Regus Business Centres (UK) Limited

Directors' report and financial statements Year ended 31 December 2008 Registered number 2961188

30/11/2009 COMPANIES HOUSE

59

Directors' report and financial statements

Contents

Directors' report	1-3
Statement of directors' responsibilities in respect of the Directors' report and the financial statements	4
Independent auditors' report to the members of Regus Business Centres (UK) Limited	5
Profit and loss account	6
Balance sheet	7
Statement of total recognised gains and losses	8
Reconciliation of movements in shareholders' funds	8
Notes forming part of the financial statements	9-17

Directors' report

The directors present their annual report and the audited financial statements for the year ended 31 December 2008.

Business review and principal activities

The company's principal activity is the provision of serviced offices and related services.

The results for the company show a pre-tax loss of £2,430,000 (2007: loss £260,000) for the year and turnover of £67,841,000 (2007: £67,369,000)

Dividends paid

The company paid a dividend of £nil during the financial year (2007: £1,600,000).

Key performance indicators ("KPIs")

A summary of the company's key performance indicators for the year is as follows

	2008	2007	Definition, method of calculation and analysis
Turnover (£'000)	£67,841	£67,369	Total turnover for the year
Weighted average number of workstations	9,184	9,160	The total number of available workstations expressed as a weighted average
Average occupancy	85.9%	86.8%	Occupied workstations divided by available workstations expressed as a percentage
REVPOW	£8,601	£8,473	Average revenue per occupied workstation
REVPAW	£7,386	£7,355	Average revenue per available workstation

Future outlook

Looking ahead in 2009 we will seek to drive occupancy improvements through higher enquiries and conversion levels and to pursue attractive low risk growth opportunities.

Principal risks and uncertainties

There are a number of risks and uncertainties which could have an impact on the company's long term performance. The company has a risk management structure in place designed to identify, manage and mitigate business risks. Risk assessment and evaluation is an essential part of the annual planning, budgeting and forecasting cycle.

The directors have identified that the principal risks and uncertainties affecting the company are an economic downturn in the market and exposure to movements in the property market. Further discussion of these risks and uncertainties, in the context of the Regus plc group as a whole, is provided in the group's annual report which does not form part of this report.

Financial risk management objectives and policies

The objectives, policies and strategies applied by the company with respect to financial instruments are determined by Regus plc. Exposure to credit, interest rate and currency risk arise in the normal course of business. The principal financial instruments used by the company to finance its operations are cash and loans.

Credit risk

A diversified customer base and requirement for customer deposits and payments in advance on workstation contracts minimises the company's exposure to customer credit risk.

Cash assets, borrowings and derivative financial instruments are only transacted with counterparties of sound credit ratings, and management does not expect any counterparty to fail to meet its obligations.

Interest rate risk

Details of borrowings are set out in Note 15 to the financial statements. Surplus cash balances are invested to achieve maximum interest returns on a day to day basis.

Directors' report (continued)

Foreign currency risk

The company's exposure to currency risk at a transactional level is minimal as the majority of day to day transactions are carried out in pounds sterling.

Derivative financial instruments

At 31 December 2008 there were no derivative financial instruments outstanding.

Research and development

One of our core skills is our ability to anticipate the changing demands of our customers. We therefore focus our research on developing new products and services which meet the future needs of our customers.

Directors

The directors who held office during the year were as follows:

MLJ Dixon X Walters TSJD Regan

Employees

It is the company's policy to communicate with all employees and to encourage them to take a wider interest in the affairs of the company and the Regus plc Group. This is done in a variety of ways including electronic media, in house journals, bulletins and briefing sessions.

The health and safety of employees is of paramount importance. Safety awareness is actively promoted in the working environment and is reviewed from time to time, in the light of good practice and developing legislation.

The company is committed to the principle of equal opportunity in employment, regardless of a person's race, creed, nationality, sex, age, marital status or disability. Employment policies are fair, equitable and consistent with the skills and abilities of the employees and the needs of the company's businesses. These policies ensure that everyone is accorded equal opportunity for recruitment, training and promotion. Where an employee becomes disabled whilst employed by the company every effort is made to allow that person to continue in employment.

The number of employees and their remuneration are set out in note 8 to the financial statements.

Political contributions and charitable donations

The company made no political or charitable contributions in either 2008 or 2007.

Payment of creditors

It is the policy of the company to agree terms of payment for its business transactions with its suppliers. Payment is then made in accordance with these, subject to the terms and conditions being met by the supplier. The company does not follow any code or standard on payment practice. Trade creditor days, based on cost of sales, at 31 December 2008 are 1 (2007:0).

Directors' report (continued)

Disclosure of information to auditors

The directors who held office at the date of approval of this Directors' report confirm that, so far as they are each aware, there is no relevant audit information of which the company's auditors are unaware; and each director has taken all the steps that he ought to have taken as a director to make himself aware of any relevant audit information and to establish that the company's auditors are aware of that information.

Auditors

Pursuant to Section 487 of the Companies Act 2006, the auditors will be deemed to be re-appointed and KPMG will therefore continue in office.

Post balance sheet events

On 20 February 2009 £1,700,000 of the loan to Park Business Centres Limited, a 50% joint venture, was repaid to the company. The loan was consequently reduced from £2,399,000 (note 21) to £699,000.

By order of the Board

Dalto

X Walters Secretary 3000 Hillswood Drive Chertsey Surrey KT16 0RS & June 2009

Statement of directors' responsibilities in respect of the Directors' report and the financial statements

The directors are responsible for preparing the Directors' report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with UK Accounting Standards and applicable law (UK Generally Accepted Accounting Practice).

The financial statements are required by law to 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 these 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 UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; 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 1985. They have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the company and to prevent and detect fraud and other irregularities.

The directors are also responsible for preparing a Directors' report that complies with the Companies Act 1985.

By order of the Board

Natto

X Walters Secretary

3000 Hillswood Drive Chertsey Surrey KT16 0RS June 2009

Independent auditors' report to the members of Regus Business Centres (UK) Limited

We have audited the financial statements of Regus Business Centres (UK) Limited for the year ended 31 December 2008 which comprise the profit and loss account, the balance sheet, the statement of total recognised gains and losses, the reconciliation of movement in shareholders funds and the related notes. These financial statements have been prepared under the accounting policies set out therein.

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 directors and auditors

The directors' responsibilities for preparing the financial statements in accordance with applicable law and UK Accounting Standards (UK Generally Accepted Accounting Practice) are set out in the Statement of directors' responsibilities on page 4.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

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 whether in our opinion the information given in the Directors' report is consistent with the financial statements.

In addition we report to you if, in our opinion, 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 other transactions is not disclosed.

We read the Directors' report and consider the implications for our report if we become aware of any apparent misstatements within it.

Basis of audit opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) 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, in accordance with UK Generally Accepted Accounting Practice, of the state of the company's affairs as at 31 December 2008 and of its loss for the year then ended;
- the financial statements have been properly prepared in accordance with the Companies Act 1985; and
- the information given in the Directors' report is consistent with the financial statements.

KPMG

Chartered Accountants & Registered Auditors 17/25 College Square East Belfast BT1 6DH Х

June 2009

Profit and loss account

for the year ended 31 December 2008

	Note	2008 £000	2007 £000
Turnover	1	67,841	67,369
Earnings before interest, tax, depreciation and amortisation Depreciation		2,028 (4,459)	3,940 (4,225)
Operating loss Interest receivable Interest payable and similar charges	4 5 6	(2,431) 9 (8)	(285) 29 (4)
Loss on ordinary activities before taxation Tax on loss on ordinary activities	<i>3</i> 7	(2,430) (39)	(260) 1,136
(Loss)/ profit for the financial year	18	(2,469)	876

All amounts are derived from continuing activities.

There were no gains and losses for the current or previous year other than those shown above.

There is no difference between the profits for the current or previous year and their historical cost equivalents.

The notes on pages 9 to 17 form part of these financial statements.

Balance sheet at 31 December 2008

	Note	£000	2008 £000	000£	2007 £000
Fixed assets	10	2000			16,848
Tangible assets Investments	10 11		14,149 - 		
			14,149		16,848
Current assets Debtors Cash at bank and in hand	12	28,505 4		44,280 1,104	
Creditors: amounts falling due within one year	14	28,509 (29,311)		45,384 (31,301)	
Net current (liabilities)/ assets			(802)		14,083
Total assets less current liabilities			13,347		30,931
Creditors: amounts falling due after more than one year	15		(12,870)		(27,985)
Net assets			477		2,946
Capital and reserves Called up share capital	17		_		-
Profit and loss account	18		477		2,946
Shareholders' funds			477		2,946

These financial statements were approved by the board of directors on \mathcal{E} June 2009 and were signed on its behalf by:

MLJ Dixon

Director

for the year ended 31 December 2008		
joi the year ended 31 December 2000	2008 £000	2007 £000
(Loss)/ profit for the financial year	(2,469)	876
Total recognised gains and losses relating to the financial year	(2,469)	876
Total gains and losses recognised since last annual report	(2,469)	876
Reconciliation of movements in shareholders' funds		
for the year ended 31 December 2008	2008	2007
for the year ended 31 December 2008	2008 £000	2007 £000
(Loss)/ profit for the financial year Ordinary dividend paid		
(Loss)/ profit for the financial year	£000	£000 876

Notes

(forming part of the financial statements)

1 Accounting policies

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the financial statements, except as noted below.

Basis of preparation

The financial statements have been prepared in accordance with the requirements of the Companies Act 1985 under the historical cost accounting rules and comply with UK Generally Accepted Accounting Practice.

Going concern

The company's business activities are set out in the Business review on page 1. The company incurred a loss of £2,469k during the year and have net assets of £477k at the year end. The company meets its day to day working capital requirements through loans from group undertakings. The parent company, Regus plc, have indicated that they are willing to provide financial support for the foreseeable future. The financial statements have accordingly been prepared on the going concern basis.

Related party transactions

As the company is a wholly owned subsidiary of Regus plc, the company has taken advantage of the exemption contained in FRS 8 and has therefore not disclosed transactions or balances with entities which form part of the group.

Cash flow statement

In accordance with FRS 1, a cash flow statement has not been prepared on the grounds that the company is a wholly owned subsidiary undertaking of Regus plc and its cash flows are included within the consolidated cash flow statement of that company.

Turnover

Turnover represents the value of services provided to third parties in the year and is exclusive of VAT and similar taxes.

Centre income is invoiced two months in advance and is deferred until the month in which the services are provided.

Income for other services supplied to clients using centres is charged and recognised in the month in which the related services are provided.

Services are deemed to have been delivered to customers when, and to the extent that, the entity has met its obligations under its services contract.

Start-up costs

Start-up costs (including formation costs, costs related to finding property and any other centre opening costs) are charged to the profit and loss account as they are incurred.

Tangible fixed assets and depreciation

Depreciation is provided on a straight line basis at rates calculated to write off the cost of fixed assets to estimated residual values over their estimated useful lives at the following rates:

Furniture, telephone & office equipment

- 5 to 10 years

Other fixtures and fittings

 Shorter of the lease term, the first break point of the building lease or 10 years

- 3 years

Computers

Stocks

Stocks are stated at the lower of cost and net realisable value. Stocks relate to items purchased for resale to customers and to items intended for distribution within the business such as office supplies and marketing materials. Provision is made for any deterioration in net realisable value as a result of obsolescence or damage.

1 Accounting policies (continued)

Taxation

The charge for taxation is based on the profit or loss for the year and takes into account taxation deferred because of timing differences between the treatment of certain items for taxation and accounting purposes. Deferred tax is recognised, without discounting, in respect of all timing differences between the treatment of certain items for taxation and accounting purposes which have arisen but not reversed by the balance sheet date, except as otherwise required by FRS 19.

Pensions

Regus Business Centres (UK) Limited operates a defined contribution scheme. Contributions are charged to the profit and loss account as incurred.

Leases

Building leases

Building leases are all accounted for as operating leases because substantially all the risks and rewards of ownership remain with the lessor.

The rental on certain leases is wholly or partly conditional on the profitability of the centre and therefore the risk to the business, in terms of rent, is reduced. Once all outstanding rent has been paid, landlords receive a share of the profits of the centre.

For leases which are wholly or partly conditional on the profitability of the centre, an estimate is made of the likely rent payable based on profitability in respect of the period up to the date of the first market rent review or first break point in the lease, whichever is sooner, and this is spread on a straight line basis over that period. Any subsequent changes in estimates are spread over the remaining period to the date of the first market rent review or first break point in the lease, whichever is sooner. Amounts payable in respect of profit shares are accrued once a sufficient net surplus has been made which would result in a profit share being paid.

Any incentives or rent free periods on conventional leases and the conventional element of leases, which are partly conventional and partly conditional on profitability, are spread on a straight line basis over the period to the date of the first market rent review or first break point in the lease, whichever is sooner, so that the amounts charged to the profit and loss account are the same each year over that period.

2 Segmental reporting

All turnover and losses before taxation are derived from the provision of serviced offices and related services in the United Kingdom.

Loss on ordinary activities before taxation

		2008	2007 £000
f	for a security is stated after about in a	£000	£000
	fore taxation is stated after charging:	4,459	4,225
Depreciation of tangible fixed Amounts paid under operating		4,437	7,223
Amounts paid under operating	Property	27,422	26,990
	Other assets	6	20,550
Auditors' remuneration	As auditors	17	19
Additions remaineration	Other assurance related services	3	2
Management fees	Other assurance related services	10,480	9,330
2			
4 Operating loss Operating loss is arrived at as	s follows:		
- F		2008	2007
		£000	£000
Turnover		67,841	67,369
Cost of sales		(56,393)	(56,718)
G #.		11.440	10.651
Gross profit		11,448	10,651
Administrative expenses	ali aud	(1,399)	(1,606)
Administrative expenses – o	uner*	(2,000) (10,480)	(9,330)
Management fees		(10,460)	(9,330)
Operating loss		(2,431)	(285)

^{*} During the year, the company waived its right to £2,000,000 of the loan to Park Business Centres Limited, a 50% joint venture.

5 Interest receivable		
	2008	2007
	£000	£000
Other interest receivable	9	29
	9	29
		
6 Interest payable and similar charges		
Therest payable and similar energes	2008	2007
	£000	£000
Other interest payable	1	4
Amounts payable to parent and fellow subsidiary undertakings	7	-
	8	4
		

7 Tax on loss on ordinary activities

Analysis of charge/ (credit) in year:	2008 £000	2007 £000
UK corporation tax Current tax on income for the year	-	-
Total current tax	<u> </u>	-
Deferred tax (note 13) Origination / reversal of timing differences Effect of increased / decreased tax rate	(349) - 388	13 (63) (1,086)
Adjustment in respect of previous years	39	(1,136)
Tax on loss on ordinary activities	39	(1,136)
Factors affecting the tax charge for the current year:	2008 £000	2007 £000
Current tax reconciliation Loss on ordinary activities before tax	(2,430)	(260)
Current tax at 28.5% (2007: 30%)	(693)	(78)
Effects of: Expenses not deductible for tax purposes Excess of book depreciation over tax depreciation Group relief received (not paid for) Other adjustments – UK: UK transfer pricing Utilisation of brought forward losses	161 356 (152) 328	122 (13) (419) 404 (16)
Total current tax charge/(credit) (see above)	- 	<u>-</u>

Tax losses carried forward at the end of the year were £2,499,000 (2007: £3,897,000). On 1st April 2008, the UK corporation tax rate decreased from 30% to 28%.

8 Remuneration of the directors, staff numbers and costs

Directors' remuneration

MLJ Dixon is a director of Regus plc and his remuneration is disclosed in the accounts of that company. TSJD Regan did not receive any remuneration in relation to his services to the company. The remaining directors are also directors of other subsidiaries of the Regus (UK) group of companies. As it is not practicable to allocate their remuneration between their services as directors of each of these subsidiaries, details of their remuneration are disclosed in the accounts of Regus Management (UK) Limited.

8 Remuneration of the directors, staff numbers and costs (continued)

Staff numbers and costs

Regus Management (UK) Limited recharges payroll costs to Regus Business Centres (UK) Limited at cost. The average number of persons employed by Regus Business Centres (UK) Limited and Regus Management (UK) Limited during the year including directors, analysed by category, was as follows:

	2008	2007
	Number	Number
Operations	173	202
•		
The aggregate payroll costs of these persons were as follows:		
	2008	2007
	£000	£000
Wages and salaries	3,383	3,704
Social security costs	335	328
Pension costs	37	46
	3,755	4,078
		
9 Dividends	2008	2007
	£000	£000
	2000	2000
Final dividend paid in respect of the current year	-	1,600
		1.600
	•	1,600
		

The aggregate amount of dividends proposed and recognised as liabilities as at the year end is £nil (2007: £nil)

Computer equipment £000	Fixtures and fittings £000	Total £000
1,548 68	55,344 1,692	56,892 1,760
1,616	57,036	58,652
1,423 89	38,621 4,370	40,044 4,459
1,512	42,991	44,503
104	14,045	14,149
125	16,723	16,848
	1,548 68 1,616 1,423 89 1,512	1,548 55,344 68 1,692 1,616 57,036 1,423 38,621 89 4,370 1,512 42,991

11 Fixed asset investments

The company has an investment of £5,000 representing 50% of the ordinary share capital of Park Business Centres Limited, a company involved in the provision of serviced office accommodation. The company's investment is carried at nil value (2007: £nil).

12 Debtors	2008 £000	2007 £000
Amounts falling due within one year:		
Trade debtors Amounts owed by fellow subsidiary undertakings Other debtors Deferred tax asset (note 13) Prepayments and accrued income	5,652 11,985 8 146 8,315	7,144 24,211 15 185 8,326
	26,106	39,881
Amounts falling due after one year:		
Amounts owed by joint venture (note 19)	2,399	4,399
	28,505	44,280

13 Deferred tax asset

	2008 £000	2007 £000
At beginning of the year (Charged)/ credited to the profit and loss for the year	185 (39)	185
	- 	
At end of the year	146	185

Deferred tax relates to carried forward tax losses of £2,499,000 (2007: £3,897,000), less accelerated capital allowances of £1,974,000 (2007: £3,236,000).

14 Creditors: amounts falling due within one year

	2008	2007
	£000	£000
Trade creditors	205	-
Customer deposits	10,948	11,822
Amounts owed to parent and fellow subsidiary undertakings	3,828	5,227
Amounts owed to joint venture (note 19)	101	48
Taxation and social security	984	1,529
Accruals and deferred income	13,245	12,675*
	29,311	31,301
15 Creditors: amounts falling due after more than one year		
	2008	2007
	£000	£000
Accruals and deferred income	1,001	2,149*
Amounts owed to parent and fellow subsidiary undertakings	11,869**	25,836
	12,870	27,985
		*

^{*} Prior year balances relating to contributions from landlords have been reclassed from 'Creditors: amounts falling due within on year' to 'Creditors: amounts falling due after more than on year'. As a result, the prior year accruals and deferred income due within one year have decreased by £2,149,000, and the prior year accruals and deferred income falling due after more than one year have increased by £2,149,000.

^{**} Included within this balance is a £4,000,000 loan entered into by the company during the financial year with Regus No1 SARL. The loan is repayable on demand, with the lender having a first ranking floating charge over the company's assets. Interest is paid on the loan at LIBOR plus 1.75%.

16 Commitments

Capital commitments contracted at the end of the financial year for which no provision has been made amounted to £131,000 (2007: £156,000). These relate to capital expenditure across a number of centres with the most significant cost being centre fit-out works.

Annual commitments in respect of property, vehicles, plant and equipment under non-cancellable operating leases are as follows:

	Property	Vehicle, plant and equipment £000	2008 Total £000	2007 Total £000
Operating leases which expire: Within one year Within two to five years After five years	700 23,603	- 6 31	706 23,634	710 23,546
	24,303	37	24,340	24,256
17 Called up share capital			2008 £	2007 £
Authorised 100 Ordinary shares of £1 each			100	100
Allotted, called up and fully paid 100 Ordinary shares of £1 each			100	100
18 Profit and loss account			2008 £000	2007 £000
At beginning of the year (Loss)/ profit for the financial year Ordinary dividend paid (note 9)			2,946 (2,469)	3,670 876 (1,600)
At end of the year			477	2,946

19 Related party transactions

During the year, the company entered into the following transactions with Park Business Centres Limited, a 50% joint venture.

	2008	2007
	£000	£000
Trading account	(40)	(107)
Balance payable at start of the year	(48)	(107)
Expenses charged in the year	682	672
Cash received in the year	(735)	(613)
Payable at end of year (note 14)	(101)	(48)
Loan balance		
Balance receivable at start of year	4,399	3,399
Amount loaned in year	-	1,000
Amount waived in year	(2,000)	-
Balance receivable at end of year (note 12)	2,399	4,399
		

No interest has been charged in the year so as to prevent increasing the losses already suffered by the joint venture.

20 Ultimate parent company and controlling party

Regus Business Centres (UK) Limited is a wholly owned subsidiary of Regus Holdings (UK) Limited, a company incorporated in Great Britain and registered in England and Wales.

The smallest and largest group in which the results of the company are consolidated is that headed by Regus plc, a company incorporated in Jersey. The consolidated accounts of Regus plc are available to the public and may be obtained from the Company's website www.regus.com or from the Regus plc head office, 26 Boulevard Royal, L-2449 Luxembourg.

21 Post balance sheet events

On 20 February 2009 £1,700,000 of the loan to Park Business Centres Limited, a 50% joint venture, was repaid to the company. The loan was consequently reduced from £2,399,000 (note 19) to £699,000.