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## **CHAMBERS TRAVEL MANAGEMENT LIMITED**

# REPORT AND FINANCIAL STATEMENTS 31st MARCH 2002

#AIHD9GU6# 0680
COMPANIES HOUSE 19/12/02

#### **Directors**

N.R.I. Foot

(Managing)

J.A. Corbisiero

C.A. Thelen

T. Harris

(Appointed 15th January 2002)

#### Secretary and Registered Office

A. Kodikara 58 Uxbridge Road, Ealing W5 2ST

#### **Auditors**

Moore Stephens Chartered Accountants St. Paul's House, Warwick Lane, London, EC4P 4BN

## **Report of the Directors**

The directors present their report and the audited financial statements for the year ended 31st March 2002.

#### **Review of Activities**

The principal activity of the company is business travel management. The directors are pleased to report a satisfactory result against the background of difficult trading conditions following the tragedy on 11th September 2001 in New York.

## **Results and Dividends**

The profit for the year amounted to £77,597 (2001: £68,825). The directors do not recommend the payment of a dividend.

#### **Fixed Assets**

The movements on fixed assets are shown within notes 6, 7 and 8.

#### **Charitable Contributions**

During the year the company made charitable contributions of £350 (2001: £211).

## Report of the Directors (Continued)

#### **Directors' Interests**

The interests of the directors, as defined by the Companies Act 1985, in the £1 ordinary shares of the company at the beginning and end of the year were as follows:

	<u>Holding at</u>				
<u>Name</u>	<u>31.3.02</u>	<u>31.3.01</u>			
Mr. N.R.I. Foot	28,000	28,000			
Mrs. J.A. Corbisiero	22,122	22,122			
Mr. C.A. Thelen	17,611	17,611			
Mr. T. Harris	_	, , , , , , , , , , , , , , , , , , ,			

#### **Auditors**

The auditors, Moore Stephens, are willing to continue in office. A resolution for their reappointment will be proposed at the annual general meeting.

By Order of the Board

A. KODIKARA

Asok toen

#### Statement of Director's 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;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- 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 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.

## Independent Auditors' Report to the Shareholders of

#### **Chambers Travel Management Limited**

We have audited the financial statements of Chambers Travel Management Limited for the year ended 31 March 2002 set out on pages 5 to 15. These financial statements have been prepared under the historical cost convention and the accounting policies set out on page 8.

## Respective responsibilities of directors and auditors

As described in the Statement of Directors' Responsibilities the company's directors are responsible for the preparation of the 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 Directors' Report 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 Directors' Report 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 and of the group's affairs as at 31 March 2002 and of the consolidated profit for the year then ended and have been properly prepared in accordance with the Companies Act 1985a

St. Paul's House London, EC4P 4BN

> Registered Auditor Chartered Accountants

19th leptenter 2002

## Consolidated Profit and Loss Account For the year ended 31st March 2002

	<u>Note</u>	2002	<u>2001</u>
Turnover	1(c)	21,641,470	24,874,128
Cost of sales		(19,281,807)	(22,606,037)
Gross Profit		2,359,663	2,268,091
Administrative expenses		(2,251,772)	(2,174,635)
Operating Profit	2	107,891	93,456
Interest (payable)/receivable	3	(5,080)	7,869
Profit on Ordinary Activities before Taxation		102,811	101,325
Taxation on profit on ordinary activities	5	(25,214)	(32,500)
Profit for the Financial Year	14	£ 77,597	£ 68,825

There were no recognised gains or losses other than as disclosed in the profit and loss account.

## Balance Sheets at 31st March 2002

	<u>Note</u>	Group <u>2002</u>		Group <u>2001</u>		Company <u>2002</u>		Company <u>2001</u>
Fixed Assets								
Intangible fixed asset Tangible fixed assets Investments	6 7 8	47,702 131,453 -		26,625 142,699 -		41,917 131,453 100		26,625 142,699 30,100
		179,155		169,324		173,470		199,424
<b>Current Assets</b>								
Debtors, amounts falling due after more than one year Debtors, amounts falling due	9	29,917		29,917		29,917		29,917
within one year Current asset investment	9	1,470,252		1,907,850 755		1,307,124		1,892,196 755
Cash at bank and in hand		401,674		97,604		360,302		68,869
Creditors, amounts failing		1,901,843		2,036,126		1,697,343		1,991,737
due within one year	10	(1,600,186)		(1,803,704)		(1,380,231)		(1,792,841)
Net Current Assets		301,657		232,422		317,112		198,896
Total Assets Less Current Liabilities		480,812		401,746		490,582		398,320
Provision for Liabilities and Charges	11	(1,469)				(1,469)		-
	£	479,343 ————	£	401,746	£	489,113	£	398,320
Capital and Reserves								
Called up share capital Share premium Capital redemption	12 14	67,733 32,265		67,733 32,265		67,733 32,265		67,733 32,265
reserve Profit and loss account	13 14	29,000 350,345		29,000 272,748		29,000 360,115		29,000 269,322
Equity Shareholders' Funds	15 £	479,343	£	401,746	£	489,113	£	398,320

The financial statements were approved by the Board on 1904 have been

R.I. FOOT Director

# Consolidated Cashflow Statement For the year ended 31st March 2002

	<u>Note</u>		<u>2002</u>		<u>2001</u>
Cash inflow/(outflow) from operating activities	18		655,611		(132,019)
Returns on investments and servicing of finance	19		(5,080)		(9,886)
Taxation paid			(32,338)		(25,710)
Capital expenditure	19	_	(82,140)		(111,348)
Cash inflow/(outflow) before financing		_	536,053		(278,963)
Financing					
Issue of ordinary share capital					43,998
Increase/(decrease) in cash	20	£	536,053	£	(234,965)

## Financial Statements for the year ended 31st March 2002

#### Notes

#### 1. Principle Accounting Policies

#### (a) Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with applicable accounting standards.

#### (b) Basis of consolidation

The consolidated financial statements incorporate the financial statements of the company and its subsidiary undertaking for the year ended 31st March 2002.

#### (c) Turnover

Turnover consists primarily of sales of travel tickets, insurance and foreign currency, exclusive of value added tax.

#### (d) Fixed assets and depreciation

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided on a straight line basis to write off the cost of assets over their expected useful lives at the following rates:

Fixtures, fittings and equipment

- 20 - 33 % p.a.

Leasehold property Motor vehicles - Over the term of the lease

- 25% p.a.

Intangible fixed assets, other than goodwill, are stated at cost, less accumulated depreciation, which is provided on a straight line basis at a rate of 33% p.a.

#### (e) Deferred taxation

Provision is made for deferred taxation using the liability method on accelerated capital allowances and other timing differences in accordance with FRS19.

#### (f) Pensions

Company contributions to the personal pension schemes of employees are charged to the profit and loss account as incurred. Contributions were made in respect of three directors during the year.

## (g) Goodwill

Goodwill on acquisitions is capitalised and amortised over its useful economic life in compliance with FRS10. The useful economic life of additions is considered to be prudently stated at five years.

#### (h) Foreign currencies

The company holds small foreign currency balances, which are translated at the year-end rate. Any profit or losses are included within the result for the period.

## Financial Statements for the year ended 31st March 2002

## Notes (Continued)

2. Operating Profit			2002		<u>2001</u>
	Operating profit is stated after charging:		£		£
	Depreciation and amortisation Auditors' remuneration Directors' emoluments		72,309 12,500 182,195		44,512 12,000 184,391
3.	Interest Receivable/(Payable)		<u>2002</u>		<u>2001</u>
	Bank interest receivable Bank interest payable		1,068 (6,148)		7,869 -
		£	(5,080)	£	7,869
4.	Directors and Employees  Directors emoluments comprise:		2002		<u>2001</u>
	Amount paid in respect of qualifying service Contributions to personal pension schemes		182,195 12,150		173,591 10,800
		£	194,345	£	184,391
	Staff costs comprise:		<u>2002</u>		<u>2001</u>
	Wages and salaries Social security costs Other pension costs		1,288,227 125,746 30,307		1,208,354 123,371 17,322
		£	1,444,280	£	1,349,047

The average monthly number of persons, including directors, employed by the group during the year was 51 (2001 - 50).

## Financial Statements for the year ended 31st March 2002

## **Notes (Continued)**

5.	5. Taxation on Profit on Ordinary Activities					2002		2001	
	Analysis of the charge in	Analysis of the charge in the period					<u> 2002</u>		<u> 200 i</u>
	United Kingdom corporati based on the results for Deferred taxation (note 1 Prior year overprovision	or the					24,700 1,469 (955)		32,500 - -
					£		25,214	£	32,500
	Tax reconciliation						<u>2002</u> %		<u>2001</u> %
	Average United Kingdom Adjustment in respect of p Expenses not deductible	orior y	ears		e		20 (1) 6		20
	Effective current taxation ordinary activities befo			1			25		32
6.	Intangible Fixed Assets		Goodwill		Website Development		<u>Group</u> Total		Company Goodwill
	Cost At 1st April 2001 Additions	-	45,000 27,500		6,500		45,000 34,000		45,000 27,500
	At 31st March 2002	£_	72,500	£	6,500	£	79,000	£	72,500
	Amortisation At 1st April 2001 Charge for the year		18,375 12,208		715		18,375 12,923		18,375 12,208
	At 31st March 2002	£	30,583	£	715	£	31,298	£	30,583
	Net book value At 31st March 2002	£	41,917	£	5,785	£	47,702	£	41,917
	At 31st March 2001	£	26,625	£	-	£	26,625	£	26,625

Goodwill of £27,500 was paid during the year in respect of the purchase of a number of travel contracts. Turnover of £1,628,598 was generated from these contracts during the year. It is not practicable to calculate the operating profit arising.

## Financial Statements for the year ended 31st March 2002

## **Notes (Continued)**

7.	Tangible Fixed Assets						
				rou	p and Comp	any	
			Fixtures,				
		Fittings and Motor					
		Е	guipment		<u>Vehicles</u>		Total
	Cost	_					
	At 1st April 2001 Additions		200,412 48,140		32,785 -		233,197 48,140
	At 31st March 2002	£	248,552	£	32,785	£	281,337
	Depreciation						
	At 1st April 2001		73,604		16,894		90,498
	Charge for the year		53,708		5,678		59,386
	At 31st March 2002	£	127,312	£	22,572	£	149,884
	Net book value						
	At 31st March 2002	£	121,240	£	10,213	£	131,453
	At 31st March 2001	£	126,808	£	15,891	£	142,699
•	First Association of the Community of th					·	
8.	Fixed Asset Investments - Company				2002		2001
	Cost				<u>2002</u>		<u>2001</u>
	Investment in subsidiary undertakings						
	At 1st April 2001				30,100		-
	Additions			_			30,100
	At 31st March 2002		£		30,100	£	30,100
	Provision						
	At 1st April 2001				_		_
	Charge for the year				30,000		-
	At 31st March 2002		£		30,000	£	-
	Net book value		£		100	£	30,100

The company owns 100% of the issued ordinary share capital of Interact Events Limited, registered in England whose principal activity is providing meetings and conference services.

The company also owns 100% of the issued ordinary share capital of Chambers Travel Elite Limited, registered in England which is a dormant company.

## Financial Statements for the year ended 31st March 2002

## Notes (Continued)

0	Dobtoro
IJ.	Debtors

J.	Debtors	Amounts	oup falling due one year	Amounts	npany falling due one year		
		2002	<u>2001</u>	2002	<u>2001</u>		
	Trade debtors Other debtors Amounts owed by group	1,178,90 34,42			1,575,872 44,569		
	undertakings Prepayments and accrued	<b>-</b>	-	. <u>-</u>	63,328		
	income	256,92	7 208,42	7 201,266	208,427		
		£1,470,25	2 £1,907,85	0 £1,307,124	£1,892,196		
		Amoun	Group ts falling due e than one year	Amounts	Company Amounts falling due after more than one year		
	Group and company	2002	<u>2001</u>	2002	<u>2001</u>		
	Other debtors	29,91	7 29,91	7 29,917	29,917		
		£29,91	7 £29,91	7 £29,917	£29,917		
10.	Creditors	,	Dwa	0.00			
		Amoun	Group ts falling due n one year	Amounts	npany falling due one year		
		<u>2002</u>	<u>2001</u>	<u>2002</u>	<u>2001</u>		
	Bank overdraft Trade creditors Corporation tax Other creditors Other taxation and social	943,829 16,785 49,365	231,983 1,221,165 25,378 140,642	923,244 24,923 49,365	231,983 1,221,165 24,378 140,642		
	security Amounts owed to group	114,501	51,507	113,612	41,644		
	undertakings Accruals and deferred	47F 70G	100.000	165,925	400.000		
	income	475,706	133,029	103,162	133,029		
		£1,600,186	£1,803,704	£1,380,231	£1,792,841		

## Financial Statements for the year ended 31st March 2002

## Notes (Continued)

## 11. Provision for Liabilities and Charges

	Group and ( <u>2002</u>	d Company <u>2001</u>	
Deferred tax			
Balance at 1st April 2001 Transfer from profit and loss account	- 1,469	-	
At 31st March 2002	£ 1,469 £		

The above balance arises from an excess of capital allowances over depreciation and represent the total potential liability to the company and group.

## 12. Called Up Share Capital

Authorised		<u>2002</u>		<u>2001</u>
100,000 ordinary shares of £1 each	£	100,000	£	100,000
Allotted, called up and fully paid				
67,733 ordinary shares of £1 each	£	67,733	£	67,733

All shares rank equally in respect of all shareholder rights.

Options have been granted over 1,808 ordinary shares at £4 per ordinary share, exercisable between 22nd November 2001 and 21st November 2008.

## 13. Capital Redemption Reserve

The balance of £29,000 arose following the company's purchase of its own share capital, during the year ended 31st March 1994.

#### 14. Reserves

				Group and		
		Group		Company	1	Company
		Profit and		Share		Profit and
		Loss Account		<u>Premium</u>	<u>Lo</u>	ss Account
Balance at 1st April 2001		272,748		32,265		269,322
Profit for the financial year		77,597				90,793
Balance at 31st March 2002	£	350,345	£	32,265	£	360,115

## Financial Statements for the year ended 31st March 2002

## Notes (Continued)

## 15. Equity Shareholders' Funds

	<u>Gro</u> up		
	2002	<u>2001</u>	
Balance at 1st April 2001 Profit for the financial year	401,746 77,597	332,921 68,825	
Balance at 31st March 2002	£ 479,343	401,746	

## 16. Contingent Liabilities

At 31st March 2002 bank guarantee facilities amounting to £4,250 had been provided to two trade suppliers. These guarantee facilities are secured by a memorandum of deposit over a bank account, with a balance of £4,250 at the year-end.

The company has provided a commitment, to provide sufficient financial support to enable a subsidiary company, to continue as a going concern, until 30th September 2003.

#### 17. Other Financial Commitments

The group has the following annual commitment under non cancellable leases on its premises, which expire:

		<u>2002</u>		<u>2001</u>
Within one year Within two to five years After more than five years		29,568 48,790 -		35,000 48,790
The more man me years	£	78,358	£	83,790

## 18. Reconciliation of Operating Profit to Cash Flows from Operating Activities

<u>2002</u>	<u>2001</u>
107,89	93,456
758	5 17,000
72,309	9 44,512
437,598	3 (473,898)
37,058	186,911
£ 655,61	£ (132,019)
	107,89° 75,909 72,309 437,598 37,058

## Financial Statements for the year ended 31st March 2002

## Notes (Continued)

## 19. Analysis of Cash Flows Netted in the Cash Flow Statement

	Returns on investments and servi	icing	of finance				
					<u>2002</u>		<u>2001</u>
	Interest received Interest paid				1,068		7,869
	Purchase of current asset investn	nent			(6,148) -		(17,755)
				£	(5,080)	£	(9,886)
	Capital Expenditure						<del></del>
	Purchase of fixed assets Purchase of intangible assets				(48,140) (34,000)		(111,348)
				£	(82,140)	£	(111,348)
20.	Analysis of Change in Net Fund	łs					
			At 1st April 2001		Cashflow	,	At 31st March 2002
	Cash and cash deposit Bank overdraft		97,604 (231,983)		304,070 231,983		401,674
		£	(134,379)	£	536,053	£	401,674

## 21. Related Parties Transactions

The company has taken advantage of the FRS8 exemption not to disclose transactions with other group companies.