

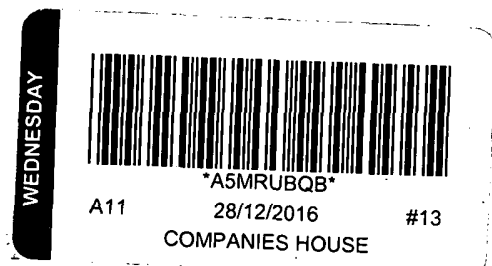
Registration number: 02075562

# Support, Training & Services Limited

Annual Report and Financial Statements

for the Year Ended 31 January 2016

Beever and Struthers  
Chartered Accountants and Registered Auditors  
St Georges House  
215-219 Chester Road  
Manchester  
M15 4JE




# Support, Training & Services Limited

(Registration number: 02075562)  
Balance Sheet as at 31 January 2016

	Note	31 January 2016 £	31 January 2015 £
<b>Fixed assets</b>			
Tangible assets	5	86,196	53,739
<b>Current assets</b>			
Debtors	6	242,493	215,131
Cash at bank and in hand		66,190	193,433
		308,683	408,564
<b>Creditors: Amounts falling due within one year</b>	7	(286,538)	(277,286)
<b>Net current assets</b>		22,145	131,278
<b>Total assets less current liabilities</b>		108,341	185,017
<b>Creditors: Amounts falling due after more than one year</b>	7	(19,480)	(11,667)
<b>Provisions for liabilities</b>		(4,887)	(4,887)
<b>Net assets</b>		83,974	168,463
<b>Capital and reserves</b>			
Called up share capital		50,000	50,000
Profit and loss account		33,974	118,463
<b>Total equity</b>		83,974	168,463

- the directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts
- these accounts have been delivered in accordance with the provisions applicable to companies subject to the small companies regime of the Companies Act 2006, and in accordance with the provisions of FRS 102 Section 1A.
- as permitted by s444(5A) of the Companies Act 2006, the directors have not delivered to the Registrar a copy of the company's profit and loss account.

Approved and authorised by the Board on 16 December 2016 and signed on its behalf by:

  
A G Hewitt  
Director

## **Support, Training & Services Limited**

### **Notes to the Financial Statements for the Year Ended 31 January 2016**

#### **1 General information**

The company is a private company limited by share capital incorporated in England and Wales.

The address of its registered office is:

Charles House  
Albert Street  
Eccles  
Manchester  
M30 0PW

#### **2 Accounting policies**

##### **Summary of significant accounting policies and key accounting estimates**

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

##### **Statement of compliance**

These financial statements have been prepared in accordance with Financial Reporting Standard 102 Section 1A - 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006.

These financial statements are the first to be prepared in accordance with Financial Reporting Standard 102 Section 1A. The date of transition to the new standard is 1 February 2014.

##### **Basis of preparation**

These financial statements have been prepared using the historical cost convention.

The financial statements are prepared in sterling, which is the functional currency of the entity.

##### **Going concern**

The financial statements have been prepared on a going concern basis. The directors have reviewed the projections prepared and are satisfied the company will continue to meet its liabilities as they fall due.

##### **Judgements and Key Sources of Estimation Uncertainty**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

## **Support, Training & Services Limited**

### **Notes to the Financial Statements for the Year Ended 31 January 2016**

#### **Judgements**

Determination of whether there are indicators of impairment of the company's tangible fixed assets. Factors taken into consideration include the economic viability and expected future financial performance of the asset.

Determination of whether leases entered into by the company as lessee are operating or finance leases. These decisions depend on an assessment of whether the risks and rewards of ownership have been transferred from the lessor to the lessee on a lease by lease basis.

Determination of the recoverability of trade debtors. A specific provision is made against certain debts where in the opinion of the directors the debt is not considered to be fully recoverable.

#### **Key sources of estimation uncertainty**

Tangible fixed assets are depreciated over their useful lives taking into account residual values, where appropriate. The actual lives of the assets and residual values are assessed annually and may vary depending on a number of factors. In re-assessing asset lives, factors such as technological innovation, product life cycles and maintenance are taken into account. Residual value assessments consider issues such as future market conditions, the remaining life of the asset and projected disposal values. The carrying amount is £89,196 (2015 -£53,739).

Recovery of trade debtors. A specific provision is made against certain debts where in the opinion of the directors the debt is not considered to be fully recoverable. The carrying amount is £Nil (2015 -£Nil).

#### **Revenue recognition**

Turnover represents services delivered, net of value added tax.

Income is recognised on completion of services provided.

#### **Tax**

The tax expense for the period comprises tax. Tax is recognised in profit or loss, except that a change attributable to an item of income or expense recognised as other comprehensive income is also recognised directly in other comprehensive income.

The current income tax charge is calculated on the basis of tax rates and laws that have been enacted or substantively enacted by the reporting date in the countries where the company operates and generates taxable income.

Deferred income tax is recognised on temporary differences arising between the tax bases of assets and liabilities and their carrying amounts in the financial statements and on unused tax losses or tax credits in the Company. Deferred income tax is determined using tax rates and laws that have been enacted or substantively enacted by the reporting date.

The carrying amount of deferred tax assets are reviewed at each reporting date and a valuation allowance is set up against deferred tax assets so that the net carrying amount equals the highest amount that is more likely than not to be recovered based on current or future taxable profit.

#### **Tangible assets**

Tangible assets are stated in the statement of financial position at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

The cost of tangible assets includes directly attributable incremental costs incurred in their acquisition and installation.

## Support, Training & Services Limited

### Notes to the Financial Statements for the Year Ended 31 January 2016

#### Depreciation

Depreciation is charged so as to write off the cost of assets, other than land and properties under construction over their estimated useful lives, as follows:

Asset class	Depreciation method and rate
Leasehold property	6.7% straight line
Fixtures & fittings	15% reducing balance and over the period of the lease
Computer equipment	33% straight line

#### Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

#### Trade debtors

Trade debtors are amounts due from customers for services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the Company will not be able to collect all amounts due according to the original terms of the receivables.

#### Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the Company does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

#### Borrowings

Interest-bearing borrowings are initially recorded at fair value, net of transaction costs. Interest-bearing borrowings are subsequently carried at amortised cost, with the difference between the proceeds, net of transaction costs, and the amount due on redemption being recognised as a charge to the Profit and Loss Account over the period of the relevant borrowing.

Interest expense is recognised on the basis of the effective interest method and is included in interest payable and similar charges.

Borrowings are classified as current liabilities unless the Company has an unconditional right to defer settlement of the liability for at least twelve months after the reporting date.

#### Leases

Leases in which substantially all the risks and rewards of ownership are retained by the lessor are classified as operating leases. Payments made under operating leases are charged to profit or loss on a straight-line basis over the period of the lease.

## Support, Training & Services Limited

### Notes to the Financial Statements for the Year Ended 31 January 2016

#### Share capital

Ordinary shares are classified as equity. Equity instruments are measured at the fair value of the cash or other resources received or receivable, net of the direct costs of issuing the equity instruments. If payment is deferred and the time value of money is material, the initial measurement is on a present value basis.

#### Dividends

Dividend distribution to the company's shareholders is recognised as a liability in the financial statements in the reporting period in which the dividends are declared.

#### Defined contribution pension obligation

A defined contribution plan is a pension plan under which fixed contributions are paid into a pension fund and the Company has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised as employee benefit expense when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

#### 3 Staff numbers

The average number of persons employed by the company (including directors) during the year, analysed by category was as follows:

	Year ended 31 January 2016 No.	1 April 2014 to 31 January 2015 No.
Sales, marketing and distribution	<u>18</u>	<u>20</u>

#### 4 Loss before tax

Arrived at after charging/(crediting)

	Year ended 31 January 2016 £	1 April 2014 to 31 January 2015 £
Depreciation expense	<u>26,909</u>	<u>18,929</u>

## Support, Training & Services Limited

### Notes to the Financial Statements for the Year Ended 31 January 2016

#### 5 Tangible assets

	Land and buildings £	Furniture, fittings and equipment £	Motor vehicles £	Total £
<b>Cost or valuation</b>				
At 1 February 2015	21,958	165,176	29,500	216,634
Additions	-	19,480	39,886	59,366
At 31 January 2016	21,958	184,656	69,386	276,000
<b>Depreciation</b>				
At 1 February 2015	21,958	134,791	6,146	162,895
Charge for the period	-	14,619	12,290	26,909
At 31 January 2016	21,958	149,410	18,436	189,804
<b>Carrying amount</b>				
At 31 January 2016	-	35,246	50,950	86,196
At 31 January 2015	-	30,385	23,354	53,739

#### 6 Debtors

	Note	31 January 2016 £	31 January 2015 £
Trade debtors		158,929	137,693
Amounts owed by related parties	10	1,691	-
Other debtors		45,117	39,733
Prepayments		29,289	37,705
Income tax asset		7,467	-
Total current trade and other debtors		242,493	215,131

## Support, Training & Services Limited

### Notes to the Financial Statements for the Year Ended 31 January 2016

#### 7 Creditors

	Note	31 January 2016 £	31 January 2015 £
<b>Due within one year</b>			
Loans and borrowings	8	14,941	7,000
Trade creditors		99,402	62,390
Social security and other taxes		48,427	68,543
Other payables		1,012	-
Accrued expenses		122,756	110,802
Income tax liability		-	28,551
		<u>286,538</u>	<u>277,286</u>
<b>Due after one year</b>			
Loans and borrowings	8	<u>19,480</u>	<u>11,667</u>

#### 8 Loans and borrowings

	31 January 2016 £	31 January 2015 £
<b>Non-current loans and borrowings</b>		
Finance lease liabilities	<u>19,480</u>	<u>11,667</u>
	<b>31 January 2016 £</b>	<b>31 January 2015 £</b>
<b>Current loans and borrowings</b>		
Finance lease liabilities	<u>14,941</u>	<u>7,000</u>

#### Finance lease liabilities

These are secured against the assets to which they relate.

#### 9 Dividends

	31 January 2016 £	31 January 2015 £
Interim dividend of £Nil (2015 - £0.216) per ordinary share	-	10,800

## **Support, Training & Services Limited**

### **Notes to the Financial Statements for the Year Ended 31 January 2016**

#### **10 Related party transactions**

##### **Employment Law Advisory Services Limited** (Parent company)

The company was recharged by Employment Advisory Services Limited £120,000 (2015 - £70,000) in respect of management fees. At the year end the trading balance due to Employment Advisory Services Limited was £87,000 (2015 - £36,000.) The company also pays for various expenses on behalf of the company. At the balance sheet date the amount due from Employment Advisory Services Limited was £9,224 (2015 - £26,811).

##### **Sound Advice Safety & Health Limited** (Fellow subsidiary of the parent company)

At the balance sheet date the amount due to Sound Advice Safety & Health Limited was £7,533 (2015 - £nil.).

#### **11 Parent and ultimate parent undertaking**

The company's immediate parent is Employment Law Advisory Services Limited, incorporated in England and Wales.

The group headed by Employment Law Advisory Services Limited is not required to present consolidated financial statements.

#### **12 Transition to FRS 102**

These are the first financial statements that comply with FRS 102 Section 1A. The company transitioned to FRS 102 Section 1A on 1 February 2015.

No transitional adjustments were required in equity or profit or loss for the year.

#### **13 Auditor's report**

'These financial statements have been subject to an audit and Caroline Monk of Beever and Struthers, Chartered Accountants, provided an unmodified opinion on 16 December 2016.'