

**REGISTRAR'S COPY**

Company Registration No. 2771555 (England and Wales)

**RUGBY DESIGN (RECRUITMENT) LIMITED**

**ABBREVIATED ACCOUNTS**

**FOR THE PERIOD ENDED 5 OCTOBER 2003**



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COMPANIES HOUSE

\*A18YRTHX\*

0584  
01/04/04

# RUGBY DESIGN (RECRUITMENT) LIMITED

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**DIRECTOR'S REPORT**  
***FOR THE PERIOD ENDED 5 OCTOBER 2003***

# RUGBY DESIGN (RECRUITMENT) LIMITED

## DIRECTOR'S REPORT (CONTINUED) FOR THE PERIOD ENDED 5 OCTOBER 2003

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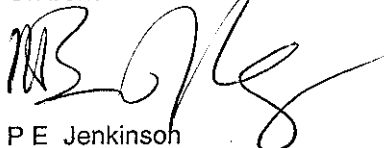
### Director's responsibilities

Company law requires the director 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 director is 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 director is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable him to ensure that the financial statements comply with the Companies Act 1985. He is 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.

On behalf of the board



P E Jenkinson

Director

11 March 2004

# **RUGBY DESIGN (RECRUITMENT) LIMITED**

## **INDEPENDENT AUDITORS' REPORT TO RUGBY DESIGN (RECRUITMENT) LIMITED UNDER SECTION 247B OF THE COMPANIES ACT 1985**

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We have examined the abbreviated accounts set out on pages 4 to 11, together with the financial statements of the company for the period ended 5 October 2003 prepared under section 226 of the Companies Act 1985.

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of the director and auditors**

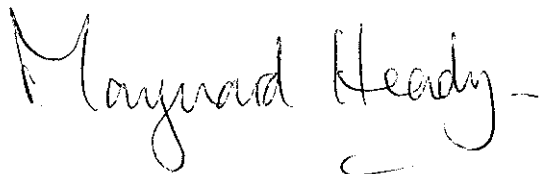
The director is responsible for preparing the abbreviated accounts in accordance with section 246A of the Companies Act 1985. It is our responsibility to form an independent opinion as to whether the company is entitled to deliver abbreviated accounts prepared in accordance with section 246A(3) of the Act to the Registrar of Companies and whether the accounts to be delivered are properly prepared in accordance with that provision and to report our opinion to you.

### **Basis of audit opinion**

We have carried out the procedures we considered necessary to confirm, by reference to the financial statements, that the company is entitled to deliver abbreviated accounts and that the abbreviated accounts to be delivered are properly prepared. The scope of our work for the purpose of this report did not include examining or dealing with events after the date of our report on the financial statements.

### **Opinion**

In our opinion the company is entitled to deliver abbreviated accounts prepared in accordance with section 246A(3) of the Companies Act 1985, and the abbreviated accounts on pages 4 to 11 are properly prepared in accordance with that provision.



**Maynard Heady**

11 March 2004

**Chartered Accountants  
Registered Auditor**

12 - 16 Lionel Road  
Canvey Island  
Essex.  
SS8 9DE

# RUGBY DESIGN (RECRUITMENT) LIMITED

## ABBREVIATED PROFIT AND LOSS ACCOUNT FOR THE PERIOD ENDED 5 OCTOBER 2003

	Notes	Period ended 5 October 2003 £	Period ended 23 September 2002 £
Gross profit		469,333	574,094
Administrative expenses		(384,845)	(476,250)
<b>Operating profit</b>	<b>2</b>	<b>84,488</b>	<b>97,844</b>
Other interest receivable and similar income		-	5
<b>Profit on ordinary activities before taxation</b>		<b>84,488</b>	<b>97,849</b>
Tax on profit on ordinary activities	<b>3</b>	(23,578)	(26,697)
<b>Profit on ordinary activities after taxation</b>		<b>60,910</b>	<b>71,152</b>
Dividends	<b>4</b>	(131,296)	(83,947)
<b>Retained loss for the period</b>	<b>8</b>	<b>(70,386)</b>	<b>(12,795)</b>

# RUGBY DESIGN (RECRUITMENT) LIMITED

## ABBREVIATED BALANCE SHEET AS AT 5 OCTOBER 2003

	Notes	2003 £	£	2002 £	£
<b>Current assets</b>					
Debtors	5	394,212		638,350	
Cash at bank and in hand		8,064		68,655	
		<u>402,276</u>		<u>707,005</u>	
Creditors: amounts falling due within one year	6	(401,363)		(635,706)	
<b>Total assets less current liabilities</b>			<u>913</u>		<u>71,299</u>
<b>Capital and reserves</b>					
Called up share capital	7		3		3
Profit and loss account	8		910		71,296
<b>Shareholders' funds - equity interests</b>	9		<u>913</u>		<u>71,299</u>

These abbreviated accounts have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to medium-sized companies.

The financial statements were approved by the Board on 11 March 2004



P E Jenkinson  
Director

# RUGBY DESIGN (RECRUITMENT) LIMITED

## CASH FLOW STATEMENT FOR THE PERIOD ENDED 5 OCTOBER 2003

	Period ended 5 October 2003 £	Period ended 23 September 2002 £
Net cash inflow from operating activities	97,402	160,806
Returns on investments and servicing of finance		
Interest received	-	5
Net cash (outflow)/inflow for returns on investments and servicing of finance	-	5
Taxation	(26,697)	(8,209)
Equity dividends paid	(131,296)	(83,947)
Net cash (outflow)/inflow before management of liquid resources and financing	(60,591)	68,655
(Decrease)/increase in cash in the period	(60,591)	68,655



# RUGBY DESIGN (RECRUITMENT) LIMITED

## NOTES TO THE CASH FLOW STATEMENT FOR THE PERIOD ENDED 5 OCTOBER 2003

1	Reconciliation of operating profit to net cash inflow from operating activities			2003	2002
				£	£
	Operating profit			84,488	97,844
	Decrease in debtors			244,138	107,076
	Decrease in creditors within one year			(231,224)	(44,114)
	Net cash inflow from operating activities			<u>97,402</u>	<u>160,806</u>
2	Analysis of net funds	24 September 2002	Cash flow	Other non-5 October 2003 cash changes	
		£	£	£	£
	Net cash:				
	Cash at bank and in hand	68,655	(60,591)	-	8,064
	Net funds	<u>68,655</u>	<u>(60,591)</u>	<u>-</u>	<u>8,064</u>
3	Reconciliation of net cash flow to movement in net funds			2003	2002
				£	£
	(Decrease)/increase in cash in the period			(60,591)	68,655
	Movement in net funds in the period			(60,591)	68,655
	Opening net funds			68,655	-
	Closing net funds			<u>8,064</u>	<u>68,655</u>

# RUGBY DESIGN (RECRUITMENT) LIMITED

## NOTES TO THE ABBREVIATED ACCOUNTS FOR THE PERIOD ENDED 5 OCTOBER 2003

### 1 Accounting policies

#### 1.1 Accounting convention

The financial statements are prepared under the historical cost convention.

#### 1.2 Turnover

Turnover represents amounts receivable for services net of VAT and trade discounts.

#### 1.3 Deferred taxation

Deferred taxation is provided at appropriate rates on all timing differences using the liability method only to the extent that, in the opinion of the director, there is a reasonable probability that a liability or asset will crystallise in the foreseeable future.

### 2 Operating profit

2003

2002

£

£

Operating profit is stated after charging:

Auditors' remuneration

2,500

2,500

### 3 Taxation

2003

2002

£

£

#### Domestic current year tax

U.K. corporation tax

23,578

26,697

#### Current tax charge

23,578

26,697

#### Factors affecting the tax charge for the period

Profit on ordinary activities before taxation

84,488

97,849

Profit on ordinary activities before taxation multiplied by standard rate of UK corporation tax of 27.74% (2002: 26.95%)

23,437

26,370

Effects of:

Non deductible expenses

141

327

141

327

#### Current tax charge

23,578

26,697

# RUGBY DESIGN (RECRUITMENT) LIMITED

## NOTES TO THE ABBREVIATED ACCOUNTS (CONTINUED) FOR THE PERIOD ENDED 5 OCTOBER 2003

<b>4</b>	<b>Dividends</b>	<b>2003</b>	<b>2002</b>
		£	£
	Ordinary interim paid	131,296	83,947
		<u>          </u>	<u>          </u>
<b>5</b>	<b>Debtors</b>	<b>2003</b>	<b>2002</b>
		£	£
	Trade debtors	320,928	448,536
	Amounts owed by parent and fellow subsidiary undertakings	18,000	57,000
	Amounts owed by subsidiary undertakings	-	100,000
	Other debtors	323	-
	Prepayments and accrued income	54,961	32,814
		<u>          </u>	<u>          </u>
		394,212	638,350
		<u>          </u>	<u>          </u>
<b>6</b>	<b>Creditors: amounts falling due within one year</b>	<b>2003</b>	<b>2002</b>
		£	£
	Trade creditors	11,178	302,673
	Corporation tax	23,578	26,697
	Other taxes and social security costs	186,995	157,517
	Other creditors	104,033	89,621
	Accruals and deferred income	75,579	59,198
		<u>          </u>	<u>          </u>
		401,363	635,706
		<u>          </u>	<u>          </u>
<b>7</b>	<b>Share capital</b>	<b>2003</b>	<b>2002</b>
		£	£
	<b>Authorised</b>		
	100 Ordinary shares of £1 each	100	100
		<u>          </u>	<u>          </u>
	<b>Allotted, called up and fully paid</b>		
	3 Ordinary shares of £1 each	3	3
		<u>          </u>	<u>          </u>

# RUGBY DESIGN (RECRUITMENT) LIMITED

## NOTES TO THE ABBREVIATED ACCOUNTS (CONTINUED) FOR THE PERIOD ENDED 5 OCTOBER 2003

### 8 Statement of movements on profit and loss account

**Profit and  
loss  
account  
£**

Balance at 24 September 2002 .	71,296
Retained loss for the period	(70,386)
Balance at 5 October 2003	910

### 9 Reconciliation of movements in shareholders' funds

**2003**

**2002**

**£**

**£**

Profit for the financial period	60,910	71,152
Dividends	(131,296)	(83,947)
Net depletion in shareholders' funds	(70,386)	(12,795)
Opening shareholders' funds	71,299	84,094
Closing shareholders' funds	913	71,299

### 10 Contingent liabilities

There is a cross guarantee and debenture in the favour of Barclays Bank PLC, dated 6th March 2003, between RD Recruitment (Rugby) Limited, Piper Recruitment Limited, Rugby Design Group Limited, RD Retail Services Limited, RD Piper Recruitment Limited and Rugby Design (Recruitment) Limited.

# RUGBY DESIGN (RECRUITMENT) LIMITED

## NOTES TO THE ABBREVIATED ACCOUNTS (CONTINUED) FOR THE PERIOD ENDED 5 OCTOBER 2003

### 11 Employees

#### Number of employees

The average monthly number of employees (including directors) during the period was:

	2003 Number	2002 Number
Chargeable	151	102
Management	1	1
Administration and sales	2	9
	<u>154</u>	<u>112</u>

#### Employment costs

	£	£
Wages and salaries	57,886	163,679
Social security costs	5,228	13,841
	<u>63,114</u>	<u>177,520</u>

### 12 Ultimate parent company

The ultimate parent company is Rugby Design Group Limited, a company registered in England and Wales.