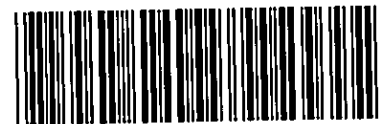


SUPPORT, TRAINING & SERVICES PLC
FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31st MARCH 2011

taylorcocks | Accountants & Tax Advisers

Abbey House
Hickleys Court
South Street
Farnham
Surrey
GU9 7QQ

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SUPPORT, TRAINING & SERVICES PLC

FINANCIAL STATEMENTS

YEAR ENDED 31st MARCH 2011

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SUPPORT, TRAINING & SERVICES PLC

OFFICERS AND PROFESSIONAL ADVISERS

The board of directors	Mr N A Rush Mrs J A Rush
Company secretary	Mrs J A Rush
Registered office	Willey Mill House Alton Road Farnham Surrey GU10 5EL
Auditor	taylorcocks Chartered Accountants & Statutory Auditor Abbey House Hickleys Court South Street Farnham Surrey GU9 7QQ
Bankers	National Westminster 77 High Street Godalming Surrey GU7 1AR

SUPPORT, TRAINING & SERVICES PLC

THE DIRECTORS' REPORT

YEAR ENDED 31st MARCH 2011

The directors have pleasure in presenting their report and the financial statements of the company for the year ended 31st March 2011

PRINCIPAL ACTIVITIES AND BUSINESS REVIEW

The principal activity of the company during the year was that of environmental health consultancy and training, specialising in the fields of food safety and health and safety

RESULTS AND DIVIDENDS

The profit for the year, after taxation, amounted to £531 Particulars of dividends paid are detailed in note 8 to the financial statements

FINANCIAL INSTRUMENTS

Details of the company's financial risk management objectives and policies are included in note 15 to the accounts

DIRECTORS

The directors who served the company during the year were as follows

Mr N A Rush
Mrs J A Rush

DIRECTORS' RESPONSIBILITIES

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 United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law) 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 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 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 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

In so far as the directors are aware

- there is no relevant audit information of which the company's auditor is unaware, and
- the directors have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information

SUPPORT, TRAINING & SERVICES PLC

THE DIRECTORS' REPORT *(continued)*

YEAR ENDED 31st MARCH 2011

AUDITOR

taylorcocks are deemed to be re-appointed under section 487(2) of the Companies Act 2006

Registered office
Willey Mill House
Alton Road
Farnham
Surrey
GU10 5EL

Signed by order of the directors



MRS J A RUSH
Company Secretary

Approved by the directors on 01/09/11

SUPPORT, TRAINING & SERVICES PLC

INDEPENDENT AUDITOR'S REPORT TO THE SHAREHOLDERS OF SUPPORT, TRAINING & SERVICES PLC

YEAR ENDED 31st MARCH 2011

We have audited the financial statements of Support, Training & Services PLC for the year ended 31st March 2011. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the company's shareholders, as a body, in accordance with Sections 495 and 496 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's shareholders 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 shareholders 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 set out on page 2, 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 (APB'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 directors, and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the annual report to identify material inconsistencies with the audited financial statements. 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 31st March 2011 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 MATTERS PRESCRIBED BY THE COMPANIES ACT 2006

In our opinion the information given in the Directors' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

SUPPORT, TRAINING & SERVICES PLC

INDEPENDENT AUDITOR'S REPORT TO THE SHAREHOLDERS OF SUPPORT, TRAINING & SERVICES PLC
(continued)

YEAR ENDED 31st MARCH 2011

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

Simon Howell (Senior Statutory Auditor)

For and on behalf of

taylorcocks | chartered accountants
& statutory auditors

office Farnham

date 20th August 2011

SUPPORT, TRAINING & SERVICES PLC

PROFIT AND LOSS ACCOUNT

YEAR ENDED 31st MARCH 2011

	Note	2011 £	2010 £
TURNOVER	2	911,349	973,492
Cost of sales		<u>607,037</u>	<u>596,622</u>
GROSS PROFIT		304,312	376,870
Administrative expenses		<u>302,495</u>	<u>322,396</u>
OPERATING PROFIT	3	1,817	54,474
Interest receivable		172	749
Interest payable and similar charges	6	-	(5,196)
PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION		<u>1,989</u>	<u>50,027</u>
Tax on profit on ordinary activities	7	1,458	11,535
PROFIT FOR THE FINANCIAL YEAR		<u>531</u>	<u>38,492</u>

All of the activities of the company are classed as continuing

The company has no recognised gains or losses other than the results for the year as set out above

The notes on pages 9 to 16 form part of these financial statements.

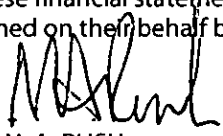
SUPPORT, TRAINING & SERVICES PLC

BALANCE SHEET

31st MARCH 2011

	Note	2011 £	£	2010 £	£
FIXED ASSETS					
Tangible assets	9		8,664		15,910
CURRENT ASSETS					
Stocks	10	—		17,974	
Debtors	11	178,633		183,685	
Cash at bank		53,705		118,851	
		<u>232,338</u>		<u>320,510</u>	
CREDITORS: Amounts falling due within one year	12	<u>162,239</u>		<u>191,238</u>	
NET CURRENT ASSETS			<u>70,099</u>		<u>129,272</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>78,763</u>		<u>145,182</u>
CREDITORS. Amounts falling due after more than one year	13		22,605		70,256
PROVISIONS FOR LIABILITIES					
Deferred taxation	14		929		2,228
			<u>55,229</u>		<u>72,698</u>
CAPITAL AND RESERVES					
Called-up equity share capital	18		50,000		50,000
Profit and loss account	19		5,229		22,698
SHAREHOLDERS' FUNDS	20		<u>55,229</u>		<u>72,698</u>

These financial statements were approved by the directors and authorised for issue on 21/09/11, and are signed on their behalf by



MR N A RUSH



MRS J A RUSH

Company Registration Number 02075562

The notes on pages 9 to 16 form part of these financial statements.

SUPPORT, TRAINING & SERVICES PLC

CASH FLOW STATEMENT

YEAR ENDED 31st MARCH 2011

	Note	2011 £	2010 £
NET CASH INFLOW FROM OPERATING ACTIVITIES	21	13,409	54,769
RETURNS ON INVESTMENTS AND SERVICING OF FINANCE	21	172	(4,447)
TAXATION	21	(13,076)	(5,053)
EQUITY DIVIDENDS PAID		(18,000)	(43,200)
CASH (OUTFLOW)/INFLOW BEFORE FINANCING		(17,495)	2,069
FINANCING	21	(47,651)	(4,042)
DECREASE IN CASH	21	<u>(65,146)</u>	<u>(1,973)</u>

1. ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared under the historical cost convention

Turnover

The turnover shown in the profit and loss account represents amounts invoiced during the year exclusive of VAT, and after adjustments for deferred and accrued income

Fixed assets

All fixed assets are initially recorded at cost

Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows

Leasehold Property	-	6 7% straight line
Fixtures & Fittings	-	15% reducing balance and over the period of the lease
Computer Equipment	-	33% straight line

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items

Operating lease agreements

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease

Deferred taxation

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date where transactions or events have occurred at that date that will result in an obligation to pay more, or a right to pay less or to receive more tax.

Deferred tax is measured on an undiscounted basis at the tax rates that are expected to apply in the periods in which timing differences reverse, based on tax rates and laws enacted or substantively enacted at the balance sheet date

Financial instruments

Financial instruments are classified and accounted for, according to the substance of the contractual arrangement, as either financial assets, financial liabilities or equity instruments. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities

SUPPORT, TRAINING & SERVICES PLC

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31st MARCH 2011

2. TURNOVER

The turnover and profit before tax are attributable to the one principal activity of the company

An analysis of turnover is given below

	2011 £	2010 £
United Kingdom	<u>911,349</u>	<u>973,492</u>

3. OPERATING PROFIT

Operating profit is stated after charging

	2011 £	2010 £
Depreciation of owned fixed assets	7,246	8,660
Operating lease costs		
- Plant and equipment	15,050	14,386
Auditor's remuneration	<u>4,800</u>	<u>3,100</u>

	2011 £	2010 £
Auditor's remuneration - audit of the financial statements	<u>4,800</u>	<u>3,100</u>

4 PARTICULARS OF EMPLOYEES

The average number of staff employed by the company during the financial year amounted to

	2011 No	2010 No
Number of administrative staff	5	5
Number of sales staff	<u>10</u>	<u>9</u>
	<u>15</u>	<u>14</u>

The aggregate payroll costs of the above were

	2011 £	2010 £
Wages and salaries	349,643	345,025
Social security costs	<u>33,941</u>	<u>33,187</u>
	<u>383,584</u>	<u>378,212</u>

5. DIRECTORS' REMUNERATION

The directors' aggregate remuneration in respect of qualifying services were

	2011 £	2010 £
Remuneration receivable	<u>12,000</u>	<u>12,000</u>

SUPPORT, TRAINING & SERVICES PLC

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31st MARCH 2011

6. INTEREST PAYABLE AND SIMILAR CHARGES

	2011 £	2010 £
Other similar charges payable	—	<u>5,196</u>

7. TAXATION ON ORDINARY ACTIVITIES

(a) Analysis of charge in the year

	2011 £	2010 £
Current tax		
In respect of the year		
UK Corporation tax based on the results for the year at 21% (2010 - 21%)	2,125	13,076
Over/under provision in prior year	<u>632</u>	<u>-</u>
Total current tax	2,757	13,076
Deferred tax		
Origination and reversal of timing differences (note 14)		
Capital allowances	<u>(1,299)</u>	<u>(1,541)</u>
Tax on profit on ordinary activities	<u>1,458</u>	<u>11,535</u>

(b) Factors affecting current tax charge

The tax assessed on the profit on ordinary activities for the year is higher than the standard rate of corporation tax in the UK of 21% (2010 - 21%)

	2011 £	2010 £
Profit on ordinary activities before taxation	<u>1,989</u>	<u>50,027</u>
Profit on ordinary activities by rate of tax	1,050	10,506
Depreciation	1,522	1,818
Expense adjustments	287	589
Expensive leased cars	121	441
Capital allowances	<u>(223)</u>	<u>(278)</u>
Total current tax (note 7(a))	<u>2,757</u>	<u>13,076</u>

8. DIVIDENDS

Equity dividends

	2011 £	2010 £
Paid		
Equity dividends on ordinary shares	<u>18,000</u>	<u>43,200</u>

SUPPORT, TRAINING & SERVICES PLC

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31st MARCH 2011

9. TANGIBLE FIXED ASSETS

	Leasehold Property £	Fixtures & Fittings £	Computer Equipment £	Total £
COST				
At 1st April 2010 and 31st March 2011	<u>21,958</u>	<u>78,005</u>	<u>30,763</u>	<u>130,726</u>
DEPRECIATION				
At 1st April 2010	18,940	70,881	24,995	114,816
Charge for the year	<u>1,471</u>	<u>1,069</u>	<u>4,706</u>	<u>7,246</u>
At 31st March 2011	<u>20,411</u>	<u>71,950</u>	<u>29,701</u>	<u>122,062</u>
NET BOOK VALUE				
At 31st March 2011	<u>1,547</u>	<u>6,055</u>	<u>1,062</u>	<u>8,664</u>
At 31st March 2010	<u>3,018</u>	<u>7,124</u>	<u>5,768</u>	<u>15,910</u>

10. STOCKS

	2011 £	2010 £
Stock	<u>-</u>	<u>17,974</u>

11. DEBTORS

	2011 £	2010 £
Trade debtors	119,458	114,636
Other debtors	6,607	13,591
Called up share capital not paid	37,498	37,498
Prepayments and accrued income	<u>15,070</u>	<u>17,960</u>
	<u>178,633</u>	<u>183,685</u>

12. CREDITORS: Amounts falling due within one year

	2011 £	2010 £
Trade creditors	33,721	62,264
Other creditors including taxation and social security:		
Corporation tax	2,757	13,076
PAYE and social security	9,216	8,700
VAT	40,606	34,340
Other creditors	<u>7,651</u>	<u>6,578</u>
	60,230	62,694
Accruals and deferred income	<u>68,288</u>	<u>66,280</u>
	<u>162,239</u>	<u>191,238</u>

SUPPORT, TRAINING & SERVICES PLC

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31st MARCH 2011

13. CREDITORS: Amounts falling due after more than one year

	2011 £	2010 £
Other creditors		
Directors' loan accounts	<u>22,605</u>	<u>70,256</u>

14. DEFERRED TAXATION

The movement in the deferred taxation provision during the year was

	2011 £	2010 £
Provision brought forward	2,228	3,769
Profit and loss account movement arising during the year	<u>(1,299)</u>	<u>(1,541)</u>
Provision carried forward	<u>929</u>	<u>2,228</u>

The provision for deferred taxation consists of the tax effect of timing differences in respect of

	2011 £	2010 £
Excess of taxation allowances over depreciation on fixed assets	<u>929</u>	<u>2,228</u>
	<u>929</u>	<u>2,228</u>

15. FINANCIAL RISK MANAGEMENT OBJECTIVES AND POLICIES

Financial instruments policy

The company uses financial instruments, other than derivatives, comprising cash, trade creditors and trade debtors that arise directly from its operations. The main purpose of these financial instruments is to raise finance for the company's operation. It is the company's policy to minimise the cost of borrowings whilst retaining the flexibility of funding opportunities.

Currency risk

As at 31st March 2011 the company had no material currency exposures. The company's financial instruments are materially denominated in sterling.

Available facilities

The company has an overdraft facility, which provides for finance of up to £50,000.

Fair values of financial assets and liabilities

An assessment of the fair value of the company's financial instruments held for financing purposes has been undertaken as at 31st March 2011. No material differences exist between book and fair value.

SUPPORT, TRAINING & SERVICES PLC

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31st MARCH 2011

16. COMMITMENTS UNDER OPERATING LEASES

At 31st March 2011 the company had annual commitments under non-cancellable operating leases as set out below

	2011		2010	
	Land and buildings £	Other Items £	Land and buildings £	Other Items £
Operating leases which expire Within 2 to 5 years	<u>22,000</u>	<u>13,261</u>	<u>22,000</u>	<u>13,261</u>

17. RELATED PARTY TRANSACTIONS

During the current and previous year, the company was under the control of Mr N A and Mrs J A Rush by virtue of their majority shareholding Mr N A Rush is the managing director

The directors received dividends from the company during the year

	2011 £	2010 £
Mr N A Rush	9,000	21,600
Mrs J A Rush	9,000	21,600
	<u>18,000</u>	<u>43,200</u>

At the year end there was a loan outstanding from the directors of £22,605 (2010 - £70,256), made up of a principal of £22,605 (2010 - £65,060) and interest £nil (2010 - £5,196) The maximum liability during the year was £65,060 There was no anticipated bad debts on this loan

During the year, room rent was paid to the directors for use of a room in their private residence as staff accommodation, totalling £4,515 (2010 - £4,248)

The directors are trustees of the Support, Training & Services Plc Self Administered Pension Scheme During the year, rent was paid to the Support, Training & Services Plc Self Administered Pension Scheme totalling £17,500 (2010 - £22,000)

18. SHARE CAPITAL

Authorised share capital:

	2011 £	2010 £
50,000 Ordinary shares of £1 each	<u>50,000</u>	<u>50,000</u>

Allotted and called up:

	2011		2010	
	No	£	No	£
50,000 Ordinary shares of £1 each	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>

The amounts of paid up share capital for the following categories of shares differed from the called up share capital stated above due to unpaid calls and were as follows

	2011 £	2010 £
Ordinary shares	<u>37,498</u>	<u>37,498</u>

SUPPORT, TRAINING & SERVICES PLC

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31st MARCH 2011

19. PROFIT AND LOSS ACCOUNT

	2011 £	2010 £
Balance brought forward	22,698	27,406
Profit for the financial year	531	38,492
Equity dividends	(18,000)	(43,200)
Balance carried forward	<u>5,229</u>	<u>22,698</u>

20 RECONCILIATION OF MOVEMENTS IN SHAREHOLDERS' FUNDS

	2011 £	2010 £
Profit for the financial year	531	38,492
Equity dividends	(18,000)	(43,200)
Net reduction to shareholders' funds	(17,469)	(4,708)
Opening shareholders' funds	72,698	77,406
Closing shareholders' funds	<u>55,229</u>	<u>72,698</u>

21. NOTES TO THE CASH FLOW STATEMENT

RECONCILIATION OF OPERATING PROFIT TO NET CASH INFLOW FROM OPERATING ACTIVITIES

	2011 £	2010 £
Operating profit	1,817	54,474
Depreciation	7,246	8,660
Decrease/(increase) in stocks	17,974	(17,974)
Decrease in debtors	5,052	12,119
Decrease in creditors	(18,680)	(2,510)
Net cash inflow from operating activities	<u>13,409</u>	<u>54,769</u>

RETURNS ON INVESTMENTS AND SERVICING OF FINANCE

	2011 £	2010 £
Interest received	172	749
Interest paid	—	(5,196)
Net cash inflow/(outflow) from returns on investments and servicing of finance	<u>172</u>	<u>(4,447)</u>

TAXATION

	2011 £	2010 £
Taxation	<u>(13,076)</u>	<u>(5,053)</u>

SUPPORT, TRAINING & SERVICES PLC

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31st MARCH 2011

21 NOTES TO THE CASH FLOW STATEMENT *(continued)*

FINANCING

	2011 £	2010 £
Repayment of directors' long-term loans	(47,651)	(4,042)
Net cash outflow from financing	<u>(47,651)</u>	<u>(4,042)</u>

RECONCILIATION OF NET CASH FLOW TO MOVEMENT IN NET FUNDS

	2011 £	£	2010 £	£
Decrease in cash in the period	(65,146)		(1,973)	
Cash outflow from directors' long-term loans	<u>47,651</u>		<u>4,042</u>	
		(17,495)		2,069
Change in net funds		(17,495)		2,069
Net funds at 1 April 2010		48,595		46,526
Net funds at 31 March 2011		<u>31,100</u>		<u>48,595</u>

ANALYSIS OF CHANGES IN NET FUNDS

	At 1 Apr 2010 £	Cash flows £	At 31 Mar 2011 £
Net cash			
Cash in hand and at bank	<u>118,851</u>	<u>(65,146)</u>	<u>53,705</u>
Debt			
Debt due after 1 year	<u>(70,256)</u>	<u>47,651</u>	<u>(22,605)</u>
Net funds	<u>48,595</u>	<u>(17,495)</u>	<u>31,100</u>

SUPPORT, TRAINING & SERVICES PLC

MANAGEMENT INFORMATION

YEAR ENDED 31st MARCH 2011

**The following pages do not form part of the statutory financial statements
which are the subject of the independent auditor's report on pages 4 to 5**

SUPPORT, TRAINING & SERVICES PLC

DETAILED PROFIT AND LOSS ACCOUNT

YEAR ENDED 31st MARCH 2011

	2011	2010
	£	£
TURNOVER	911,349	973,492
COST OF SALES		
Direct wages	306,216	298,792
NIC on direct labour	25,422	25,526
Consultancy fees and secretarial	219,870	219,330
Course and training materials	44,735	60,748
Refreshments	2,066	4,188
Sundry expenses	8,728	6,012
	<u>607,037</u>	<u>614,596</u>
Closing stock and WIP	—	(17,974)
	<u>607,037</u>	<u>596,622</u>
GROSS PROFIT	304,312	376,870
OVERHEADS		
Administrative expenses	302,495	322,396
OPERATING PROFIT	1,817	54,474
Interest receivable	172	749
	<u>1,989</u>	<u>55,223</u>
Interest on other loans	—	(5,196)
PROFIT ON ORDINARY ACTIVITIES	<u>1,989</u>	<u>50,027</u>

SUPPORT, TRAINING & SERVICES PLC

NOTES TO THE DETAILED PROFIT AND LOSS ACCOUNT

YEAR ENDED 31st MARCH 2011

	2011		2010	
	£	£	£	£
ADMINISTRATIVE EXPENSES				
Personnel costs				
Directors salaries	12,000		12,000	
Directors NIC	137		73	
Wages and salaries	31,427		34,233	
Staff NIC	<u>8,382</u>		<u>7,588</u>	
		51,946		53,894
Establishment expenses				
Rent and rates	32,911		43,692	
Light and heat	4,082		4,459	
Insurance	3,413		3,412	
Repairs and maintenance	<u>16,471</u>		<u>13,723</u>	
		56,877		65,286
General expenses				
Motor expenses	24,299		24,400	
Travel and subsistence	44,044		43,538	
Telephone	5,902		4,899	
Equipment rental and costs	15,050		14,386	
Printing, stationery and postage	20,798		29,528	
Staff training	10,607		6,268	
Staff recruitment	1,639		2,361	
Sundry expenses	385		481	
Subscriptions	12,833		10,802	
Insurance	14,016		10,877	
Exhibitions, conferences and advertisements	9,692		12,642	
Entertaining	2,119		3,339	
Legal and professional fees	3,172		8,556	
Accountancy fees	14,100		15,500	
Auditors remuneration	4,800		3,100	
Depreciation	<u>7,246</u>		<u>8,660</u>	
		190,702		199,337
Financial costs				
Bad debts written off	—		2,000	
Bank charges	<u>2,970</u>		<u>1,879</u>	
		2,970		3,879
		<u>302,495</u>		<u>322,396</u>
INTEREST RECEIVABLE				
Bank interest receivable		170		100
Other interest receivable		<u>2</u>		<u>649</u>
		172		749