. Provision is made for foreseeable losses.

#### Pension costs

Pension costs represent amounts paid to one of the group's pension schemes. Details of the schemes are given in the financial statements of MITIE Group PLC.

#### Compliance with accounting standards

The financial statements have been prepared in accordance with applicable accounting standards.

# MITIE ENGINEERING SERVICES (CARDIFF) LIMITED NOTES TO THE FINANCIAL STATEMENTS

	OPERATING PROFIT		
i	is stated after charging:	1994 £	1993 £
	Depreciation: owned fixed assets Depreciation: assets under finance leases and	32,720	36,067
ŀ	hire purchase contracts	212	212
	Operating lease rentals: land and buildings Auditors' remuneration: audit services	10,750 3,000	10,732 3,000
ì	INTEREST		· · · · · · · · · · · · · · · · · · ·
(	(1) Interest receivable		
1	Bank interest receivable	4,575	6,914
(	(2) Interest payable		
(	Other interest payable	17	-
7	TAXATION		
1	UK current year taxation		
	UK Corporation Tax at 33% Deferred tax	21,700	22,600 2,200
)	Prior years		
Ţ	UK Corporation Tax	8	(506
	Tax on profit on ordinary activities	21,708	24,294
1	DIVIDENDS		
	Ordinary: Final proposed of 12p (1993: 88.78p) per share	2,400	17,755

## MITIE ENGINEERING SERVICES (CARDIFF) LIMITED \*\*\*\*TES TO THE FINANCIAL STATEMENTS

(1) Summary	Leasehold property £	Plant €	Office equipment £	Motor vehicles £	Total
Cost					
1 April 1993	3,000	17,938	28,247	94,710	143,895
Additions	-	21,725	8,023	43,609	73,357
Group transfers in	-	-	- (4.460)	6,725	6,725
Disposals	-		(1,160)	(44,128)	(45,28
31 March 1994	3,000	39,663	35,110	100,916	178,68
Depreciation					
1 April 1993	901	13,832	16,384	67,398	98,51
Charge for the year	212	5,296	5,278	22,146	32,933
Group transfers in	-	-	-	4,763	4,76
Disposals	-	-	(141)	(41,859)	(42,00
31 March 1994	1,113	19,128	21,521	52,448	94,21
Net book value					
Owned assets	-	20,535	13,589	48,468	82,59
Leased assets	1,887	_	-	-	1,88
31 March 1994	1,887	20,535	13,589	48,468	84,47
Owned assets	_	4,106	11,863	27,312	43,28
Leas d assets	2,099	-1,200	-		2,09

# MITIE ENGINEERING SERVICES (CARDIFF) LIMITED NOTES TO THE FINANCIAL STATEMENTS

DEBTORS	1994 £	1993 £
	L	L
Trade debtors	469,790	235,398
Other debtors	3,092	56
Prepayments and accrued income	3,149	2,30
	476,031	238,27
CREDITORS: amounts falling due within one year		
Trade creditors	713,998	433,48
Amounts owed to parent undertaking and	·	•
fellow subsidiary undertakings	48,482	45,34
Corporation tax	21,526	22,40
Other taxes and social security costs	72,529	38,87
Other creditors	1,048	
Accruals and deferred income	11,818	5, <b>5</b> 2
Payments on account	21,877	5,35
Proposed dividends	2,400	17,75
	893,678	568,74
CALLED UP SHARE CAPITAL		
(1) Authorised	Number	£
£1 Ordinary shares	20,000	20,00
(2) Allotted and fully paid		
£1 Ordinary shares	20,000	20,00
PROFIT AND LOSS ACCOUNT	£	
1 April 1993	14,322	
Profit for the year	54,297	

# MITIE ENGINEERING SERVICES (CARDIFF) LIMITED NOTES TO THE FINANCIAL STATEMENTS

	28 38 Sec. (3.1.3)   3.1.5   4.1.4   1.4   1.35   5.	16 2:
RECONCILIATION OF MOVEMENTS IN		
SHAREHOLDERS' FUNDS	1994	1993
	£	£
Profit for the financial year	56,697	30,710
Dividends	(2,400)	(17,755
Net addition to shareholders' funds	54,297	12,955
Opening shareholders' funds	34,322	21,367
Closing shareholders' funds	88,619	34,322
RECONCILIATION OF OPERATING PROFIT TO NET CASH (OUTFLOW)/INFLOW FROM OPERATING ACTIVITIES		
Operating profit	73,847	48,090
Depreciation charges	32,932	36,279
Profit on sale of tangible fixed assets	(9,077)	(3,774
Increase in work in progress	(209,040)	(61,16
Increase in debtors	(237,515)	(38,89
Increase in creditors	339,203	111,91
Net cash (outflow)/inflow from operating activities	(9,650)	92,440
CASH AND CASH EQUIVALENTS		
Balance of cash and cash equivalents		
Cash at bank and in hand	24,200	130,865
Change in the balance of cash and cash equivalents		
1 April	130,865	76,569
Net cash (outflow)/inflow for year	(106,665)	54,296
31 March	24,200	130,865

## MITIE ENGINEERING SERVICES (CARDIFF) LIMITED NOTES TO THE FINANCIAL STATEMENTS

#### 15 FINANCIAL COMMITMENTS

#### (1) Operating leases

#### Land and buildings

At 31 March 1994 the company had annual commitments under non-cancellable operating leases as follows:

	1994 £	1993 £
Expiry date: In over five years	10,750	10,750

#### (2) Commitments on behalf of group undertakings

The company is party with other group undertakings to cross-guarantees of each other's bank overdrafts.

#### 16 DIRECTORS

#### (1) Emoluments

£0 - £5,000

The emoluments of directors of the company were:

Fees and other emoluments (including pension contributions

and benefits-in-kind)	48,733	45,905
(2) Bandings		
Fees and other emoluments disclosed above (excluding pension contributions) include amounts paid to:		
The chairman	-	_
The highest-paid director	44,433	41,34
Other directors' emoluments (excluding pension contributions) were in the following ranges:	Number	Number

2

2

## MITIE ENGINEERING SERVICES (CARDIFF) LIMITED NOTES TO THE FINANCIAL STATEMENTS

#### 17 FMPLOYEES

#### (1) Number of employees

The average number of persons (including directors) employed by the company during the year was:

	1994 Number	1993 Number
Site labour	27	25
Administration and management	11	10
	38	35
(2) Employment costs	£	. £
Wages and salaries	589,553	533,659
Social security costs	58,587	52,405
Other pension costs	9,185	4,090
	657,325	590,154

#### 18 ULTIMATE PARENT UNDERTAKING

The company is a subsidiary undertaking of MITIE Engineering Services Limited, a company registered in England and Wales, which owns 75% of the issued share capital. The directors regard MITIE Capup PLC, a company registered in Scotland, as the company's ultimate parent undertaking. Copies of the METIE Group PLC financial statements can be obtained from the company secretary at the registered of the ...