

**Report of the Directors and
Financial Statements for the Year Ended 31 March 2002
for
Support, Training And Services Plc**



Support, Training And Services Plc

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Support, Training And Services Plc

**Company Information
for the Year Ended 31 March 2002**

DIRECTORS: NA Rush
JA Rush

SECRETARY: JA Rush

REGISTERED OFFICE: Willey Mill House
Alton Road
Farnham
Surrey
GU10 5EL

REGISTERED NUMBER: 02075562 (England and Wales)

AUDITORS: Jacksons
Chartered Accountants
and Registered Auditor
The Old Bakehouse
Course Road
Ascot
Berkshire SL5 7HL

BANKERS: National Westminster Bank Plc
77 High Street
Godalming
Surrey
GU7 1AR

FINANCIAL MANAGERS: RJW Associates
High Copse
Pinemount road
Camberley
GU15 2LU

Support, Training And Services Plc

Report of the Directors for the Year Ended 31 March 2002

The directors present their report with the financial statements of the company for the year ended 31 March 2002.

PRINCIPAL ACTIVITIES

The principal activities of the company in the year under review were those of environmental health consultancy and training, specialising in the fields of food safety and health & safety.

REVIEW OF BUSINESS

The results for the year and financial position of the company are as shown in the annexed financial statements.

DIVIDENDS

No dividends will be distributed for the year ended 31 March 2002.

DIRECTORS

The directors during the year under review were:

NA Rush
JA Rush

The beneficial interests of the directors holding office on 31 March 2002 in the issued share capital of the company were as follows:

| | 31.3.02 | 1.4.01 |
|---------------------------|---------|--------|
| Ordinary £1 shares | | |
| NA Rush | 25,000 | 25,000 |
| JA Rush | 25,000 | 25,000 |

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;
- 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.

AUDITORS

The auditors, Jacksons, will be proposed for re-appointment in accordance with Section 385 of the Companies Act 1985.

ON BEHALF OF THE BOARD:



JA Rush - SECRETARY

Dated: 25 October 2002

Support, Training And Services Plc

**Report of the Independent Auditors to the Shareholders of
Support, Training And Services Plc**

We have audited the financial statements of Support, Training And Services Plc for the year ended 31 March 2002 on pages four to eleven. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

Respective responsibilities of directors and auditors

As described on page two the company's directors are responsible for the preparation of 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 Report of the Directors 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 Report of the Directors and consider the implications for our report if we become aware of any apparent misstatements within it.

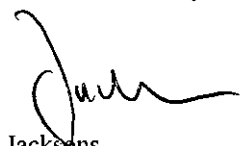
Basis of audit opinion

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 March 2002 and of its loss for the year then ended and have been properly prepared in accordance with the Companies Act 1985.



Jacksons
Chartered Accountants
and Registered Auditor
The Old Bakehouse
Course Road
Ascot
Berkshire SL5 7HL

Dated: 25 October 2002

Support, Training And Services Plc

**Profit and Loss Account
for the Year Ended 31 March 2002**

| | | <u>2002</u> | <u>2001</u> |
|--|-------|------------------|----------------|
| | Notes | £ | £ |
| TURNOVER | 2 | 671,550 | 733,100 |
| Cost of sales | | <u>270,752</u> | <u>318,773</u> |
| GROSS PROFIT | | 400,798 | 414,327 |
| Administrative expenses | | <u>475,794</u> | <u>485,493</u> |
| OPERATING LOSS | 4 | (74,996) | (71,166) |
| Interest receivable and similar income | | <u>2</u> | <u>27</u> |
| | | (74,994) | (71,139) |
| Interest payable and similar charges | 5 | <u>4,722</u> | <u>3,791</u> |
| LOSS ON ORDINARY ACTIVITIES BEFORE TAXATION | | (79,716) | (74,930) |
| Tax on loss on ordinary activities | 6 | <u>-</u> | <u>(587)</u> |
| LOSS FOR THE FINANCIAL YEAR AFTER TAXATION | | (79,716) | (74,343) |
| Retained profit brought forward | | <u>57,295</u> | <u>131,638</u> |
| (DEFICIT)/RETAINED PROFIT CARRIED FORWARD | | <u>£(22,421)</u> | <u>£57,295</u> |

CONTINUING OPERATIONS

None of the company's activities were acquired or discontinued during the current and previous years.

TOTAL RECOGNISED GAINS AND LOSSES

The company has no recognised gains or losses other than the losses for the current and previous years.

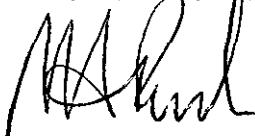
The notes form part of these financial statements

Support, Training And Services Plc

**Balance Sheet
31 March 2002**

| | | 2002 | | 2001 | |
|--|-------|----------------|-----------------------|----------------|------------------------|
| | Notes | £ | £ | £ | £ |
| FIXED ASSETS: | | | | | |
| Tangible assets | 7 | | 141,071 | | 147,869 |
| CURRENT ASSETS: | | | | | |
| Debtors | 8 | 174,508 | | 151,531 | |
| Cash at bank | | 553 | | 8,881 | |
| | | <u>175,061</u> | | <u>160,412</u> | |
| CREDITORS: Amounts falling due within one year | 9 | <u>156,512</u> | | <u>129,887</u> | |
| NET CURRENT ASSETS: | | | <u>18,549</u> | | <u>30,525</u> |
| TOTAL ASSETS LESS CURRENT LIABILITIES: | | | 159,620 | | 178,394 |
| CREDITORS: Amounts falling due after more than one year | 10 | | <u>132,041</u> | | <u>71,099</u> |
| | | | <u><u>£27,579</u></u> | | <u><u>£107,295</u></u> |
| CAPITAL AND RESERVES: | | | | | |
| Called up share capital | 14 | | 50,000 | | 50,000 |
| Profit and loss account | | | <u>(22,421)</u> | | <u>57,295</u> |
| SHAREHOLDERS' FUNDS: | 16 | | <u><u>£27,579</u></u> | | <u><u>£107,295</u></u> |

ON BEHALF OF THE BOARD:



NA Rush - DIRECTOR



JA Rush - DIRECTOR

Approved by the Board on 25 October 2002

The notes form part of these financial statements

Support, Training And Services Plc

Notes to the Financial Statements for the Year Ended 31 March 2002

1. ACCOUNTING POLICIES

Accounting convention

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

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

| | |
|--------------------------|---------------------------|
| Freehold property | - not provided |
| Improvements to property | - 10% on cost |
| Fixtures and fittings | - 15% on reducing balance |
| Motor vehicles | - 33% on cost |
| Computer equipment | - 33% on cost |

Deferred taxation

Provision is made at current rates for taxation deferred in respect of all material timing differences except to the extent that, in the opinion of the directors, there is reasonable probability that the liability will not arise in the foreseeable future.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the profit and loss account as incurred.

Pensions

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. Contributions payable for the year are charged in the profit and loss account.

2. TURNOVER

Turnover represents invoiced sales of goods and services.

3. STAFF COSTS

| | 2002 £ | 2001 £ |
|-----------------------|----------------|----------------|
| Wages and salaries | 291,121 | 352,880 |
| Social security costs | 29,823 | 30,307 |
| Other pension costs | 3,900 | 3,864 |
| | <u>324,844</u> | <u>387,051</u> |

The average monthly number of employees during the year was as follows:

| | 2002 | 2001 |
|----------------|-----------|-----------|
| Sales | 17 | 17 |
| Administration | 2 | 2 |
| | <u>19</u> | <u>19</u> |

Support, Training And Services Plc

Notes to the Financial Statements for the Year Ended 31 March 2002

4. OPERATING LOSS

The operating loss is stated after charging:

| | 2002 | 2001 |
|-----------------------------|-----------------|-----------------|
| | £ | £ |
| Depreciation - owned assets | 6,799 | 5,771 |
| Auditors' remuneration | - | 2,400 |
| | <u> </u> | <u> </u> |
| Directors' emoluments | 50,927 | 50,329 |
| | <u> </u> | <u> </u> |

5. INTEREST PAYABLE AND SIMILAR CHARGES

| | 2002 | 2001 |
|--------------------|-----------------|-----------------|
| | £ | £ |
| Bank interest | 1,841 | 471 |
| Bank loan interest | 2,881 | 3,320 |
| | <u> </u> | <u> </u> |
| | 4,722 | 3,791 |
| | <u> </u> | <u> </u> |

6. TAXATION

Analysis of the tax credit

The tax credit on the loss on ordinary activities for the year was as follows:

| | 2002 | 2001 |
|------------------------------------|-----------------|-----------------|
| | £ | £ |
| Current tax: | | |
| UK corporation tax | - | - |
| Overprovision in prior year | - | (587) |
| | <u> </u> | <u> </u> |
| Tax on loss on ordinary activities | - | (587) |
| | <u> </u> | <u> </u> |

As a result of tax losses brought forward, no corporation tax charge has arisen this year.

Support, Training And Services Plc

Notes to the Financial Statements
for the Year Ended 31 March 2002

7. TANGIBLE FIXED ASSETS

| | Freehold property | Improvements to property | Fixtures and fittings |
|--------------------------------------|----------------------|--------------------------------|-----------------------------|
| | £ | £ | £ |
| COST: | | | |
| At 1 April 2001 and 31 March 2002 | 114,725 | 20,502 | 68,595 |
| DEPRECIATION: | | | |
| At 1 April 2001 | - | 6,016 | 57,869 |
| Charge for year | - | 1,374 | 1,609 |
| At 31 March 2002 | - | 7,390 | 59,478 |
| NET BOOK VALUE: | | | |
| At 31 March 2002 | 114,725 | 13,112 | 9,117 |
| At 31 March 2001 | 114,725 | 14,486 | 10,725 |
| | Motor vehicles | Computer equipment | Totals |
| | £ | £ | £ |
| COST: | | | |
| At 1 April 2001 and 31 March 2002 | 59,835 | 11,448 | 275,105 |
| DEPRECIATION: | | | |
| At 1 April 2001 | 59,835 | 3,515 | 127,235 |
| Charge for year | - | 3,816 | 6,799 |
| At 31 March 2002 | 59,835 | 7,331 | 134,034 |
| NET BOOK VALUE: | | | |
| At 31 March 2002 | - | 4,117 | 141,071 |
| At 31 March 2001 | - | 7,933 | 147,869 |

8. DEBTORS: AMOUNTS FALLING
DUE WITHIN ONE YEAR

| | 2002 £ | 2001 £ |
|------------------------------|-----------|-----------|
| Trade debtors | 126,056 | 63,011 |
| Prepayments & accrued income | 10,954 | 51,022 |
| Unpaid share capital | 37,498 | 37,498 |
| | 174,508 | 151,531 |

Support, Training And Services Plc

**Notes to the Financial Statements
for the Year Ended 31 March 2002**

**9. CREDITORS: AMOUNTS FALLING
DUE WITHIN ONE YEAR**

| | 2002 | 2001 |
|--|----------------|----------------|
| | £ | £ |
| Bank loans and overdrafts (see note 11) | 37,958 | 27,570 |
| Trade creditors | 35,936 | 48,753 |
| Other creditors | 14,585 | 20,947 |
| Social security & other taxes | 31,848 | 25,854 |
| Accruals & deferred income | 36,185 | 6,763 |
| | <u>156,512</u> | <u>129,887</u> |

**10. CREDITORS: AMOUNTS FALLING
DUE AFTER MORE THAN ONE YEAR**

| | 2002 | 2001 |
|-----------------------------|----------------|---------------|
| | £ | £ |
| Bank loans (see note 11) | - | 71,099 |
| Directors' loan account | 132,041 | - |
| | <u>132,041</u> | <u>71,099</u> |

11. LOANS AND OVERDRAFTS

An analysis of the maturity of loans and overdrafts is given below:

| | 2002 | 2001 |
|---|---------------|---------------|
| | £ | £ |
| Amounts falling due within one year or on demand: | | |
| Bank overdrafts | 37,958 | - |
| Bank loans | - | 27,570 |
| | <u>37,958</u> | <u>27,570</u> |
| Amounts falling due between two and five years: | | |
| Bank loans | - | 71,099 |
| | <u>-</u> | <u>71,099</u> |

Support, Training And Services Plc

Notes to the Financial Statements for the Year Ended 31 March 2002

12. OBLIGATIONS UNDER LEASING AGREEMENTS

The following payments are committed to be paid within one year:

| | Land and buildings operating leases | |
|----------------------------|--|---------------|
| | 2002 | 2001 |
| | £ | £ |
| Expiring: | | |
| Between one and five years | 22,000 | 22,000 |
| | <u>22,000</u> | <u>22,000</u> |

13. SECURED DEBTS

The following secured debts are included within creditors:

| | 2002 | 2001 |
|-----------------|---------------|---------------|
| | £ | £ |
| Bank overdrafts | 37,958 | - |
| Bank loans | - | 98,669 |
| | <u>37,958</u> | <u>98,669</u> |

The bank borrowings are secured by a fixed and floating charge over all current and future assets of the Company.

14. CALLED UP SHARE CAPITAL

| Authorised: | | | | |
|----------------------|----------|-------------------|---------------|---------------|
| Number: | Class: | Nominal value: | 2002 | 2001 |
| | | | £ | £ |
| 50,000 | Ordinary | £1 | 50,000 | 50,000 |
| | | | <u>50,000</u> | <u>50,000</u> |
| Allotted and issued: | | | | |
| Number: | Class: | Nominal value: | 2002 | 2001 |
| | | | £ | £ |
| 50,000 | Ordinary | £1 | 50,000 | 50,000 |
| | | | <u>50,000</u> | <u>50,000</u> |

15. RELATED PARTY DISCLOSURES

The company is controlled by its directors whose names and shareholdings are disclosed in the directors' report.

There were no material transactions between the company and its related parties requiring disclosure by Financial Reporting Standard 8.

Support, Training And Services Plc

Notes to the Financial Statements
for the Year Ended 31 March 2002

16. RECONCILIATION OF MOVEMENTS IN SHAREHOLDERS' FUNDS

| | 2002 | 2001 |
|---|-----------------|-----------------|
| | £ | £ |
| Loss for the financial year | (79,716) | (74,343) |
| Called up share capital | | |
| | <hr/> | <hr/> |
| Net reduction of shareholders' funds | (79,716) | (74,343) |
| Opening shareholders' funds | 107,295 | 181,638 |
| | <hr/> | <hr/> |
| Closing shareholders' funds | 27,579 | 107,295 |
| | <hr/> | <hr/> |
| Equity interests | 27,579 | 107,295 |
| | <hr/> | <hr/> |