2938084

## NORTH EAST CHAMBER OF COMMERCE, TRADE AND INDUSTRY (Limited by Guarantee)

CONSOLIDATED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 1998

**JENNINGS JOHNSON** 

Chartered Accountants 19 Borough Road Sunderland SR1 1LA



## **COMPANY INFORMATION AS AT 31 DECEMBER 1998**

### **DIRECTORS**

Sir Paul Nicholson

L.M. Aviss

K. Robinson

M.S.A. Ballinger

E.M. Nunn

R.P. Webster

J.G. Irwin

I.M. Harris

N. Sherlock

D.W. Midgley

L. Bell

D.J.M. Wilson

D.L. Robson

B. Smith

### **SECRETARY**

I.S. Robertson

### **COMPANY NUMBER**

2938084

### REGISTERED OFFICE

Aykley Heads Business Centre

Aykley Heads

Durham

DH1 5TS

### **AUDITORS**

Jennings Johnson

Chartered Accountants

19 Borough Road

Sunderland

SR1 1LA

### PRINCIPAL BANKERS

Barclays Bank plc

Market Place Business Centre

P.O. Box No. 3

6 Market Place

Durham

DH1 3ND

P. Birt

C. Lynas

A. Reynolds

L. Davies

P. Stoddart

Sir Neville Trotter

R.J. Bottomley

C. Crossman

Dr. R. Penn

P. Jolliffe

T. Robson

Sir Kenneth Calman

D. Holborn

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#### REPORT OF THE DIRECTORS

The members of Council present their report and the audited financial statements for the year ended 31 December 1998.

The company is limited by guarantee. Each member of the company is liable to the extent of £1.00 in the event of the company being wound up and there being insufficient assets to pay off all the liabilities.

#### PRINCIPAL ACTIVITIES AND BUSINESS REVIEW

The principal activity of the Chamber is to provide independent representation of the interests of its members and generally contribute to the improvement of the conditions and trading environment in which businesses operate in the region. The principal activity of the Chamber's only trading subsidiary undertaking is the provision of training.

The members of Council consider the results for the year to be satisfactory.

#### DIRECTORS

Members of Council constitute directors of the company for the purposes of the Companies Act 1985.

The directors during the year were Sir Paul Nicholson, L.M. Aviss, K. Robinson, M.S.A. Ballinger, M.J. Minter (resigned 19 October 1998), C.R. Dixon (resigned 19 October 1998), J.G. Irwin, I.M. Harris, N. Sherlock, R.J. Kilsby (resigned 7 December 1998), D.W. Midgley, L. Bell, A.D. Worrall (resigned 19 January 1998), E.M. Nunn, Dr. A.M. Wright (resigned 19 October 1998), D.J.M. Wilson, D.L. Robson, B. Smith, D.A. Brown (resigned 19 October 1998), R.P. Webster, A.M. Dennett (resigned 1 May 1998), J.E. Thompson (resigned 19 October 1998), J. Bridge (resigned 19 October 1998), M. Howitt (resigned 18 November 1998), P. Birt, C. Lynas, A. Reynolds.

On 19 January 1998 L. Davies and P. Stoddart were appointed. On 20 April 1998 Sir Neville Trotter, R.J. Bottomley and C. Crossman were appointed. On 19 October 1998 Dr. R. Penn, P. Jolliffe, T. Robson, Sir Kenneth Calman and D. Holborn were appointed.

The Board of Directors comprises only non-executive directors therefore in exercising their responsibilities the board rely on the competence and probity of the executives of the company and on proper professional advice.

The Board is responsible for ensuring that management fulfils its responsibilities for financial reporting and is ultimately responsible for reviewing and approving the financial statements.

#### REPORT OF THE DIRECTORS

#### **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 the affairs of the company and of the profit and loss of the company for that year. 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.

### INTRODUCTION OF THE SINGLE EUROPEAN CURRENCY

The directors do not anticipate any major adverse effects arising from the introduction of the Single European Currency.

### YEAR 2000 SOFTWARE ISSUES

The directors have made an assessment of the Year 2000 problem.

The company has upgraded all computer software and hardware to be Year 2000 compliant. All other systems are currently being reviewed to determine further needs for upgrades to ensure that all systems are compliant.

The estimated costs of compliance have not been quantified.

#### **AUDITORS**

The auditors, Jennings Johnson, are willing to be reappointed in accordance with section 385 of the Companies Act 1985.

On behalf of the Council

Jalaba HOL

I.S. Robertson Secretary

19 April 1999

## AUDITORS' REPORT TO THE MEMBERS OF COUNCIL OF NORTH EAST CHAMBER OF COMMERCE, TRADE AND INDUSTRY

We have audited the financial statements on pages 4 to 17 which have been prepared under the historical cost convention as modified by the revaluation of certain fixed assets and the accounting policies set out in note 1 to the financial statements.

#### RESPECTIVE RESPONSIBILITIES OF THE DIRECTORS AND AUDITORS

As described in the Directors' Report 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 affairs of the company and of the group as at 31 December 1998 and its results for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

JENNINGS JOHNSON

**Chartered Accountants** 

Registered Auditors

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19 Borough Road Sunderland

SR1 1LA

Date: 19 April 1999

## CONSOLIDATED PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 1998

|  | Notes  | 1998<br>£              | 1997<br>£                     |
|--|--------|------------------------|-------------------------------|
| TURNOVER                                       | 2      | 6,555,864              | 6,013,320                     |
| Cost of sales                                  | 4      | ( <u>5,001,481</u> )   | ( <u>4,546,249</u> )          |
| GROSS PROFIT                                   |        | 1,554,383              | 1,467,071                     |
| Administrative expenses Other operating income |        | (1,698,020)<br>168,268 | (1,358,707)<br><u>170,436</u> |
| OPERATING PROFIT                               | 3      | 24,631                 | 278,800                       |
| Interest receivable Interest payable           | 4<br>5 | 85,937<br>             | 96,256<br>( <u>157</u> )      |
| PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION  |        | 110,568                | 374,899                       |
| Taxation                                       | 8      | ( <u>46,778</u> )      | (54,647)                      |
| PROFIT FOR THE FINANCIAL YEAR                  |        | 63,790                 | 320,252                       |
| Transfer from revaluation reserve              | 13     | 24,840                 | 9,536                         |
| ACCUMULATED PROFIT FOR THE FINANCIAL YEAR      | 14     | 88,630                 | 329,788                       |
|  |        | <u>***</u>             |                               |

## **Continuing operations**

None of the company's activities were acquired or discontinued during the current financial year.

## CONSOLIDATED STATEMENT OF TOTAL RECOGNISED GAINS AND LOSSES FOR THE YEAR ENDED 31 DECEMBER 1998

|   |       | <u></u>   |                |
|---|-------|-----------|----------------|
|   | Notes | 1998<br>£ | 1997<br>£      |
| PROFIT FOR THE FINANCIAL YEAR   |       | 63,790    | 320,252        |
| TOTAL NET GAINS RECOGNISED SINCE<br>LAST ANNUAL REPORT  |       | 63,790    | <u>320,252</u> |
|   |       |           |                |
| NOTE OF HISTORICAL COST PROFITS AND LOSSES<br>FOR THE YEAR ENDED 31 DECEMBER 1998   |       |           |                |
| REPORTED PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION  |       | 110,568   | 374,899        |
| Difference between a historical cost depreciation charge and the actual depreciation charge of the year calculated on the revalued amount |       | 24,840    | 9,536          |
| HISTORICAL COST PROFIT ON ORDINARY<br>ACTIVITIES BEFORE TAXATION  |       | 135,408   | 384,435        |
| Historical cost profit for the year retained after taxation, minority interests, extraordinary items and dividends                        | 14    |           | 329,788        |

## CONSOLIDATED BALANCE SHEET AS AT 31 DECEMBER 1998

|  |          | 1998                        |                            | 1997                        |                            |
|--|----------|-----------------------------|----------------------------|-----------------------------|----------------------------|
|  | Notes    | £                           | £                          | £                           | £                          |
| FIXED ASSETS                                   |          |                             |                            |                             |                            |
| Tangible assets                                | 9        |                             | 811,117                    |                             | 747,754                    |
| CURRENT ASSETS                                 |          |                             |                            |                             |                            |
| Debtors Cash at bank and in hand               | 11       | 933,925<br><u>1,168,062</u> |                            | 979,842<br><u>1,144,426</u> |                            |
|  |          | 2,101,987                   |                            | 2,124,268                   |                            |
| CREDITORS: Amounts failing due within one year | 12       | (1,129,188)                 |                            | ( <u>1,151,896</u> )        |                            |
| NET CURRENT ASSETS                             |          |                             | 972,799                    |                             | 972,372                    |
| TOTAL ASSETS LESS CURRENT<br>LIABILITIES       |          |                             | 1,783,916                  |                             | 1,720,126                  |
| CAPITAL AND RESERVES                           |          |                             |                            |                             |                            |
| Revaluation reserve<br>Profit and loss account | 13<br>14 |                             | 33,987<br><u>1,749,929</u> |                             | 58,827<br><u>1,661,299</u> |
|  |          |                             | 1,783,916                  |                             | 1,720,126                  |
|  |          |                             |                            |                             | =                          |

The financial statements were approved by the Council on 19 April 1999 and signed on its behalf by

D.W. Midgley

Directors

R.J. Bottomley

## **BALANCE SHEET AT 31 DECEMBER 1998**

|  |          | 19                        | 98                          | 199                       | 97                          |
|--|----------|---------------------------|-----------------------------|---------------------------|-----------------------------|
|  | Notes    | £                         | £                           | £                         | £                           |
| FIXED ASSETS   |          |                           |                             |                           |                             |
| Tangible assets Investments                                      | 9<br>10  |                           | 258,927<br><u>1,737,830</u> |                           | 191,908<br><u>1,411,273</u> |
| CURRENT ASSETS   |          |                           | 2,043,534                   |                           | 1,603,181                   |
| Debtors<br>Cash at bank and in hand                              | 11       | 414,257<br><u>357,052</u> |                             | 563,419<br><u>352,541</u> |                             |
|  |          | 771,309                   |                             | 915,960                   |                             |
| CREDITORS: Amounts falling due within one year                   | 12       | (969,122)                 |                             | ( <u>781,713</u> )        |                             |
| NET CURRENT (LIABILITIES)/ASSETS                                 |          |                           | ( 197,813)                  |                           | 134,247                     |
| TOTAL ASSETS LESS CURRENT<br>LIABILITIES<br>CAPITAL AND RESERVES |          |                           | 1,798,944                   |                           | 1,737,428                   |
|  | 13       |                           | 1 777 070                   |                           | 1 426 112                   |
| Revaluation reserve Profit and loss account                      | 13<br>14 |                           | 1,737,830<br><u>61,114</u>  |                           | 1,436,113<br>301,315        |
|  |          |                           | 1,798,944                   |                           | 1,737,428                   |
|  |          |                           |                             |                           |                             |

The financial statements were approved by the Council on 19 April 1999 and signed on its behalf by:

D.W. Midgley

R.J. Bottomley

Directors

## CASH FLOW STATEMENT FOR THE YEAR ENDED 31 DECEMBER 1998

|   | Notes | 1998<br>£           | 1997<br>£                      |
|---|-------|---------------------|--------------------------------|
| CASH FLOW FROM OPERATING ACTIVITIES   | 3     | 285,160             | 257,005                        |
| RETURNS ON INVESTMENTS AND SERVICING OF FINANCE   | 15    | 85,937              | 96,099                         |
| TAXATION  | 15    | ( 126,328)          | (100,911)                      |
| CAPITAL EXPENDITURE AND FINANCIAL INVESTMENT  | 15    | (_221,133)          | ( <u>573,742</u> )             |
| Cash inflow/(outflow) before use of liquid resources and financing  |       | 23,636              | (321,549)                      |
| MANAGEMENT OF LIQUID RESOURCES  | 15    | ( 35,823)           | 197,460                        |
| FINANCING   | 15    |                     | (_4,711)                       |
| DECREASE IN CASH IN THE YEAR  |       | ( 12,187)           | (128,800)                      |
| RECONCILIATION OF NET CASH FLOW TO  |       |                     |                                |
| MOVEMENT IN NET FUNDS   | 16    |                     |                                |
| DECREASE IN CASH IN THE YEAR  Cash outflow from decrease in debt and lease financing  Cash (inflow)/outflow from (decrease)/increase in |       | ( 12,187)           | ( 128,800)<br>4,711            |
| liquid resources  |       | <u>35,823</u>       | (_197,460)                     |
| Change in net funds resulting from cash flows   |       | 23,636              | ( 321,549)                     |
|   |       |                     |                                |
| Movement in net funds in the year<br>Net funds at 1 January 1998  |       | 23,636<br>1,144,426 | ( 321,549)<br><u>1,465,975</u> |
| Net funds at 31 December 1998   |       | 1,168,062           | 1,144,426                      |
|   |       |                     | =                              |

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 1998

#### 1. ACCOUNTING POLICIES

### 1.1 Basis of accounting

The financial statements have been prepared under the historical cost convention modified to include the revaluation of freehold land and buildings.

### 1.2 Basis of consolidation

The consolidated accounts incorporate the financial statements of North East Chamber of Commerce, Trade and Industry and its subsidiary undertaking made up to 31 December 1998. The group uses the acquisition method of accounting to consolidate the results of the subsidiary undertaking. In accordance with Section 230 of the Companies Act 1985 no profit and loss account is presented for the parent company.

Subsidiary companies are valued in the parent company balance sheet at the company's shareholding proportion of their net assets.

#### 1.3 Goodwill

Purchased goodwill is set off directly against reserves.

#### 1.4 Turnover

Turnover represents the total invoice value, excluding value added tax, of services rendered during the year. Income is derived from subscriptions from members, business and export services and the provision of training courses and contracts. Training contracts are accounted in the financial statements when funding is approved.

### 1.5 Depreciation

Depreciation is provided using the following rates and bases to reduce by annual instalments the cost, less estimated residual value, of the tangible assets over their estimated useful lives:

Freehold buildings

Straight line over fifty years

Leasehold properties

Straight line over the life of the lease

Fixtures and fittings

20-33.33% Straight line

Motor vehicles

25% Straight line

### 1.6 Deferred taxation

Deferred taxation is provided where there is a reasonable probability of the amount becoming payable in the foreseeable future.

### 1.7 Operating leases

Rentals payable under operating leases are taken to the profit and loss account on a straight line basis over the lease term.

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 1998

## **ACCOUNTING POLICIES (Continued)**

### 1.8 Pensions

Contributions to the company's defined contribution pension scheme are charged to the profit and loss account in the year in which they become payable. These contributions are invested separately from the company's assets.

### 1.9 Grants

Grants of a revenue nature are credited to the profit and loss account in the period to which they relate.

### 2. TURNOVER

| L. | Analysis by class of business:                 | 1998<br>£        | 1997<br>£        |
|----|--|------------------|------------------|
|    |  |                  |                  |
|    | Membership subscriptions                       | 758,049          | 689,987          |
|    | Business services                              | 741,078          | 478,324          |
|    | Export services                                | 592,807          | 638,535          |
|    | Training                                       | <u>4,463,930</u> | <u>4,206,474</u> |
|    |  | 6,555,864        | 6,013,320        |
| 3, | OPERATING PROFIT                               | =                |                  |
| 3, | OPERATING PROFIT                               | 1998             | 1997             |
|    |  | £                | £                |
|    | The operating profit is stated after charging: |                  |                  |
|    | Depreciation                                   | 136,356          | 108,345          |
|    | Auditors' remuneration - Audit                 | 8,125            |                  |
|    | - Non audit work                               | 12,040           | •                |
|    | Operating lease rentals:                       | <b>-</b>         | -,               |
|    | Land and buildings                             | 140,211          | 68,169           |
|    | Plant and machinery                            | 71,769           | •                |
|    | Hire of equipment                              | <u>31,516</u>    | •                |
|    | and after crediting:                           |                  |                  |
|    | Government grants                              | 153,300          | 149,536          |
|    | Rents received                                 |                  | <u>14,813</u>    |

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 1998

| 3. | OPERATING PROFIT (Continued)  | 1998           | 1997          |
|----|---|----------------|---------------|
|    | Reconciliation of operating profit to net cash inflow from operating activities | £              | £             |
|    | innow from operating activities   |                |               |
|    | Operating profit  | 24,631         | 278,800       |
|    | Depreciation  | 136,356        | 108,345       |
|    | (Profit)/loss on disposal   | ( 11,311)      | 368           |
|    | Decrease/(increase) in debtors  | 45,917         | ( 73,059)     |
|    | Increase/(decrease) in creditors due within one year                            | <u>89,567</u>  | ( 57,449)     |
| -  | Net cash inflow from operating activities                                       | 285,160        | 257,005       |
|    |   |                | <del></del>   |
| •  | INTEREST RECEIVABLE   | 1998           | 1997          |
|    |   | £              | £             |
|    | Bank and other interest receivable  | <u>85,937</u>  | <u>96,256</u> |
|    | INTEREST PAYABLE  |                |               |
|    |   | 1998           | 1997          |
|    |   | £              | £             |
|    | Other interest  | -              | 83            |
|    | Hire purchase   | <del></del>    | <u>74</u>     |
|    |   | -              | 157           |
|    |   |                |               |
| •  | DIRECTORS AND EMPLOYEES   |                |               |
|    | Staff costs:  | 1998<br>£      | 1997<br>£     |
|    | Wages and salaries  | 2,588,443      | 2,008,461     |
|    | Social security costs   | 225,798        | 159,547       |
|    | Other pension costs   | <u>112,826</u> | 97,654        |
|    |   | 2,927,067      | 2,265,662     |
|    |   |                |               |
|    | The average weekly number of employees during the year was made up as follows:  | Number         | Number        |
|    | Chamber services  | 45             | 43            |
|    | Training services   | 129            | 100           |
|    | Administration  | <u>19</u>      | 17            |
|    |   |                |               |
|    |   | 193            | 160           |
|    |   | _              | ===           |

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 1998

#### 6. **DIRECTORS AND EMPLOYEES (Continued)** 1998 1997 £ £ Directors' emoluments: Remuneration for management services (including pension contributions)

No directors of the parent undertaking received remuneration during the year.

#### 7. **PENSIONS**

The company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. Contributions payable by the company amounted to £112,826 (1997 - £97,654). All contributions were paid in the year.

#### TAX ON PROFIT ON ORDINARY ACTIVITIES 8.

|   | 1998          | 1997                        |
|---|---------------|-----------------------------|
| The taxation charge based on profit for the year comprises:           | £             | £                           |
| U.K. corporation tax Under/(over) provision in respect of prior years | <u>46,778</u> | 79,550<br>( <u>24,903</u> ) |
|   | 46,778        | 54,647                      |
|   |               |                             |

#### 9. TANGIBLE ASSETS

| GROUP  | Land and<br>Buildings<br>£          | Fixtures and<br>Fittings<br>£ | Motor<br>Vehicles<br>£  | Total<br>£                                |
|--|-------------------------------------|-------------------------------|-------------------------|---|
| Cost or valuation                              |                                     |                               |                         |   |
| As at 1 January 1998<br>Additions<br>Disposals | 775,049<br>188<br>( <u>50,000</u> ) | 784,484<br>219,371            | 47,784<br>30,160        | 1,607,317<br>249,719<br>( <u>50,000</u> ) |
| As at 31 December 1998                         | 725,237                             | 1,003,855                     | 77,944                  | 1,807,036                                 |
| Depreciation                                   |                                     |                               | <del></del>             |   |
| As at 1 January 1998<br>Charge for year        | 193,501<br><u>31,194</u>            | 642,707<br>91,819             | 23,355<br><u>13,343</u> | 859,563<br><u>136,356</u>                 |
| As at 31 December 1998                         | 224,695                             | 734,526                       | 36,698                  | 995,919                                   |
| Net book value                                 |                                     |                               |                         |   |
| At 31 December 1998                            | <u>500,542</u>                      | 269,329                       | <u>41,246</u>           | <u>811,117</u>                            |
| At 31 December 1997                            | <u>581,548</u>                      | <u>141,777</u>                | <u>24,429</u>           | <u>747,754</u>                            |

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## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 1998

| 9. | TANGIBLE ASSETS (Continued)                       |               |               |
|----|---|---------------|---------------|
|    | Analysis of net book value of land and buildings: | 1998<br>£     | 1997<br>£     |
|    | Freehold  | 451,652       | 511,170       |
|    | Short leasehold                                   | <u>48,890</u> | <u>70,378</u> |
|    |   | 500,542       | 581,548       |
|    |   |               |               |

Certain freehold land and buildings were professionally revalued on 28 March 1991 by a firm of Chartered Surveyors on the basis of their open market value. The historical cost is £254,862 and the historical cumulative depreciation is £32,158. All other properties are stated at cost.

| COMPANY  | Land and<br>Buildings<br>£        | Fixtures and<br>Fittings<br>£ | Motor<br>Vehicles<br>£ | Total<br>£                              |
|--|-----------------------------------|-------------------------------|------------------------|---|
| Cost or valuation                              |                                   |                               |                        |   |
| As at 1 January 1998<br>Additions<br>Disposals | 130,807<br>-<br>( <u>50,000</u> ) | 526,923<br>177,700            | 38,689<br>14,137       | 696,419<br>191,837<br>( <u>50,000</u> ) |
| As at 31 December 1998                         | 80,807                            | 704,623                       | 52,826                 | 838,256                                 |
| Depreciation                                   | <del></del>                       |                               | <del></del>            | <del></del>                             |
| As at 1 January 1998<br>Charge for year        | 49,453<br>11,565                  | 440,799<br>_53,916            | 14,259<br><u>9,337</u> | 504,511<br><u>74,818</u>                |
| As at 31 December 1998                         | 61,018                            | 494,715                       | 23,596                 | 579,329                                 |
| Net book value                                 |                                   |                               |                        |   |
| At 31 December 1998                            | <u>19,789</u>                     | 209,908                       | <u>29,230</u>          | <u>258,927</u>                          |
| At 31 December 1997                            | 81,354                            | 86,124                        | 24,430                 | 191,908                                 |
| Analysis of net book value of land and buildin | ıgs:                              |                               | 1998<br>£              | 1997<br>£                               |
| Freehold<br>Short leasehold                    |                                   |                               | 19,789                 | 50,000<br><u>31,354</u>                 |
|  |                                   |                               | 19,789                 | 81,354                                  |
|  |                                   |                               |                        | <del></del>                             |

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 1998

## 10. INVESTMENTS - RELATED UNDERTAKINGS

| Company<br>£  |
|---------------|
| 1,411,273<br> |
| 1,737,830     |
|               |

The additions represent the movement on reserves of the subsidiary undertaking.

Details of the investments in which the group holds 20% or more of the nominal value of any class of share capital are as follows:

| Subsidiary undertaking                               | Description and proportion of share capital owned | Nature of business |  |
|--|---|--------------------|--|
| North East Chamber of Commerce<br>(Training) Limited | Ordinary 100%                                     | Training company   |  |

## 11. **DEBTORS**

|                                | Group          |                | Company       |         |
|--------------------------------|----------------|----------------|---------------|---------|
|                                | 1998           | 1997           | 1998          | 1997    |
|                                | £              | £              | £             | £       |
| Trade debtors                  | 507,180        | 470,999        | 247,767       | 219,589 |
| Other debtors                  | 70,855         | 201,305        | 70,854        | 201,305 |
| Prepayments and accrued income | <u>355,890</u> | <u>307,538</u> | <u>95,636</u> | 142,525 |
|                                | 933,925        | 979,842        | 414,257       | 563,419 |
|                                |                |                |               |         |

## 12. CREDITORS: amounts falling due within one year

| _                                      | Group          |           | Company        |                |
|--|----------------|-----------|----------------|----------------|
|  | 1998           | 1997      | 1998           | 1997           |
|  | £              | £         | £              | £              |
| Trade creditors                        | 297742         | 309,259   | 147,327        | 197,499        |
| Amounts owed to subsidiary undertaking | -              | -         | 301,660        | 184,240        |
| Corporation tax                        | •              | 79,550    | _              | -              |
| Other taxes and social security costs  | 126,768        | 125,749   | 52,212         | 36,029         |
| Accruals and deferred income           | <u>704,678</u> | 637,338   | <u>467,923</u> | <u>363,945</u> |
|  | 1,129,188      | 1,151,896 | 969,122        | 781,713        |
|  |                |           | =              |                |

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 1998

| 13. | REVALUATION RESERVE                         |                |                    |              |             |
|-----|---|----------------|--------------------|--------------|-------------|
|     |   | G              | Group              |              | pany        |
|     |   | 1998           | 1997               | 1998         | 1997        |
|     |   | £              | £                  | £            | £           |
|     | As at 1 January 1998                        | 58,827         | 68,363             | 1,436,113    | 1,383,064   |
|     | Released during the year                    | (24,840)       | ( 9,536)           | ( 24,840)    | ( 43,521)   |
|     | Increase in value of trade investment       | <u> </u>       |                    | 326,557      | 96,570      |
|     | Balance at 31 December 1998                 | 33,987         | 58,827             | 1,737,830    | 1,436,113   |
|     |   |                |                    |              |             |
| 14. | PROFIT AND LOSS ACCOUNT                     |                |                    |              |             |
|     |   | Gro            | oup                | Com          | pany        |
|     |   | 1998           | 1997               | 1998         | 1997        |
|     |   | £              | £                  | £            | £           |
|     | As at 1 January 1998                        | 1,661,299      | 1,697,967          | 301,315      | 383,266     |
|     | Profit/(loss) for the financial year        | 88,630         | 329,788            | (240,201)    | ( 81,951)   |
|     | Goodwill written off                        | <u> </u>       | ( <u>366,456</u> ) |              |             |
|     | Retained profits at 31 December 1998        | 1,749,929      | 1,661,299          | 61,114       | 301,315     |
|     |   |                |                    |              |             |
| 15. | ANALYSIS OF FLOWS FOR HEADING               | S NETTED IN TH | E CASH FLOV        |              |             |
|     |   |                |                    | 1998         | 1997        |
|     |   |                |                    | £            | £           |
|     | Returns on investments and servicing of f   | inance         |                    |              |             |
|     | Interest received                           |                |                    | 85,937       | 96,256      |
|     | Interest element of hire purchase contracts |                |                    | -            | ( 74)       |
|     | Other interest paid                         |                |                    | <del></del>  | (83)        |
|     | Net cash inflow from returns on investme    | ents and       |                    |              |             |
|     | servicing of finance                        |                |                    | 85,937       | 96,099      |
|     | Taxation                                    |                |                    | ==           | <del></del> |
|     | Corporation tax paid                        |                |                    | (126,328)    | (100,911)   |
|     | Corporation tax received                    |                |                    | <del>:</del> | =           |
|     | Net cash (outflow)/inflow from taxation     |                |                    | (126,328)    | (100,911)   |
|     |   |                |                    | =            |             |

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 1998

## 15. ANALYSIS OF FLOWS FOR HEADINGS NETTED IN THE CASH FLOW STATEMENT (continued)

|  |                   | 1998<br>£     | 1997<br>£        |
|--|-------------------|---------------|------------------|
| Capital expenditure and financial investmen                    | nt                |               |                  |
| Purchase of tangible fixed assets                              |                   | (282,444)     | (212,531)        |
| Receipts from sale of tangible fixed assets                    |                   | 61,311        | 5,245            |
| Purchase of intangible fixed assets                            |                   | -             | (366,456)        |
| Net cash outflow from capital expenditure a                    | and               |               |                  |
| financial investment   |                   | (221,133)     | (573,742)        |
|  |                   |               | <del></del>      |
| Management of liquid resources                                 |                   |               |                  |
| (Increase)/reduction in short-term investments                 | and bank deposits | (_35,823)     | <u>197,460</u>   |
| Net cash (outflow)/ inflow from management of liquid resources |                   | (_35,823)     | <u>197,460</u>   |
| Financing Repayments of capital element of hire purchas        | se contracts      |               | (_4,711)         |
| Net cash outflow from financing                                |                   |               | ( <u>4,711</u> ) |
| ANALYSIS OF NET FUNDS  |                   |               |                  |
|  | 1997              | Cashflow      | 1998             |
|  | £                 | £             | £                |
| Cash at bank and in hand                                       | 341,886           | (128,800)     | 329,699          |
| Current asset investments                                      | 802,540           | (197,460)     | 838,363          |
| Finance leases   | <del>-</del>      | 4,711         |                  |
|  | 1,144,426         | (321,549)     | 1,168,062        |
|  | <del></del>       | = <del></del> |                  |

### 17. TRANSACTIONS INVOLVING DIRECTORS

16.

During the normal course of trade the company purchased goods and services and receives contributions from organisations in which directors have a material interest. All goods and services so provided are at arm's length and on normal commercial terms. In view of their number it would be inappropriate to disclose such transactions in these accounts. A register of transactions is available for inspection at the company's Registered Office. Any material transaction in the context of the accounts is approved by the Executive Board.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 1998

## 18. REVENUE COMMITMENTS

The amounts payable in the next year in respect of operating leases are shown below, analysed according to the expiry date of the leases.

|                            | Land and Buildings |         | Other  |        |
|----------------------------|--------------------|---------|--------|--------|
|                            | 1998               | 1997    | 1998   | 1997   |
|                            | £                  | £       | £      | £      |
| Expiry date:               |                    |         |        |        |
| Within one year            | 79,240             | _       | 5,545  | 4,145  |
| Between one and five years | 85,541             | 52,110  | 59,222 | 63,807 |
| After five years           | <u>7,497</u>       | 67,086  |        |        |
|                            | 172,278            | 119,196 | 64,767 | 67,952 |
|                            | <del></del>        |         |        |        |