# Company Number 2269505

# National Quality Assurance Limited

Warwick House
Houghton Hall Park
Houghton Regis
Dunstable
LU5 5ZX

Annual Accounts 2001/2002

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#### **DIRECTORS' REPORT**

#### 1. Introduction

The Directors of National Quality Assurance Limited have pleasure in presenting their report and audited financial statements for the year ended 31 March 2002.

Throughout the report comparative 2000/2001 figures are shown in brackets where appropriate.

#### 2. Directors and their Interests

Mr D W M Latimer resigned as a Director of the Company at the end of March 2001 on completing his two years as Chairman of the National Inspection Council for Electrical Installation Contracting (NICEIC), the parent Company. Mr T Lane, the new NICEIC Chairman, becomes a Director from 1 April 2001 and the NQA Chairman with effect from 14 June 2001. With effect from April 2001 Mr D L Johnston retires from his position as Director General of NICEIC and is succeeded by Mr J Speirs. Mr J Speirs remains on the Board as a non-executive Director. Mr T J Nash became Managing Director of NQA with effect from 5 March 2001 when Mr D I Wood fulfilled the role of acting Operations Director.

D L Johnston (resigned 23 May 2001)

J S Frame

D W M Latimer (resigned 31 March 2001) T Lane (appointed 01 April 2001)

J Speirs

D Bell

S A Burgess

T J Nash

S J Clark

D I Wood

None of the directors has a beneficial interest in the issued share capital.

#### 3. Company Activity

The principal activity of the Company is the assessment of management systems of applicant companies, and the on-going surveillance of the systems of registered companies, against the requirements of national and international standards, and related training. NQA's fourteenth year of trading ended on 31March 2002. NQA continues to be one of the worlds leading certification bodies with clients in 45 countries.

## 4. Share Capital

The authorised share capital was increased to £260,000 on 31 July 2001. 250,000 ordinary shares of £1 were issued at par. The additional issue was used to fund the acquisition of Zurich Certification Limited on 23 August 2001.

#### 5. Gift Aid

In March 2002, an interim Gift Aid payment of £1,100,000 was made to the NICEIC, the Company's Shareholder. A final payment of £250,000 will be made in July 2002, calculated to leave sufficient funds with the Company to meet its working capital requirement.

# 6. Company's Finances

The Company's produced a pre-tax profit of £1,328,459. The years profit is ahead of the previous year by around 18%, on an increase in turnover of around 4%. NQA's overseas activities are increasingly important to the Company's financial results. The Directors are of the opinion that from a financial viewpoint that the year was successful and in June 2002 the Board authorised the transfer, by Gift Aid payments, of £1,350,000 to the parent company, The National Inspection Council for Electrical Installation Contracting.

The Auditors' report, together with financial statements for the year ended 31 March 2002, is at Annex A.

By order of the Board

S A Burgess

Company Secretary

20 June 2002

Financial Statements Year ended 31 March 2002

ANNEX A

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# Statement of Directors' 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 as at the end of the financial year 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;
- state whether the financial statements have been prepared in accordance with applicable accounting standards.

#### The directors are responsible for

- keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985
- safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities
- ensuring that the Directors' Report and other information included in the Annual Report is prepared in accordance with Company law in the United Kingdom.

# Independent Auditors' Report to the Shareholders of National Quality Assurance Limited

We have audited the financial statements of National Quality Assurance Limited for the year ended 31 March 2002 which comprise the Profit and Loss Account, the Balance Sheet, the Cash Flow Statement and the related notes. These financial statements have been prepared under the accounting policies set out therein.

# Respective responsibilities of directors and auditors

The directors' responsibilities for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards are set out in the Statement of Directors' Responsibilities.

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 other information contained in the Annual Report, and consider whether it is consistent with the audited financial statements. This other information comprises only the Directors' Report and the Shareholder's Statement. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

# 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 judgments 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 affairs as at 31 March 2002 and of its profit for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

LONDON, UK

Zo Jane 2002

PKF Registered Auditors

	Notes	2002	2001
Income	2	£ 8,409,407	£ 8,093,181
Direct Costs	3	3,033,723	2,932,250
		5,375,684	5,160,931
Administrative Expenses	3	4,159,171	4,185,763
Operating Profit		3,033,723 5,375,684 4,159,171 1,216,513	975,168
Bank Interest receivable		111,946	151,626
Profit on ordinary activities before taxation		1,328,459	1,126,794
Tax on profit on ordinary activities	5	28,545	21,057 21,057
Profit on ordinary activities after taxation		1,299,914	1,105,737
Gift Aid	6	1,350,000	1,050,000
Retained (loss)/profit for the financial year		(50,086)	55,737

The movement on reserves is shown in note 13.

All amounts relate to continuing operations.

The company had no recognised gains and losses other than the profit/(loss) for the year.

	1	200	2	200	1
Fixed Assets	Notes	£	£	£	£ and and an and an
Intangible Assets Tangible Assets Investments	7 8 9		232,000 484,438 207,332	CHANGE AND	580,080 207,332
Current Assets			923,770	PROTECTION OF THE PROTECTION O	787,412
Debtors & Accrued Income Cash at bank and in hand	10	976,213 1,124,723		949,935 1,176,840	And the second s
Creditors Amounts falling due within one year	11	2,100,936 2,720,495		2,126,775	
Net Current Liabilities			(619,559)	reaccentration of the second control of the	(683,115)
Total Assets Less Current Liabilities			304,211	enzesanu.ilusa-veront	104,297
	10		260,000	nn in der verschaften der vers	10.000
Called Up Share Capital	12	1	260,000	115 F 2 C 1 C 1 C 1 C 1 C 1 C 1 C 1 C 1 C 1 C	10,000
Profit & Loss Account	13		44,211		94,297
Equity Shareholders' Funds	14		304,211	## ## ## ## ## ## ## ## ## ## ## ## ##	104,297
		L			and statement of the state of t

Approved by the Board of Directors on 20 June 2002

S A Burgess Finance Director

	ſ	2002 £	$\text{permission of the permission of the permis$
	Notes		county, 155, history
Net cash flow from operating activities	15	1,157,232	1,096,016
Returns on Investments and Servicing of Finance	15	111,946	151,626
Taxation	15	(19,196)	(295,079)
Capital Expenditure and Financial Investment	15	(302,099)	(508,352)
		(947,883)	444,211  (900,000)  (455,789)
Payment under Gift Aid		(1,250,000)	(900,000)
		(302,117)	(455,789)
Issue of Shares	12	250,000	4 33 % A 1
	·		SCHEROLD STREET
(Decrease in cash)		(52,117)	(455,789)
Reconciliation of net cash flow to movement in net funds	16		nestinenteantakuntatinis
(Decrease) in the year - being change in net funds		(52,117)	(455,789)
Net funds at 1 April 2001		1,176,840	1,632,629
Net funds at 31 March 2002		1,124,723	1,176,840
		<u></u>	

# 1. Accounting Policies

#### a. Accounting convention

The financial statements are prepared under the historical cost convention and have been prepared in accordance with applicable accounting standards. Group accounts have not been prepared as the company is entitled to take advantage of the exemption from the requirement to prepare group accounts for the year ended 31 March 2002 under section 248 of the Companies Act 1985 on the grounds that the group is medium sized. The financial statements therefore present information about the company as an individual undertaking and not about its group.

#### b. Income

Fees and other income are accounted for on the provision of the service, and are exclusive of VAT.

#### c. Depreciation

Intangible and tangible fixed assets are depreciated by equal annual instalments over their expected useful life: -

Goodwill - over 8 years

Freehold Premises - land not depreciated - building over 25 years

Leasehold Improvements - over the term of the lease

Computer equipment 33% on cost

Office equipment 20% on cost/25% on cost

Fixtures and Fittings 20% on cost/50% on cost

#### d. Operating Leases

Rental charges arising under operating lease agreements have been charged to the profit and loss account as incurred.

#### e. Deferred Taxation

Provision is made for deferred tax, using the liability method, in respect of all material timing differences.

#### f. Pension Costs

The company participates in a contracted out defined benefit scheme operated by the National Inspection Council for Electrical Installation Contracting providing benefits for employees additional to those from the State. The pension costs are charged to the Profit and Loss Account over the average service lives of employee members.

#### g. Foreign Currencies

Transactions in foreign currencies are translated into sterling at the average rates of exchange for the year. Monetary assets and liabilities are translated into sterling at rates ruling at the balance sheet date. Exchange gains and losses are credited or charged to the profit and loss account in the period in which they arise.

#### h. Rental Income

Rental income arising under operating leases from premises has been included in the profit and loss account when receivable.

2.	Income	2002	
	Application Acceptament &	£	
	Application, Assessment & Surveillance Fees	7,397,713	
	Sundry Charges	877,000	
	Rent Receivable	56,991	

Sundry Sales

2002	2001
£	£
7,397,713	7,262,733
877,000	756,019
56,991	13,750 60,679
77,703	60,679
8,409,407	8,093,181
	<del></del>

3. Expenditure	2002 £	2001 £
Direct costs and administrative expenses include the following items:		THE STATE STATE OF THE STATE OF
Auditors remuneration:  - Audit  - Non Audit  Operating Lease Charges:  - Land & Buildings and others  - Plant and equipment  Depreciation  Loss on sale of fixed assets  Amortisation of Goodwill  4. Staff  Average number of technical and administrative staff employed during the period was 112 (2001: 119)	16,000 31,908 338,498 268,597 139,757 7,984 18,000	14,350 8,480 259,005 255,586 180,850 19,366
Aggregate amounts charged in respect of: Wages and Salaries Agency Salaries Social Security Costs Pension Administration Costs Pension Scheme Healthcare Plan	3,148,277 72,987 276,959 34,034 413,178 41,774 3,987,209	3,053,850 98,378 289,729 44,224 394,423 37,792 3,918,396

Staff (cont)	2002 £	2001 £
Directors Emoluments:		
Total emoluments including benefits	326,075	359,361
Compensation for loss of office.	55,400	<del></del>
Number of Directors accruing retirement benefit under a defined benefits scheme were	7	6
Emoluments of the highest paid Director	71,284	75,887
Accrued annual pension of highest paid Director	25 693	7 298

	Emoluments of the highest paid Director	71,284	75,887
	Accrued annual pension of highest paid Director as at 31 March 2002	25,693	7,298
Any lun	np sum entitlement under the pension scheme is by comm	utation of the annual p	pension entitlement.
5a.	Taxation	2002	2001
II	UK Corporation Tax at 20% (2001 21%) on the	£	£
	profit for the year. Prior Year adjustments	29,260 (715)	19,911 1,146
	Tax charge for the year	28,545	21,057
5b.	The tax assessed for the period is different from the star differences are explained below.	ndard rate of corporati	on tax in the UK. The
	Factors Affecting the Tax Charge for the Year	2002 £	2001 £
	Profit on ordinary activities before tax Less Gift Aid	1,328,459 1,350,000	1,126,794 1,050,000
	(Loss)/profit for the year after Gift Aid	(21,541)	76,794
	(Loss)/profit for the year multiplied by the standard rate of Corporation Tax of 30% in the UK	(6,462)	23,038
	Effects of: Taxation of profits at marginal rate of tax Depreciation of non-qualifying assets	2,154 5,718	(7,679) 2,115
	Expenses not deductible for tax purposes (principally professional fees) Deferred tax credit/(charge) not provided Prior year adjustments	27,122 728 (715)	7,466 (5,029) 1,146
		28,545	21,705

A deferred tax asset of £15,158 (2000 - £14,430) (arising as a result of decelerated capital allowance) has not been included on the basis that it is not material to the position of the Company.

# 6. Gift Aid

A Gift Aid payment to the parent undertaking (NICEIC) of £1,100,000 (2001: £1,050,000) was made in the year. It is intended that a further Gift Aid payment is made based on the accounts of £250,000. The payment will be made in July 2002.

# Intangible Fixed Assets

On 23 August 2001, the company acquired the business and goodwill of Zurich Certification Limited. Under the terms of the contract, the total consideration is calculated based on client retention after one year from the completion date, with a minimum additional consideration payable of £50,000.

The Directors are of the opinion that, given current market factors, this investment should be amortised straight line over an eight year period.

	£
Cost	
At 31 March 2001 Additions At 31 March 2002	250,000 250,000
	£
Amortisation	
At 31 March 2001 Provided during the year At 31 March 2002	18,000 18,000
	£
Net Book Value	
At 31 March 2002	232,000
At 31 March 2001	

# Fixed Assets – Tangible

	Freehold Land and Buildings	Short Leasehold - Improvements	Office Equipment	Total c/f
	£	£	£	£
Cost At 31 March 2001 Additions Disposals	228,502 - -	211,200 9,014 -	520,110 10,074 (391,685)	959,812 19,088 (391,685)
At 31 March 2002	228,502	220,214	138,499	587,215
Depreciation				
At 31 March 2001 Provided during the year Disposals	30,912 10,592	130,272 16,724	400,678 27,285 (380,684)	561,862 54,601 (380,684)
At 31 March 2002	41,504	146,996	47,279	235,779
Net Book Value At 31 March 2002	186,998	73,218	91,220	351,436
At 31 March 2001	197,590	80,928	119,432	397,950
	Total b/f £	Fixtures and Fittings £	Computer Equipment £	Total £
Cost At 31 March 2001 Additions Disposals	959,812 19,088 (391,685)	261,541 8,620 (134,979)	382,804 31,074 (216,422)	1,604,157 58,782 (743,086)
At 31 March 2002	587,215	135,182	197,456	919,853
Depreciation				
At 31 March 2001 Provided during the year Disposals	561,862 54,601 (380,684)	164,582 26,222 (134,905)	297,633 58,934 (212,830)	1,024,077 139,757 (728,419)
At 31 March 2002	235,779	55,899	143,737	435,415
Net Book Value At 31 March 2002	351,436	79,283	53,719	484,438
At 31 March 2001	397,950	96,959	85,171	580,080

Freehold land and buildings includes land at a cost of £70,000 which is not subject to depreciation.

Investments	2002	2001
The Company has the following interest in dormant subsidiary undertakings:	n general and a second a second and a second a second and	
NQA Limited		
(a company incorporated in England and Wales)	1000/	1000/
% Equity held £1 ordinary shares	100%	100%
Cost at 31 March 2002	£ 2	100% £ 2 ———————————————————————————————————
National Inspection Council Quality		
Assurance Limited		
(a company incorporated in Northern Ireland)		
% Equity held	100%	100%
£1 ordinary shares		<u></u>
Cost at 31 March 2002	£ 2	£ 2
National Quality Assurance (Scotland)		
Limited	Ĭ.	
(a company incorporated in Scotland)	100%	100%
% Equity held		
£1 ordinary shares		<u></u>
Cost at 31 March 2002	£ 2	€ 2
NQA Training and Development Limited		
(a company incorporated in Great Britain)	100%	100%
% Equity held		22
£1 Ordinary shares		
Cost at 31 March 2002	£ 2	£ 2
		G Records consistency of the constraint of the c
Joint Venture	2002	######################################
COME TOROUX C	2002	2001
NQA Inc		# # #
(a Company incorporated in the United States of America)		**************************************
% Equity held	50%	50%
\$1 ordinary shares	ļ	7 (((((((((((((((((((((((((((((((((((((
Cost at 31 March 2002	£207,324	£207,324
	,	

The company owns 50% of the share capital of NQA Inc.

NQA Inc owns the entire issued share capital of NQA, USA Inc, NQA Training and Development Inc and NQA Laboratory Services Inc. The joint venture group carry out certification services, training and laboratory services. The company is entitled to 49.5% of any profits arising from the joint venture.

The company further increased its investment by \$US 275,000 in early April 2002.

#### 9:

# Investments (continued)

The Company's share of the turnover, assets and liabilities of NQA Inc was as follows:

	2002 £
Share of turnover Share of profit	1,834,866 18,881
Share of fixed assets Share of current assets	115,846 843,653
	959,499
Share of current liabilities	726,207
Share of net assets	233,292
	(

	2001
	£
	1,876,787 15,284
	146,018 596,254
	742,272
Andre (Antalas Antalas	519,755
	222,517

# 10.

# **Debtors and Accrued Income**

Trade Debtors
Prepayments & Accrued Income
Taxation recoverable
Balance due from Joint Venture
NQA, USA Inc – trading balance

2002
£ 543,727 206,299 790
225,397
976,213

naznu.	2001
	£ 527,623 240,437 2,952
	178,923
**************************************	949,935

#### 11.

# Creditors

# Amounts falling due within one year:

Trade Creditors
Other Taxation & Social Security
Accruals & Deferred Income
NICEIC - trading balance
Corporation Tax

£
146,851 261,688 2,188,792 93,904 29,260
2,720,495

2002

2001
£
191,658
261,671
2,305,648
31,002
19,911
2 900 900
2,809,890

# 12. | Share Capital

	2002		2001		
	Authorised	Issued £	Authorised	Issued £	
At 31 March 2001 Change in the year	100,000 160,000	10,000 250,000	100,000	10,000	
At 31 March 2002	260,000	260,000	100,000	10,000	
		<del></del>			

The authorised share capital was increased to £260,000 on 31 July 2001. 250,000 ordinary shares of £1 were issued at par.

The company is a wholly owned subsidiary of The National Inspection Council for Electrical Installation Contracting and the issued shares are held in trust for the parent undertaking.

Published accounts for the group and charity are available to the public. Requests in writing to the Company Secretary, NICEIC, Vintage House, Albert Embankment, London SE1 7UJ.

Profit and Loss Account	2002 £	2001 £
Balance at 31 March 2001 Retained profit/(loss) for the year	94,297 (50,086) ————————————————————————————————————	38,560 55,737
Balance at 31 March 2002		
Reconciliation of Movement of Equity Shareholders Funds	2002 £	**************************************
Balance at 31 March 2001 Share Issue Retained (Loss) profit for the year	104,297 250,000 (50,086)	48,560 55,73°
Balance at 31 March 2002	304,211	104,29
Notes to the Cash Flow Statement	2002	\$ 1-2001
Reconciliation of operating profit to net cash inflow from operating activities	£	£
Operating Profit Depreciation on tangible fixed assets Loss on sale of fixed assets Depreciation on intangible fixed assets Increase in Debtors	1,216,513 139,757 7,984 18,000 (26,278)	975,16 180,85 19,36 (163,2
(Decrease)/Increase in Creditors (Decrease)/Increase in intra - group debt	(261,646) 62,902	296,40 (212,4
Net cash inflow from operating activities	1,157,232	1,096,0

# 15.

# Notes to the Cash Flow Statement (cont)

	2002		$\frac{2001}{}$	
Gross cash flow	£	£	£	£
Taxation				
Income Tax paid on Gift Aid	-		(272,550)	
Corporation tax	(19,196)		(22,529)	
Income tax recovered	-	(19,196)	-	(295,079)
		i		<del></del>
Returns on investment and			17 A	š ņ
servicing of finance Interest received	<b>[</b>	111,946		151,626
increst received	į	111,540		131,020
Capital expenditure	}		1	
Payments to acquire tangible	1		A CALL	#
fixed assets	(58,782)		(315,752)	o de la companya de l
Payment to acquire intangible				
fixed assets	(250,000)		# F	
Receipt from sales of tangible	6.602		14.654	\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\
fixed assets	6,683	(202.000)	14,654	(500.050)
Increase in joint venture NQA Inc	-	(302,099)	(207,254)	(508,352)
	1	<del></del>		

# 16.

# Analysis of changes in net funds

Cash at bank and in hand

As 1 April
2001
£
1,176,840

Cash Flows
£ (52,117)

As 31 March
2002
£
1,124,723

The above includes only those short term deposits which are available for immediate draw down. Longer term deposits are included in management of liquid resources.

#### 17.

# **Operating Lease Commitments**

The Company has financial commitments in respect of operating leases. The annual rentals payable under these leases are analysed below:

Expiry within one year

Expiry within two to five years inclusive

2002 Land and		
Other		
£		
27,609		
129,648		
157,257		

$rac{2001}{}$	
Land and Buildings	Other
£	£
8,452	15,243
295,767	136,041
304,219	151,284

18. Status of Company

The company is registered in England and Wales and has the registration number 2269505.

19. Pension Scheme

The company participates in a contracted out defined benefit pension scheme operated by the National Inspection Council for Electrical Installation Contracting providing benefits based on final pensionable pay. The assets of the scheme are held separately from those of the company, being invested by Phillips & Drew Ltd. The pension costs charge represents the contributions payable by the company to the scheme. The contributions are determined by a qualified actuary on the basis of triennial valuation.

A full actuarial valuation of the Pension Scheme will be undertaken in March 2002. This will be considered by the NICEIC and NQA Board and adjustments made to the contribution levels to ensure the continuing excellent benefits of the scheme. From 1 April 1999 the total contribution was 20.6% of pensionable salary costs. For the year to 31 March 2002 this was split 6% for employees and 14.6% from the employer.

The pension charge for the period was £447,212 (£438,647).

National Quality Assurance Limited is unable to identify its share of the underlying assets and liabilities in the defined benefits scheme on a consistent and reasonable basis. In accordance with Financial Reporting Standard 17 (FRS 17) the company has accounted for the contributions to the scheme as if it were a defined contribution scheme. The last formal valuation of the scheme has, however, been updated by the actuary for the purpose of FRS 17 and indicates that there is a surplus in the scheme of £1,600,000 (this is stated before any deferred tax provision as NICEIC is a charity). This surplus may be taken into account by the trustees of the scheme in setting future benefits and contribution levels.

20. Related Party Transactions

National Quality Assurance Ltd provides to NQA, USA Inc certification oversight and advice, and processes and issues ISO registration certificates. NQA charges that company an agreed fee for each certificate in place at the beginning of the year and issued during the year, together with the appropriate UKAS levy. Certification fees for the year were £134,312 (£203,962). During the year NQA paid to NQA, USA Inc £4,600 (£4,764) for assessors services, travel expenses, and other miscellaneous expenses. In the year to 31 March 2002 NQA, USA Inc paid £31,567 (£22,536) to NQA in respect of 'reimbursable expenditure' for items such as travel expenses, assessor services, training fees and other miscellaneous expenses.

As a wholly owned subsidiary, the company is exempt under Financial Reporting Standard No 8 from disclosing transactions and balances with its parent undertaking and controlling party, NICEIC.