# MARTIN HAYES ASSOCIATES LIMITED

## REPORT AND ACCOUNTS FOR THE YEAR ENDED 30TH JUNE 1998

COMPANY NUMBER: 2098313

LICHFIELD & CO.
CHARTERED ACCOUNTANTS AND
REGISTERED AUDITOR



#### **DIRECTORS' REPORT**

The Directors submit their report and the financial statements for the year ended 30th June 1998

# Principal Activities and Review of the Business

The principal activities of the company during the year continued to be that of the provision of marketing and public relations consultancy services.

#### Results and Dividends

A summary of the Period's trading is shown on page 2 of the financial statements.

A dividend payment of £500 per share is recommended.

#### Responsibility statement

The Directors are required by UK company law to prepare financial statements for each financial period which give a true and fair view of the state of affairs of the Company as at the end of the financial period and of the profit or loss for that period. In preparing the financial statements, suitable accounting policies have been used and applied constantly, and reasonable and prudent judgements have been made. Applicable accounting standards have been followed. The Directors are also responsible for maintaining adequate records, for safeguarding the assets of the Company, and for preventing and detecting fraud and other irregularities. The Directors are satisfied that the business is a going concern.

#### **Directors**

The beneficial interests of the directors in the ordinary shares of £1 each of the company as at the beginning and at the end of the year.

|             | <u>1998</u> | <u> 1997</u> |
|-------------|-------------|--------------|
| M. C. Hayes | 90          | 90           |
| S.J. Hayes  | <u>10</u>   | <u>10</u>    |

ON BEHALF OF THE BOARD

Director

6/1/s

# MARTIN HAYES AND ASSOCIATES LTD. PROFIT AND LOSS ACCOUNT

# FOR THE YEAR ENDED 30TH JUNE 1998

|                                               | Notes | 1998<br>£   | 1997        |
|-----------------------------------------------|-------|-------------|-------------|
| Turnover                                      | 2     | 202029      | £<br>201846 |
| Administrative expenses                       |       | 152190      | 156002      |
|                                               |       | <del></del> |             |
| Operating Profit                              | 3     | 49839       | 45844       |
| Other interest receivable and similar charges |       | 0           | 72          |
| Interest payable and similar charges          |       | 0           | -327        |
| Profit on ordinary activities before tax      | 1     | 49839       | 45589       |
| Taxation                                      | 4     | 11341       | 11680       |
| Profit after tax                              |       | 38498       | 33909       |
| Dividends                                     |       | 50000       | 40000       |
| Profit/(Loss) for the year                    |       | -11502      | -6091       |
| Retained Profit brought forward               |       | 20594       | 26685       |
| Retained Profit carried forward               |       | 9092        | 20594       |

The notes on pages 4 to 5 form part of these financial statements.

#### BALANCE SHEET AS AT 30TH JUNE 1998

|                                       | Notes | 1998        | 1997  |
|---------------------------------------|-------|-------------|-------|
| Fixed Assets                          |       | £           | £     |
| Tangible assets                       | 5     | 12324       | 19227 |
| Current Assets                        |       |             |       |
| Debtors                               | 6     | 18779       | 9158  |
| Cash at bank                          |       | 10502_      | 21530 |
|                                       |       | 29281       | 30688 |
| Creditors: Amounts falling due within |       |             |       |
| one year                              | 7     | 25300_      | 18934 |
| Net current Assets                    |       | 3981_       | 11754 |
| Creditors: Amounts falling due after  |       |             |       |
| one year                              | 8     | 7113        | 10287 |
| Total Assets                          |       | 9192        | 20094 |
|                                       |       |             |       |
| Represented by:                       |       |             |       |
| Called up share capital               | 9     | 100         | 100   |
| Retained Profits and loss             |       | 9092        | 20594 |
| Shareholders fund                     |       | <u>9192</u> | 20694 |

The exemption conferred by section 249A (1) not to have these accounts audited applies to the company and the directors confirms that no notice has been deposited under section 249B (2) of the Companies Act 1985.

The directors acknowledge their responsibility for ensuring that:

- 1) the company keeps accounting records which comply with section 221 of the Companies Act 1985, and
- 2) the accounts give a true and fair of the state of affairs of the company as at 30 June1998 and of its profits for the period ended in accordance with the requirements of section 226, and which otherwise comply with the requirements of the Companies Act 1985 relating to accounts, as far as applicable to the company.

The financial statements were approved and agreed by the Board

Director

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The notes on pages 4 and 5 form part of these financial statements.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 1998

## 1. Accounting Policies

#### (a) Basis of accounting

The financial statements have been prepared under the historical cost accounting convention and include the results of the company's operations which are described in the Director's reports and all of which are continuing.

(b) The company has taken advantage of the exemption in Financial Reporting Standard No 1 from producing a cashflow statement on the grounds that it is a small company.

### (c) Depreciation

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost less estimated residual value, of each asset evenly over its expected useful life, as follows:

Computer equipment at 30% on straight line basis Fixtures and Fittings at 25% on straight line basis Motor vehicles at 25% on straight line basis

#### 2. Turnover and pre-tax profit

Turnover represents the invoiced amount of all goods sold and services provided throughout the year, stated net of value added tax.

| 3. Operating Profit                                                            | <u>1998</u><br>£ | 1997<br>£        |
|--------------------------------------------------------------------------------|------------------|------------------|
| This is stated after charging the following:                                   | £                | 4                |
| Operating lease rentals                                                        | 0                | 16000            |
| Staff costs: Wages & salaries                                                  | 93756            | 87483            |
| Director's pension costs                                                       | 12718            | 16398            |
| Depreciation of tangible fixed assets                                          | <u>6904</u>      | 7033             |
| 4.Taxation                                                                     | <u>1998</u><br>£ | <u>1997</u><br>£ |
| Corporation tax is based on profit for the year at 21% in 1998 and 24% in 1997 | 11341            | 11680_           |

# MARTIN HAYES AND ASSOCIATES LIMITED

# NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30TH JUNE 1998

| 5.Tangible fixed assets               | C                     | F:4 0                  |                  | _                 |                      |
|---------------------------------------|-----------------------|------------------------|------------------|-------------------|----------------------|
|                                       | Computer<br>Equipment | Fixtures &<br>Fittings | Moto<br>Vehic    |                   | Total                |
| Cost                                  |                       | £                      | £                |                   | £                    |
| Bal b/f and c/f                       | 4891_                 | <u>4389</u>            | 20:              | <u> </u>          | 29620                |
| Depreciation                          |                       |                        |                  |                   |                      |
| Balance b/fwd                         | 3207                  | 2100                   |                  | 085               | 10392                |
| Charge for the year<br>Balance c/fwd  | 925                   | 894                    |                  | <u>085</u><br>170 | <u>6904</u><br>17296 |
| вајалсе случ                          | 4132                  | 2994                   | 10               |                   | 17290                |
| Net book value                        |                       | <del>-</del>           |                  |                   |                      |
| 30/06/98                              | <u>759</u>            | 1395                   |                  | <u> </u>          | 12324                |
| 30/06/97                              | 1684                  | 2289                   | 15/              | <u> </u>          | 19228                |
| ·                                     |                       |                        |                  |                   |                      |
| 6. Debtors                            |                       |                        | <u>1998</u>      | <u>1997</u>       |                      |
| Trade debtors                         |                       | =                      | 18779            | <u>915</u> 8      |                      |
| 7. Creditors: amounts falling due wit | hin one year          |                        | 1998             | <u>1997</u>       |                      |
| Net obligations under finance lease a | ind hire purchase o   | ontracts               | £<br>4676        | £<br>4676         |                      |
| Trade creditors                       | mid im o parometer o  |                        | 1773             | 808               |                      |
| VAT                                   |                       |                        | 2559             | 0                 |                      |
| Accruals Taxation and social security |                       |                        | 875<br>8195      | 0<br>9875         |                      |
| Other creditors                       |                       |                        | 7222             | 357 <u>5</u>      |                      |
|                                       |                       | =                      | 25300            | 18934             |                      |
|                                       |                       |                        |                  |                   |                      |
| 8. Creditors: amounts falling due aft | er more than one ye   | ear                    |                  |                   |                      |
|                                       |                       |                        | <u>1998</u><br>£ | <u>1997</u><br>£  |                      |
| Net obligations under finance lease a | nd hire purchase      |                        | Σ.               | · <b>L</b>        |                      |
| agreements                            | -                     | -                      | 7113             | <u> 10287</u>     |                      |
| 9. Share Ca <u>pi</u> tal             |                       |                        |                  |                   |                      |
|                                       |                       |                        | <u>1998</u>      | <u>1997</u>       |                      |
| Ordinary shares of £1 each Authorised |                       |                        | 10000            | <u>10000</u>      |                      |
|                                       |                       |                        |                  |                   |                      |
| Allotted, called up ar                | nd fully paid         |                        | <u>100</u>       | <u>100</u>        |                      |