

Registration number: 02075562

# Support, Training & Services Limited

Annual Report and Filleted Financial Statements

for the Year Ended 31 January 2018



Beever and Struthers  
Chartered Accountants and Registered Auditors  
St. George's House  
215 - 219 Chester Road  
Manchester  
M15 4JE

# **Support, Training & Services Limited**

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# **Support, Training & Services Limited**

## **Company Information**

<b>Directors</b>	A G Hewitt I J Martin
<b>Registered office</b>	Charles House Albert Street Eccles Manchester M30 0PW
<b>Auditors</b>	Beever and Struthers Chartered Accountants and Registered Auditors St. George's House 215 - 219 Chester Road Manchester M15 4JE

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

### **Statement of Directors' Responsibilities**

The directors acknowledge their responsibilities for preparing the Annual 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 these financial statements, the directors are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and accounting 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.

# Support, Training & Services Limited

(Registration number: 02075562)

## Statement of Financial Position as at 31 January 2018

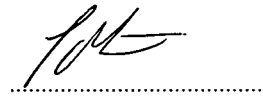
	Note	2018 £	2017 £
<b>Fixed assets</b>			
Tangible assets	6	52,677	58,550
<b>Current assets</b>			
Debtors	7	656,677	391,943
Cash at bank and in hand		<u>116,742</u>	<u>123,682</u>
		773,419	515,625
<b>Creditors: Amounts falling due within one year</b>	8	<u>(430,785)</u>	<u>(453,622)</u>
<b>Net current assets</b>		<u>342,634</u>	<u>62,003</u>
<b>Total assets less current liabilities</b>		395,311	120,553
<b>Creditors: Amounts falling due after more than one year</b>	8	-	(6,874)
<b>Provisions for liabilities</b>		<u>(1,042)</u>	<u>(4,887)</u>
<b>Net assets</b>		<u><u>394,269</u></u>	<u><u>108,792</u></u>
<b>Capital and reserves</b>			
Called up share capital	10	50,000	50,000
Profit and loss account		<u>344,269</u>	<u>58,792</u>
<b>Total equity</b>		<u><u>394,269</u></u>	<u><u>108,792</u></u>

These financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

These financial statements have been delivered in accordance with the provisions applicable to companies subject to the small companies regime and the option not to file the Profit and Loss Account has been taken.

Approved and authorised by the Board on 17 October 2018 and signed on its behalf by:

  
A G Hewitt  
Director

  
I J Martin  
Director

The notes on pages 4 to 10 form an integral part of these financial statements.

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

### **Notes to the Financial Statements for the Year Ended 31 January 2018**

#### **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  
United Kingdom

#### **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.

##### **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 are satisfied that with the ongoing support of the bank and other group companies the company will continue to meet its liabilities as they fall due.

##### **Audit report**

The Independent Auditor's Report was unqualified. The name of the Senior Statutory Auditor who signed the audit report on 25 October 2018 was Caroline Monk BA FCA, who signed for and on behalf of Beever and Struthers.

##### **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 2018**

#### **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 £52,677 (2017 -£58,550).

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 £15,472 (2017 -£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 or 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 profits.

#### **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 2018**

#### **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:

<b>Asset class</b>	<b>Depreciation method and rate</b>
Land and buildings	6.7% straight line
Fixtures and fittings	33% reducing balance
Computer equipment	33% straight line
Motor vehicles	25% reducing balance

#### **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 2018**

#### **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.

#### **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, was 17 (2017 - 15).

#### **4 Auditors' remuneration**

The audit fee for the company has been paid by the parent company, Employment Law Advisory Services Limited.

#### **5 Profit before tax**

Arrived at after charging/(crediting)

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Depreciation expense	<u>29,192</u>	<u>28,201</u>

## Support, Training & Services Limited

### Notes to the Financial Statements for the Year Ended 31 January 2018

#### 6 Tangible assets

	Land and buildings £	Furniture, fittings and equipment £	Motor vehicles £	Total £
<b>Cost or valuation</b>				
At 1 February 2017	21,958	185,211	69,386	276,555
Additions	-	23,319	-	23,319
Disposals	(21,958)	-	-	(21,958)
At 31 January 2018	-	208,530	69,386	277,916
<b>Depreciation</b>				
At 1 February 2017	21,958	164,874	31,173	218,005
Charge for the year	-	19,639	9,553	29,192
Eliminated on disposal	(21,958)	-	-	(21,958)
At 31 January 2018	-	184,513	40,726	225,239
<b>Carrying amount</b>				
At 31 January 2018	-	24,017	28,660	52,677
At 31 January 2017	-	20,337	38,213	58,550

#### 7 Debtors

	2018 £	2017 £
Trade debtors	165,648	137,742
Amounts owed by related parties	414,007	169,370
Other debtors	41,373	43,115
Prepayments	22,091	29,871
Accrued income	13,558	11,845
Total current trade and other debtors	656,677	391,943

## Support, Training & Services Limited

### Notes to the Financial Statements for the Year Ended 31 January 2018

#### 8 Creditors

##### Creditors: amounts falling due within one year

	Note	2018 £	2017 £
<b>Due within one year</b>			
Finance lease liabilities	9	6,874	12,607
Trade creditors		47,078	68,171
Amounts owed to group undertakings and undertakings in which the company has a participating interest		35,728	31,398
Taxation and social security		90,593	81,513
Accruals and deferred income		192,542	203,926
Other creditors		57,970	56,007
		<u>430,785</u>	<u>453,622</u>

##### Creditors: amounts falling due after more than one year

	Note	2018 £	2017 £
<b>Due after one year</b>			
Finance lease liabilities	9	<u>-</u>	<u>6,874</u>

#### 9 Loans and borrowings

	2018 £	2017 £
<b>Non-current loans and borrowings</b>		
Finance lease liabilities	<u>-</u>	<u>6,874</u>

##### Finance lease liabilities

These are secured against the assets to which they relate.

	2018 £	2017 £
<b>Current loans and borrowings</b>		
Finance lease liabilities	<u>6,874</u>	<u>12,607</u>

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

### **Notes to the Financial Statements for the Year Ended 31 January 2018**

#### **10 Share capital**

##### **Allotted, called up and fully paid shares**

	<b>2018</b>		<b>2017</b>	
	<b>No.</b>	<b>£</b>	<b>No.</b>	<b>£</b>
Ordinary shares of £1 each	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>

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

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

These financial statements are available upon request from Companies House