

# Securicor Omega Office Services Limited

## FINANCIAL STATEMENTS

for the year ended

30 September 1997



# Securicor Omega Office Services Limited

## DIRECTORS AND OFFICERS

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### DIRECTORS

RI Anderson  
R Andrews  
RJR Benson  
RC Casling  
FC O'Toole

### SECRETARY

AP Munson

### COMPANY NUMBER

01682110 (England and Wales)

### REGISTERED OFFICE

Sutton Park House  
15 Carshalton Road  
Sutton  
Surrey SM1 4LD

### AUDITORS

Baker Tilly  
Chartered Accountants  
2 Bloomsbury Street  
London WC1B 3ST

# Securicor Omega Office Services Limited

## DIRECTORS' REPORT

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The directors submit their report and the financial statements of Securicor Omega Office Services Limited for the year ended 30 September 1997.

### PRINCIPAL ACTIVITIES

The principal activity of the company during the year was the provision of document storage and delivery, shredding services and mail services.

### REVIEW OF THE BUSINESS AND FUTURE DEVELOPMENTS

The directors consider that the company's state of affairs is satisfactory and that future results will be of a similar nature.

### DIVIDENDS

The directors propose the payment of a final dividend of £125,000 (1996: £Nil) per ordinary share.

### DIRECTORS

The following directors have held office during the year.

RC Casling  
RI Anderson  
R Andrews  
RJR Benson  
FC O'Toole

### DIRECTORS' INTERESTS IN SHARES AND DEBENTURES

No director who is not a holding company director had any interest in the share capital of the company or its holding company, Securicor plc, except as follows:

	<i>Securicor plc</i> <i>5p ordinary shares</i>	
	<i>1997</i>	<i>1996</i>
R Andrews	40,664	40,664
RJR Benson	23,675	23,675
RI Anderson	26	-

The following share options were granted during the year:

	<i>Securicor plc</i> <i>5p ordinary shares</i>
R Andrews	11,620
RJR Benson	27,250
RC Casling	22,180
RI Anderson	7,370
FC O'Toole	13,480

# Securicor Omega Office Services Limited

## DIRECTORS' REPORT

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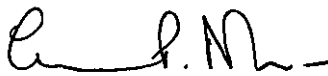
### FIXED ASSETS

The significant changes in fixed assets during the year are detailed in note 8 to the financial statements.

### AUDITORS

In accordance with section 386, Companies Act 1985, the company has elected to dispense with the obligation to appoint auditors annually. Accordingly, Baker Tilly, Chartered Accountants, are deemed to be reappointed for the succeeding financial year.

By order of the board



AP Munson  
Secretary

8 January 1998

# Securicor Omega Office Services Limited

## DIRECTORS' RESPONSIBILITIES IN THE PREPARATION OF FINANCIAL STATEMENTS

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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:

- a. select suitable accounting policies and then apply them consistently;
- b. make judgements and estimates that are reasonable and prudent;
- c. 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 to enable them to ensure that the financial statements comply with the requirements of 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.

# AUDITORS' REPORT TO THE MEMBERS OF SECURICOR OMEGA OFFICE SERVICES LIMITED

We have audited the financial statements on pages 6 to 12.

## **Respective responsibilities of directors and auditors**

As described on page 4 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 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 at 30 September 1997 and of its result for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

*Baker Tilly*  
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BAKER TILLY

Registered Auditor  
Chartered Accountants  
2 Bloomsbury Street  
London WC1B 3ST

8 January 1998

# Securicor Omega Office Services Limited

## PROFIT AND LOSS ACCOUNT

for the year ended 30 September 1997

	<i>Notes</i>	1997 £000	1996 £000
TURNOVER	1	6,988	6,889
Cost of sales		4,342	4,365
Gross profit		2,646	2,524
Other operating expenses (net)	2	2,226	2,159
OPERATING PROFIT		420	365
Interest payable	3	17	28
PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION	4	403	337
Taxation	6	153	109
PROFIT ON ORDINARY ACTIVITIES AFTER TAXATION		250	228
Dividends	7	250	-
RETAINED PROFIT FOR THE YEAR	13	-	228

The operating profit for the year arises from continuing operations.

No separate statement of Total Recognised Gains and Losses has been presented as all such gains and losses have been dealt with in the profit and loss account.

The retained profit for the year represents the company's historical cost profit.

# Securicor Omega Office Services Limited


## BALANCE SHEET

30 September 1997

	<i>Notes</i>	1997 £000	1996 £000
<b>FIXED ASSETS</b>			
Tangible assets	8	370	311
<b>CURRENT ASSETS</b>			
Stocks	9	18	37
Debtors	10	1,585	1,662
Cash at bank and in hand		382	2
		1,985	1,701
<b>CREDITORS: Amounts falling due within one year</b>	11	2,127	1,784
<b>NET CURRENT LIABILITIES</b>		(142)	(83)
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		228	228
<b>CAPITAL AND RESERVES</b>			
Called up share capital	12	-	-
Profit and loss account	13	228	228
		228	228

Approved by the board on 8 January 1998

Director





# Securicor Omega Office Services Limited

## ACCOUNTING POLICIES

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### BASIS OF ACCOUNTING

The financial statements have been prepared under the historical cost convention.

### TANGIBLE FIXED ASSETS

Fixed assets are stated at historical cost.

Depreciation is provided on all tangible fixed assets other than freehold land at rates calculated to write each asset down to its estimated residual value evenly over its expected useful life, as follows:-

Short leasehold	over term of lease
Computer equipment	over 3-5 years
Fixtures, fittings and equipment	over 5 to 15 years

### STOCKS

Stocks are valued at the lower of cost and net realisable value. Cost of finished goods includes overheads appropriate to the stage of manufacture. Net realisable value is based upon estimated selling prices less further costs expected to be incurred to completion and disposal. Provision is made for obsolete and slow moving items.

### LEASED ASSETS AND OBLIGATIONS

All leases are "operating leases" and the annual rentals are charged to the profit and loss account on a straight line basis over the lease term.

### PENSIONS CONTRIBUTIONS

The costs of providing pensions for employees are charged in the profit and loss account over the average working life of employees in accordance with the recommendations of qualified actuaries. Any funding surplus or deficit which may arise from time to time is amortised over the average working life of employees.

### FOREIGN CURRENCIES

Assets and liabilities denominated in foreign currencies and the accounts of overseas subsidiary undertakings are translated at the rate of exchange ruling at the balance sheet date. Transactions in foreign currencies are recorded at the rate ruling at the date of the transaction. All differences are taken to the profit and loss account.

### TURNOVER

Turnover represents the invoiced value, net of Value Added Tax, of goods sold and services provided to customers.

# Securicor Omega Office Services Limited

## NOTES TO THE FINANCIAL STATEMENTS

for the year ended 30 September 1997

### 1 TURNOVER AND PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION

The company's turnover and profit before taxation were all derived from its principal activity. Sales were all made in the United Kingdom.

	1997 £000	1996 £000
2 OTHER OPERATING EXPENSES (NET)		

Administration expenses	2,226	2,159
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	1997 £000	1996 £000
3 INTEREST PAYABLE		

On bank loans, overdrafts and other loans repayable within 5 years:

Bank overdraft	13	8
Other	4	20
	<u>17</u>	<u>28</u>

	1997 £000	1996 £000
4 PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION		

Profit on ordinary activities before taxation is stated after charging/(crediting):

Depreciation and amounts written off tangible fixed assets:

Charge for the year:

owned assets	84	75
Loss on disposal of fixed assets	-	11
Exchange gains	(8)	(1)
Operating lease rentals:		
Plant and machinery	110	64
Land and buildings	392	243
Auditors' remuneration	5	5

	1997 No.	1996 No.
5 EMPLOYEES		

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

Office and management	52	41
Operations	121	129
	<u>173</u>	<u>170</u>

# Securicor Omega Office Services Limited

## NOTES TO THE FINANCIAL STATEMENTS

for the year ended 30 September 1997

5	EMPLOYEES ( <i>continued</i> )	1997 £000	1996 £000	
	Staff costs for the above persons:			
	Wages and salaries	2,628	2,603	
	Social security costs	155	191	
	Other pension costs	96	122	
		<u>2,879</u>	<u>2,916</u>	
		1997 £000	1996 £000	
	DIRECTORS' REMUNERATION			
	Other emoluments (including pension contributions and benefits in kind)	93	90	
		<u>93</u>	<u>90</u>	
		1997 £000	1996 £000	
6	TAXATION			
	Based on the profit for the year:			
	UK corporation tax 1997: 32% (1996: 33%)	153	109	
		<u>153</u>	<u>109</u>	
		1997 £000	1996 £000	
7	DIVIDENDS			
	Ordinary:			
	Final proposed - £125,000 (1996: £Nil)	250	-	
		<u>250</u>	<u>-</u>	
8	TANGIBLE FIXED ASSETS	<i>Short leasehold properties £000</i>	<i>Equipment £000</i>	<i>Total £000</i>
	Cost or valuation	82	649	731
	Additions	38	107	145
	Transfer from group undertaking	-	7	7
	Disposals	-	(19)	(19)
	30 September 1997	<u>120</u>	<u>744</u>	<u>864</u>
	Depreciation	43	377	420
	Charged in the year	9	75	84
	Transfer from group undertaking	-	4	4
	Disposals	-	(14)	(14)
	30 September 1997	<u>52</u>	<u>442</u>	<u>494</u>
	Net book value			
	30 September 1997	<u>68</u>	<u>302</u>	<u>370</u>
	30 September 1996	<u>39</u>	<u>272</u>	<u>311</u>

# Securicor Omega Office Services Limited

## NOTES TO THE FINANCIAL STATEMENTS

for the year ended 30 September 1997

		1997 £000	1996 £000
9	STOCKS		
	Finished goods and goods for resale	18	37
		<hr/>	<hr/>
10	DEBTORS	1997 £000	1996 £000
	Due within one year:		
	Trade debtors	1,124	964
	Amounts owed by group undertakings	358	635
	Amounts owed by associated undertakings	18	29
	Other debtors	4	1
	Prepayments and accrued income	81	33
		<hr/>	<hr/>
		1,585	1,662
		<hr/>	<hr/>
		1997 £000	1996 £000
11	CREDITORS: Amounts falling due within one year		
	Bank loans and overdrafts	-	62
	Trade creditors	664	738
	Amounts owed to group undertakings	783	342
	Amounts owed to associated undertakings	1	1
	Proposed dividend	250	-
	Corporation tax	153	109
	Other taxation and social security costs	76	67
	Other creditors	16	14
	Accruals and deferred income	184	451
		<hr/>	<hr/>
		2,127	1,784
		<hr/>	<hr/>
12	SHARE CAPITAL	1997 £	1996 £
	Authorised:		
	100,000 ordinary shares of £1 each	100,000	100,000
		<hr/>	<hr/>
	Allotted, issued and fully paid:		
	2 ordinary shares of £1 each	2	2
		<hr/>	<hr/>

# Securicor Omega Office Services Limited

## NOTES TO THE FINANCIAL STATEMENTS

for the year ended 30 September 1997

13	PROFIT AND LOSS ACCOUNT	1997 £000	1996 £000
	1 October 1996	228	-
	Profit for the financial year	-	228
	30 September 1997	228	228
14	CAPITAL COMMITMENTS	1997 £000	1996 £000
	Capital expenditure contracted for but not provided in the financial statements	18	52
15	COMMITMENTS UNDER OPERATING LEASES		
	At 30 September 1997 the company had annual commitments under non-cancellable operating leases as follows:		
		1997 £000	1996 £000
	Land and buildings		
	expiring in the first year	-	14
	expiring in the second to fifth year	222	187
	expiring after five years	209	244
		431	445
16	PENSION COMMITMENTS		
	The company's share of the costs of the group's defined benefits pension scheme amounted to £96,371.		
	The pension costs are assessed on the advice of independent qualified actuaries using the projected unit credit method. The most recent actuarial valuation was on 5 April 1997. The assets of the scheme are held in separate trustee administered funds.		
	Full particulars of the pension scheme are disclosed in the published accounts of Securicor plc.		
17	ULTIMATE HOLDING COMPANY		
	The ultimate holding company is Securicor plc which is registered in England and Wales.		
	Copies of the group accounts of Securicor plc can be obtained from Sutton Park House, 15 Carshalton Road, Sutton, Surrey SM1 4LD.		
18	RELATED PARTY TRANSACTIONS		
	The company has taken advantage of the exemption in FRS8 that transactions do not need to be disclosed with companies 90% or more of whose voting rights are controlled within the group.		