



**Report and Financial Statements** 

31 March 1997

Deloitte & Touche Queen Anne House 69-71 Queen Square Bristol BS1 4JP





## **REPORT AND FINANCIAL STATEMENTS 1997**

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## **REPORT AND FINANCIAL STATEMENTS 1997**

## OFFICERS AND PROFESSIONAL ADVISERS

## **DIRECTORS**

D M Telling

W E Harding

G Allen

D A Wilson

M A Tivey

C S Acheson

C J Williams

### **SECRETARIES**

A F Waters

M O Thomas

## REGISTERED OFFICE

The Stable Block Barley Wood Wrington

**Bristol** 

**BS18 7SA** 

## **BANKERS**

Midland Bank plc 49 Corn Street **Bristol** BS99 7PP

## **AUDITORS**

Deloitte & Touche Queen Anne House 69-71 Queen Square Bristol BS1 4JP



#### **DIRECTORS' REPORT**

The directors present their report and financial statements for the year ended 31 March 1997.

## 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;
- state whether applicable accounting standards have been followed; and
- 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 to enable them to ensure that the financial statements comply with the Companies Act. 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.

#### PRINCIPAL ACTIVITY AND REVIEW OF THE BUSINESS

The company's principal activity is the installation of electrical and mechanical services in commercial and industrial premises.

The company's business developed satisfactorily and the directors consider that the company is in a good position to continue that development.

#### RESULTS AND DIVIDENDS

The profit for the year after taxation amounted to £177,198 (1996: £22,389). The directors recommend that this amount be dealt with as follows:

Ordinary dividends

- Final proposed £0.12 per share

Transfer to reserves

18,000 159,198

£

177,198

#### FIXED ASSETS

Details of movements in fixed assets during the year are set out in Note 6 to the financial statements.



### **DIRECTORS' REPORT (continued)**

#### DIRECTORS AND THEIR INTERESTS

The directors during the year were as follows:

D M Telling (Chairman)

W E Harding

G Allen

D A Wilson

M A Tivey

C S Acheson

C J Williams

The beneficial interests of the directors and their families in the share capital of the company at the beginning and end of the financial year were:

	31 March 1997		1 <b>April</b> 1996	
	£1 'B' ordinary shares Number	Unsecured loan stock £	£1 'B' ordinary shares Number	Unsecured loan stock £
G Allen	18,000	_	10,000	8,000
D A Wilson	18,000	-	10,000	8,000
M A Tivey	18,000	· -	10,000	8,000
C J Williams	1,500	-	1,500	-

No other director had a beneficial interest in the share capital of the company.

Messrs D M Telling and W E Harding are directors of MITIE Group PLC, the parent undertaking, and their interests in the share capital of that company are shown in the financial statements of MITIE Group PLC.

Other directors' interests in the share capital of MITIE Group PLC are as follows:

	31 March 1997 10p Ordinary shares Number	1 April 1996 25p Ordinary shares Number
C S Acheson	588,150	235,260
C J Williams	26,700	10,680

No other director had an interest in the share capital of MITIE Group PLC.

#### PAYMENT POLICY

The company's policy is to comply with the terms of payment agreed with a supplier. Where terms are not negotiated, the company endeavours to adhere with the supplier's standard terms. As at 31 March 1997 trade creditors, as a proportion of amounts invoiced from suppliers for the year, represented 76 days.

In the industry in which the company operates credit periods are frequently extended by agreement. The company's creditor days are a reflection of this custom.



## **DIRECTORS' REPORT (continued)**

## **AUDITORS**

A resolution for the reappointment of Deloitte & Touche as auditors of the company is to be proposed at the forthcoming Annual General Meeting.

Approved by the Board of Directors and signed on behalf of the Board

A F Waters Secretary 4/3/97



#### **Chartered Accountants**

Deloitte & Touche Queen Anne House 69-71 Queen Square Bristol BS1 4JP

Telephone: National 0117 921 1622 International + 44 117 921 1622 Fax (Gp. 3): 0117 929 2801

#### AUDITORS' REPORT TO THE MEMBERS OF

#### MITIE ENGINEERING SERVICES (NORTH) LIMITED

We have audited the financial statements on pages 6 to 16 which have been prepared under the accounting policies set out on page 9.

#### Respective responsibilities of directors and auditors

As described on page 2, the company's directors are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

#### **Basis of opinion**

We conducted our audit in accordance with 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 affairs as at 31 March 1997 and of its profit for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

**DELOITTE & TOUCHE** 

Belowth & Touche

Chartered Accountants and

Registered Auditors

Aberdeen, Bath, Belfast, Birmingham, Bournemouth, Bracknell, Bristol, Cambridge, Cardiff, Crawley, Dartford, Edinburgh, Glasgow, Leeds, Leicester, Liverpool, London, Manchester, Milton Keynes, Newcastle upon Tyne, Nottingham, St Albans and Southampton.

18/8/97

Principal place of business at which a list of partners' names is available. Stonecutter Court, 1 Stonecutter Street, London EC4A 4TR.





## PROFIT AND LOSS ACCOUNT Year ended 31 March 1997

	Continuing o		
	Notes	1997 £	1996 £
TURNOVER		6,279,450	2,953,624
Cost of sales		(5,440,303)	(2,467,854)
GROSS PROFIT		839,147	485,770
Administrative expenses Other operating income		(592,905) 3,120	(462,626) -
OPERATING PROFIT	2	249,362	23,144
Interest receivable	3	23,083	13,716
PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION		272,445	36,860
Tax on profit on ordinary activities	4	(95,247)	(14,471)
PROFIT ON ORDINARY ACTIVITIES AFTER TAXATION		177,198	22,389
Dividends	5	(18,000)	-
RETAINED PROFIT FOR THE YEAR	12	159,198	22,389

There are no recognised gains and losses for the current financial year or preceding financial year other than as stated in the profit and loss account.



## **BALANCE SHEET** 31 March 1997

	Notes	۰	1997		1996
FIXED ASSETS		£	£	£	£
Tangible assets	6		77,856		87,596
CURRENT ASSETS					
Work in progress Debtors Cash at bank and in hand	7 8	678,899 411,811 556,502 1,647,212		363,620 435,571 520,185 	
CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	9	(1,407,504)		(1,248,606)	
NET CURRENT ASSETS			239,708		70,770
TOTAL ASSETS LESS CURRENT LIABILITIES			317,564		158,366
CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR	10		-		(24,000)
NET ASSETS			317,564		134,366
CAPITAL AND RESERVES					
Called up share capital Profit and loss account	11 12		150,000 167,564		126,000 8,366
TOTAL EQUITY SHAREHOLDERS' FUNDS			317,564		134,366

14 August 1997 These financial statements were approved by the Board of Directors on

Signed on behalf of the Board of Directors

D M Telling Director





## CASH FLOW STATEMENT Year ended 31 March 1997

	Notes		1997		1996
		£	£	£	£
Net cash inflow from operating activities	14		50,326		299,032
Returns on investments and servicing of finance					
Interest received Interest paid		22,687 -		13,657 (652)	
Net cash inflow from returns on investments and servicing of finance			22,687		13,005
Taxation UK corporation tax paid			(14,247)		(1,771)
Capital expenditure Payments to acquire tangible fixed assets Receipts from sales of tangible fixed assets		(30,449) 8,000		(26,653) 1,300	
Net cash outflow from capital expenditure		<u></u>	(22,449)		(25,353)
Increase in cash in the year	16		36,317		284,913



### NOTES TO THE ACCOUNTS Year ended 31 March 1997

#### 1. ACCOUNTING POLICIES

#### Accounting convention

The financial statements are prepared under the historical cost convention.

#### Turnover

Turnover represents the total, excluding sales taxes, receivable in respect of goods and services supplied and contract work completed in the year.

#### Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost, less estimated residual value, of each asset on a straight-line basis over its expected useful life, as follows:

Plant and office equipment

4 to 10 years

Motor vehicles

4 years

### Leasing and hire purchase commitments

Assets obtained under hire purchase contracts and finance leases are capitalised as tangible fixed assets at the estimated net present value of underlying lease payments and are depreciated in accordance with the above policy. Obligations under such agreements are included in creditors net of finance charges allocated to future periods. The finance element of the rental payments is charged to the profit and loss account over the period of the lease or hire purchase contract.

Rentals paid under other leases (operating leases) are charged against income on a straight-line basis over the lease term.

#### Work in progress

Work in progress is stated at the lower of cost (including appropriate overheads) and net realisable value. Provision is made for foreseeable losses.

#### **Deferred taxation**

Provision is made for deferred taxation using the liability method in respect of timing differences to the extent that liabilities will crystallise in the foreseeable future.

#### **Pension costs**

Pension costs represent amounts paid to one of the group's pension schemes. Details of the schemes are given in the financial statements of MITIE Group PLC.

## Compliance with accounting standards

The financial statements have been prepared in accordance with applicable accounting standards.





2.	<b>OPERATING PROFIT</b> is stated after charging/(crediting):	1997 £	1996 £
	Depreciation	34,141	27,354
	Operating lease rentals: land and buildings	11,211	11,000
	Auditors' remuneration: audit services	1,250	1,250
	(Profit)/loss on disposal of fixed assets	(1,952)	559
3.	INTEREST RECEIVABLE	1997 £	1996 £
		T	at.
	Bank interest receivable	23,083	13,716
4.	TAX ON PROFIT ON ORDINARY ACTIVITIES	1997	1996
		£	£
	UK current year taxation		
	UK corporation tax at 33% (1996: 33%)	95,500	14,500
	Prior years		
	UK corporation tax	(253)	(29)
		95,247	14,471
5.	DIVIDENDS	1997	1996
		£	£
	Ordinary:		
	Final proposed of £0.12 (1996: £nil) per share	18,000	



## 6. TANGIBLE FIXED ASSETS

Plant	Office equipment	Motor vehicles	Total
£	£	£	£
		0.2.4.2.	
5,496		•	131,709
-		28,400	29,599
-	1,169	•	1,169
-	-	(11,613)	(11,613)
5,496	34,942	110,426	150,864
<del></del>			
2,145	10,091	31,877	44,113
1,099	6,804	26,238	34,141
	319	-	319
-	-	(5,565)	(5,565)
3,244	17,214	52,550	73,008
2,252	17,728	57,876	77,856
3,351	22,483	61,762	87,596
	\$,496 	Plant     equipment       £     £       5,496     32,574       -     1,199       -     1,169       -     -       5,496     34,942       -     319       -     -       3,244     17,214       -     -       2,252     17,728	Plant £       equipment £       vehicles £         5,496       32,574       93,639         -       1,199       28,400         -       -       (11,613)         -       -       (11,613)         5,496       34,942       110,426         2,145       10,091       31,877         1,099       6,804       26,238         -       -       (5,565)         3,244       17,214       52,550         2,252       17,728       57,876

## (2) Capital commitments

At 31 March 1997 the directors had authorised capital expenditure of £41,300 (1996: £36,500).

7.	WORK IN PROGRESS	1997	1996
		£	£
	Work in progress	1,457,704	1,725,761
	Cash received on account	(778,805)	(1,362,141)
		678,899	363,620



8.	DEBTORS	1997	1996
		£	£
	Trade debtors	399,667	423,765
	Amounts owed by parent undertaking and fellow subsidiary undertakings	1,947	-
	Other debtors	1,971	1,126
	Prepayments and accrued income	6,381	10,680
	Advance corporation tax recoverable	1,845	
		411,811	435,571
9.	CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	1997	1996
Э.	CREDITORS: AMOUNTS FALLING DUE WITHIN ONE TEAR	1997 £	1990 £
		*	2
	Trade creditors	1,239,691	1,121,024
	Amounts owed to parent undertaking and fellow subsidiary undertakings	2,590	11,137
	Corporation tax	97,345	14,500
	Other taxes and social security costs	29,751	53,788
	Other creditors	17,650	13,109
	Accruals and deferred income	2,477	11,337
	Proposed dividend Payments on account	18,000	23,711
	rayments on account		25,711
		1,407,504	1,248,606
10.	CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE	YEAR	
		1997	1996
		£	£
	Unsecured loan stock 2004	-	24,000
			<del></del>

The unsecured loan stock was converted into £1 'B' ordinary shares in the company during the year.



#### 11. CALLED UP SHARE CAPITAL

	1	1997
(1) Authorised	Number	£
£1 'A' ordinary shares	94,500	94,500
£1 'B' ordinary shares	55,500	55,500
	150,000	150,000
(2) Allotted and fully paid	1997	1996
	£	£
£1 'A' ordinary shares	94,500	94,500
£1 'B' ordinary shares	55,500	31,500
	150,000	126,000

The unsecured loan stock was converted into 24,000 £1 'B' ordinary shares in the company during the year.

## (3) Rights attached to shares

The holders of the £1 'A' ordinary shares and the £1 'B' ordinary shares are entitled to a dividend as decided by the Board. Thereafter, MITIE Group PLC, the holder of the £1 'A' ordinary shares, is entitled to one half of the company's annual profits available for distribution less the above amount already paid, together with any arrears of such cumulative dividends unpaid from any previous financial year.

Thereafter, the balance of profits available for distribution may be distributed amongst the holders of each class of share pari passu.

Both classes of shareholder have equal voting rights.

### 12. PROFIT AND LOSS ACCOUNT

I April 1996	8,366
Retained profit for the year	159,198
31 March 1997	167,564

£



13.	RECONCILIATION OF MOVEMENTS	IN SHAREHOLI	DERS' FUNDS	1997 £	1996 £
	Profit for the financial year Issue of share capital			177,198 24,000	22,389
	Proposed dividend			(18,000)	
	Net addition to shareholders' funds			183,198	22,389
	Opening shareholders' funds			134,366	111,977
	Closing shareholders' funds			317,564	134,366
14.	RECONCILIATION OF OPERATING PI INFLOW FROM OPERATING ACTIVI		CASH	1997 £	1996 £
	Operating profit			249,362	23,144
	Depreciation charges			34,141	27,354
	(Profit)/loss on disposal of tangible fixed asset	ets		(1,952)	559
	Increase in work in progress			(315,279)	(33,765)
	Decrease in debtors			26,001	86,535
	Increase in creditors			58,053	195,205
	Net cash inflow from operating activities			50,326	299,032
15.	ANALYSIS OF CHANGES IN NET FUND	DS At 1 April 1996 £	Cash flows	Other non-cash changes £	At 31 March 1997 £
		£	<del>.</del>	a.	2
	Cash at bank and in hand	520,185	36,317	•	556,502
	Debt due after one year	(24,000)	_	24,000	
		496,185	36,317	24,000	556,502



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## NOTES TO THE ACCOUNTS Year ended 31 March 1997

16.	RECONCILIATION OF NET CASH FLOW TO MOVEMENT		
	IN NET FUNDS	1997	1996
		£	£
	Increase in cash for the year	36,317	284,913
	Change in net funds resulting from cash flows	36,317	284,913
	Issue of share capital	24,000	-
	Movement in net funds in the year	60,317	284,913
	Net funds at 1 April	496,185	211,272
	Net funds at 31 March	556,502	496,185
	THE IMITED OF AT TAKE OF	550,502	+70,103

## 17. FINANCIAL COMMITMENTS

## (1) Operating leases

At 31 March 1997 the company had annual commitments under non-cancellable operating leases as follows:

Land and buildings	1997	1996
	£	£
Expiry date - two to five years	12,500	11,000

## (2) Commitments on behalf of group undertakings

The company is party with other group undertakings to cross-guarantees of each other's bank overdrafts.

## 18. DIRECTORS

The emoluments of directors of the company were:	1997 £	1996 £
Fees and other emoluments (excluding pension contributions but including benefits-in-kind)	132,204	116,468
	Number	Number
The number of directors who were members of a defined benefit pension scheme	4	4

Messrs D M Telling and W E Harding are directors of MITIE Group PLC and their pension details are disclosed in the group accounts.



#### 19. EMPLOYEES

#### (1) Number of employees

The average number of persons (including directors) employed by the company during the year was:

	1997 Number	1996 Number
Site labour	-	1
Administration and management	15	13
	15	14
(2) Employment costs	£	£
Wages and salaries	339,226	277,828
Social security costs	32,733	27,675
Other pension costs	16,905	9,073
	388,864	314,576

#### 20. RELATED PARTY TRANSACTIONS

MITIE Group PLC is the holder of the 'A' ordinary shares and is a 63% shareholder of MITIE Engineering Services (North) Limited.

During the year, MITIE Engineering Services (North) Limited purchased sundry services of £200 from group undertakings. MITIE Engineering Services (North) Limited sold services of an employee to group undertakings of £2,352 at normal trade price. An amount of £435 is included in debtors in respect of work performed on behalf of another group undertaking in respect of these services.

MITIE Engineering Services (North) Limited purchased fixed assets of £850 from group undertakings.

MITIE Engineering Services (North) Limited paid management charges of £55,500 to MITIE Group PLC.

### 21. PARENT UNDERTAKING

The directors regard MITIE Group PLC, a company registered in Scotland, as the company's ultimate parent undertaking. Copies of the group financial statements can be obtained from the company secretary at the registered office.