



**CAINSKILLS LIMITED**

**Report and Financial Statements**

**31 July 1997**

**Deloitte & Touche  
Columbia Centre  
Market Street  
Bracknell  
Berkshire  
RG12 1PA**



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**REPORT AND FINANCIAL STATEMENTS 1997**

**OFFICERS AND PROFESSIONAL ADVISERS**

**DIRECTORS**

J T White  
M M Dempster

**SECRETARY**

M M Dempster

**REGISTERED OFFICE**

Globe House  
Bentinck Road  
West Drayton  
Middlesex  
UB7 7RQ

**BANKERS**

National Westminster Bank plc  
18 Cromwell Place  
London  
SW7 2LB

**SOLICITORS**

Wright Hassall & Co.  
Solicitors, Trade Mark Attorneys & Notaries Public  
9 Clarendon Place  
Leamington Spa  
CV32 5QP

**AUDITORS**

Deloitte & Touche  
Chartered Accountants  
Columbia Centre  
Market Street  
Bracknell  
Berkshire  
RG12 1PA

## **DIRECTORS' REPORT**

The directors present their annual report and the audited financial statements for the year ended 31 July 1997.

### **ACTIVITIES**

The company's principal activity is the provision of temporary and permanent placements of skilled personnel.

### **REVIEW OF THE BUSINESS AND FUTURE PROSPECTS**

Despite a fall in turnover, the company still achieved a profit before tax. The directors will continue to develop the business along existing lines in the current year.

### **RESULTS AND DIVIDENDS**

The results of the company for the period are set out in detail on page 5. The profit for the year after tax was £3,820 (1996 - £25,161). A final dividend of £3,820 (1996 - £25,161) is proposed.

### **DIRECTORS AND THEIR INTERESTS**

The present directors are shown on page 1.

None of the directors held any beneficial interest in the ordinary shares of the company at the balance sheet date.

The beneficial interests of the directors in the shares of the ultimate parent company are disclosed in the financial statements of that company.

### **ELECTIVE RESOLUTIONS**

The Company in general meeting has passed elective resolutions to dispense with the laying of accounts and reports before members in general meeting, pursuant to Section 252 of the Companies Act 1985 and to dispense with the holding of Annual General Meetings of the Company pursuant to Section 366A of the Companies Act 1985 and to dispense with the obligation to appoint auditors annually pursuant to Section 386 of the Companies Act 1985.

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



J T White  
Director

17 March 1998



## **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.

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. 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.



## Chartered Accountants

Deloitte & Touche  
Columbia Centre  
Market Street  
Bracknell  
Berkshire RG12 1PA

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## CAINSKILLS LIMITED

### AUDITORS' REPORT TO THE MEMBERS

We have audited the financial statements on pages 5 to 8 which have been prepared under the accounting policies set out on page 7.

#### Respective responsibilities of directors and auditors

As described on page 3 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 July 1997 and of its profit for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

Deloitte & Touche

Chartered Accountants and  
Registered Auditors

17 March 1998


**PROFIT AND LOSS ACCOUNT**  
**Year ended 31 July 1997**

	Note	1997 £	1996 £
<b>TURNOVER</b>	2	359,032	553,646
Other external charges		300,951	467,862
Staff costs	3	25,608	38,116
Other operating expenses		27,217	14,813
		<u>(353,776)</u>	<u>(520,791)</u>
<b>PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION</b>	4	5,256	32,855
Tax on profit on ordinary activities	5	<u>(1,436)</u>	<u>(7,694)</u>
<b>PROFIT ON ORDINARY ACTIVITIES AFTER TAXATION</b>		3,820	25,161
Dividend on equity shares	6	<u>(3,820)</u>	<u>(25,161)</u>
<b>Retained profit for the year</b>		-	-
<b>Retained profit brought forward</b>		-	-
<b>Retained profit carried forward</b>		<u>-</u>	<u>-</u>

All activities derive from continuing operations.

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



**BALANCE SHEET**  
**31 July 1997**

	Note	1997 £	1996 £
<b>CURRENT ASSETS</b>			
Trade debtors		56,842	68,135
Cash at bank and in hand		-	5,251
		<u>56,842</u>	<u>73,386</u>
<b>CREDITORS: amounts falling due within one year</b>	7	<u>(56,742)</u>	<u>(73,286)</u>
<b>Net current assets</b>		<u>100</u>	<u>100</u>
<b>CAPITAL AND RESERVES</b>			
Called up share capital	8	100	100
Profit and loss account		-	-
		<u>100</u>	<u>100</u>
<b>Equity shareholders' funds</b>		<u>100</u>	<u>100</u>

These financial statements were approved by the Board of Directors on 17 March 1998.

Signed on behalf of the Board of Directors

J T White  
Director



**NOTES TO THE ACCOUNTS**  
**Year ended 31 July 1997**

**1. ACCOUNTING POLICIES**

The financial statements are prepared in accordance with applicable accounting standards. The particular accounting policy adopted is described below.

**Accounting convention**

The financial statements are prepared under the historical cost convention.

**Deferred taxation**

Deferred taxation is provided on timing differences, arising from the different treatment of items for accounts and taxation purposes, which are expected to reverse in the future, calculated at rates at which it is estimated that tax will arise.

**2. TURNOVER**

Turnover is the amount derived from the provision of services falling within the company's ordinary activities after deduction of trade discounts and value added tax.

All turnover is derived within the United Kingdom and from the company's principal activity.

**3. INFORMATION REGARDING DIRECTORS AND EMPLOYEES**

The directors received no emoluments for their services during the period. Details of the emoluments of directors, who are also directors of the parent company, are disclosed in the accounts of that company.

	1997 £	1996 £
Staff costs		
Consultancy fees	25,608	38,116

**4. PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION**

	1997 £	1996 £
This is stated after charging:		
Auditors' remuneration	750	800

**5. TAX ON PROFIT ON ORDINARY ACTIVITIES**

	1997 £	1996 £
United Kingdom corporation tax at 23% (1996 - 24%)	1,436	7,694

There is no provided or unprovided deferred tax in the financial statements.

**6. DIVIDENDS ON EQUITY SHARES**

	1997 £	1996 £
Final dividend proposed on 100 ordinary shares of £1 each	3,820	25,161

**NOTES TO THE ACCOUNTS**  
**Year ended 31 July 1997**

**7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	1997 £	1996 £
Bank overdraft	623	-
Trade creditors	4,280	4,289
Amounts owed to fellow subsidiary company	36,621	27,936
Corporation tax	1,436	7,694
Accruals and deferred income	9,962	8,206
Dividend proposed	3,820	25,161
	<u>56,742</u>	<u>73,286</u>

The bank overdraft is secured over the assets of the company.

**8. CALLED UP SHARE CAPITAL**

	1997 £	1996 £
Authorised, called up, allotted and fully paid:		
100 ordinary shares of £1 each	<u>100</u>	<u>100</u>

**9. ULTIMATE PARENT COMPANY**

The parent company and controlling party of Cainskills Limited is Shorterm Group Limited, a company incorporated in Great Britain and registered in England and Wales. Copies of the financial statements of Shorterm Group Limited are available from the Company Secretary, Globe House, Bentinck Road, West Drayton, Middlesex, UB7 7RF.

**10. RELATED PARTY TRANSACTIONS**

In accordance with Financial Reporting Standard No.8, "Related Party Transactions", transactions with other group undertakings within, and investee related parties of, the Shorterm Group Limited group have not been disclosed in these financial statements.