# DIRECTORS' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2003

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## **COMPANY INFORMATION**

Directors D L Cartwright

P J Meech

Secretary D L Cartwright

Company number 1699180

Registered office 30 Prince of Wales Road

Dorchester Dorset DT1 1PW

Auditors Kennedy Legg

Stafford House

10 Prince of Wales Road

Dorchester Dorset DT1 1PW

Business address 30 Prince of Wales Road

Dorchester Dorset DT1 1PW

Bankers Lloyds TSB Plc

1 High West Street

Dorchester Dorset DT1 1UG

## DIRECTORS' REPORT FOR THE YEAR ENDED 31 DECEMBER 2003

The directors present their report and financial statements for the year ended 31 December 2003.

#### Principal activities

The principal activity of the company continued to be that of manufacturing and sale of ultrasonic thickness gauges and other instruments.

#### **Directors**

The following directors have held office since 1 January 2003:

D L Cartwright

P J Meech

#### Directors' interests

The directors' interests in the shares of the company were as stated below:

Ordinary shares of £ 1 each

31 December 2003 1 January 2003

12,000

12,000

D L Cartwright P J Meech

#### Charitable contributions

The company made the following charitable donations during the year £280 (2002-£360).

#### Auditors

In accordance with section 385 of the Companies Act 1985, a resolution proposing that Kennedy Legg be reappointed as auditors of the company will be put to the Annual General Meeting.

# DIRECTORS' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2003

#### 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;

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- -make judgements and 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 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 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.

This report has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

By order of the board

Q L Cartwright

Director

9 July 2004

# INDEPENDENT AUDITORS' REPORT TO THE SHAREHOLDERS OF CYGNUS INSTRUMENTS LIMITED

We have audited the financial statements of Cygnus Instruments Limited on pages 5 to 11 for the year ended 31 December 2003. These financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002), under the historical cost convention and the accounting policies set out therein.

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. 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 the directors and auditors

As described in the statement of directors' responsibilities on page 3 the company's directors are responsible for the preparation of the financial statements in accordance with applicable law and United Kingdom Accounting Standards.

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 the directors' report and consider the implications for our report if we become aware of any apparent misstatements within it.

#### 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 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 as at 31 December 2003 and of its loss for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

Kennedy Legg

Accountants and Registered Auditors

Dorchester

9 July 2004

## PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2003

	Notes	2003 £	2002 £
Turnover	2	904,890	849,257
Cost of sales		(346,265)	(282,198)
Gross profit		558,625	567,059
Distribution costs Administrative expenses		(149,344) (422,253)	(138,237) (393,342)
Operating (loss)/profit	3	(12,972)	35,480
Other interest receivable and similar income Interest payable and similar charges	4	1,925	361 (585)
(Loss)/profit on ordinary activities before taxation		(11,047)	35,256
Tax on (loss)/profit on ordinary activities	5	303	(14,463)
(Loss)/profit on ordinary activities after taxation	12	(10,744)	20,793

## BALANCE SHEET AS AT 31 DECEMBER 2003

		200	3	200	2
	Notes	£	£	£	á
Fixed assets					
Tangible assets	6		77,218		70,845
Current assets					
Stocks		127,248		119,894	
Debtors	7	185,632		273,293	
Cash at bank and in hand		335,145		197,372	
		648,025		590,559	
Creditors: amounts falling due within o year	one 8	(434,009)		(359,373)	
Net current assets			214,016		231,186
Total assets less current liabilities			291,234		302,031
Provisions for liabilities and charges	9		(7,535)		(7,588
			283,699		294,443
			-		<u> </u>
Capital and reserves					
Called up share capital	11		80,000		80,000
Profit and loss account	12		203,699		214,443
Shareholders' funds			283,699		294,443

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective June 2002).

The financial statements were approved by the Board on 9 July 2004

P J Meech

Director

# NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2003

#### 1 Accounting policies

#### 1.1 Accounting convention

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002).

#### 1.2 Turnover

Turnover represents amounts receivable for goods and services net of VAT and trade discounts.

#### 1.3 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 less estimated residual value of each asset over its expected useful life, as follows:

Machinery, small tools & equipment Office equipment, fixtures & fittings

20% on reducing balance 20% on reducing balance 25% on reducing balance

Motor vehicles

#### 1.4 Leasing and hire purchase commitments

Assets obtained under hire purchase contracts and finance leases are capitalised as tangible assets and depreciated over the shorter of the lease term and their useful lives. 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.

Rentals payable under operating leases are charged against income on a straight line basis over the lease term.

#### 1.5 Stock and work in progress

Stock and work in progress are valued at the lower of cost and net realisable value.

#### 1.6 Pensions

The pension costs charged in the financial statements represent the contributions payable by the company during the year in accordance with FRS 17.

#### 1.7 Deferred taxation

The charge for taxation takes into account taxation deferred as a result of timing differences between the treatment of certain items for taxation and accounting purposes. In general, deferred taxation is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date. However, deferred tax assets are recognised only to the extent that the directors consider that it is more likely than not that they will be recovered against the revesal of deferred tax liabilities or the future taxable profits. Deferred taxation is measured on a non-discounted basis at the average tax rates that would apply when the timing differences are expected to reverse, based on the tax rates and laws that have been enacted by the balance sheet date.

#### 1.8 Foreign currency translation

Monetary assets and liabilities denominated in foreign currencies are translated into sterling at the rates 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 profit and loss account.

# NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2003

#### 2 Turnover

In the year to 31 December 2003 72.90% (2002- 71.20%) of the company's turnover was to markets outside the United Kingdom.

3	Operating (loss)/profit	2003	2002
		£	£
	Operating (loss)/profit is stated after charging:		
	Depreciation of tangible assets	20,897	19,051
	Auditors' remuneration	4,325	4,232
	Directors' emoluments	123,556	131,565

The number of directors for whom retirement benefits are accruing under money purchase pension schemes amounted to 1 (2002-1).

Investment income	2003 £	2002 £
Bank interest	1,925	361
Taxation	2003 £	2002 £
Domestic current year tax	-	-
U.K. corporation tax	-	6,875
Adjustment for prior years	(250)	-
Current tax charge	(250)	6,875
Deferred tax		
Deferred tax charge/credit current year	(53)	7,588
	(303)	14,463
	Bank interest  Taxation  Domestic current year tax  U.K. corporation tax  Adjustment for prior years  Current tax charge  Deferred tax	Bank interest 1,925  Taxation 2003  £  Domestic current year tax  U.K. corporation tax Adjustment for prior years (250)  Current tax charge (250)  Deferred tax  Deferred tax charge/credit current year (53)

# NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2003

6	Tangible fixed assets				
		Machinery, small tools & equipment	Office equipment, fixtures & fittings	Motor vehicles	Total
		£	£	£	£
	Cost				
	At 1 January 2003	196,653	74,550	39,897	311,100
	Additions	17,887	-	30,550	48,437
	Disposals		-	(31,251)	(31,251)
	At 31 December 2003	214,540	74,550	39,196	328,286
	Depreciation				
	At 1 January 2003	147,576	68,846	23,833	240,255
	On disposals	-	-	(10,084)	(10,084)
	Charge for the year	13,393	1,141	6,363	20,897
	At 31 December 2003	160,969	69,987	20,112	251,068
	Net book value		<del></del> .		
	At 31 December 2003	53,571	4,563	19,084	77,218
	At 31 December 2002	49,077	5,704	16,064	70,845
7	Debtors			2003	2002
•	Debitors			£	£
	Trade debtors			171,667	250,945
	Other debtors			13,965	22,348
				185,632	273,293

# NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2003

8	Creditors: amounts falling due within one year	2003 £	2002 £
	Trade creditors	148,429	98,270
	Amounts owed to group undertakings and undertakings in which the company has		
	a participating interest	157,222	125,156
	Taxation and social security	19,947	25,390
	Other creditors	108,411	110,557
		434,009	359,373

The company is party to an agreement with the bank which, if circumstances require, provides a reciprocal right of set off between itself, Surtest Limited and Surtest Marine Limited. In addition, there are unlimited cross guarantees in force between the company and Surtest Marine Limited.

The bank also holds mortagages secured on life insurance policies written on the lives of the directors.

### 9 Provisions for liabilities and charges

2 TOVISIONS TOT NATIONALES AND CHARGES		Deferred taxation £
Balance at 1 January 2003 Profit and loss account		7,588 (53)
Balance at 31 December 2003		7,535
Deferred taxation provided in the financial statements is as follows:		
	2003 £	2002 £
Accelerated capital allowances	7,535	7,588

#### 10 Pension costs

The company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £23,573 (2002-£19,583). Contributions totalling £1,601 (2002-£1,549) were payable to the fund at the year end and are included in creditors.

# NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2003

2002	2003	Share capital
£	£	
		Authorised
250,000	250,000	250,000 Ordinary shares of £1 each
		Allotted, called up and fully paid
80,000	80,000	80,000 Ordinary shares of £1 each
		Statement of movements on profit and loss account
ofit and loss	Pro	•
account		
£		
214,443		Balance at 1 January 2003
(10,744)		Retained loss for the year
203,699		Balance at 31 December 2003

### 13 Financial commitments

At 31 December 2003 the company had annual commitments under non-cancellable operating leases as follows:

	2003	2002
	£	£
Expiry date:		
Within one year	1,391	1,391
Between two and five years	2,092	2,092
	M	
	3,483	3,483

#### 14 Control

The company was controlled through out the current and previous year by Surtest Marine Limited, who own 85% of the company's ordinary share capital.

### 15 Related party transactions

### Surtest Marine Limited

During the year the company administered and subsequently recharged, income £464,799 (2002 - £300,914) and expenditure £425,603 (2002 - £328,951).

The net amount due to Surtest Marine Limited at the year end was £157,222 (2002 - £125,156).