Collinson

# Phase 1 Clinical Trials Unit Limited Financial Statements For 31 December 2002

**Company Registration Number 2970970** 



A24
COMPANIES HOUSE

0387 31/10/03

# **BISHOP FLEMING**

Chartered Accountants & Registered Auditors
Cobourg House
Mayflower Street
Plymouth
PL1 1LG

## **Financial Statements**

# Year Ended 31 December 2002

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## Officers and Professional Advisers

The Board of Directors Raymond Stringer (appointed 10 July 2002)

Paul Morrison

Company Secretary David Searle

Registered Office Old Convent of Notre Dame

119 Looseleigh Lane

Derriford Plymouth PL6 5HH

Auditors Bishop Fleming

Chartered Accountants & Registered Auditors Cobourg House Mayflower Street

Plymouth PL1 1LG

Bankers Lloyds TSB Bank plc

Moorgate London EC2R 6DN

2001

## Phase 1 Clinical Trials Unit Limited

## The Directors' Report (continued)

## Year Ended 31 December 2002

The directors have pleasure in presenting their report and the financial statements of the company for the year ended 31 December 2002.

## Principal activities and business review

The principal activity of the company during the year was the operation of a phase 1 clinical testing facility for pharmaceutical companies.

As considered last year, 2002 was a year that saw a significant reduction in workload but also saw a notable improvement made to efficiency within the unit in response. Turnover reduced from £3,604,000 to £3,219,000 whilst post-tax profits available for distribution increased slightly. There was a profit for the year after taxation amounting to £25,585 (2001: £21,154). The directors recommend payment of a dividend amounting to £23,356 (2001: £24,102).

The company continues to develop its service offering and has made major improvements in the consistency of quality delivered. Further investment in new technology has ensured that productivity also progresses. Staff will be developed further within a competency and assessment process that should enable individuals to maximize their potential. The attainment of the Investors in People award will hopefully reinforce the commitment to staff within the company.

2003 promises to be a good year for the company and the board looks forward with optimism.

#### Results and dividends

The trading results for the year, and the company's financial position at the end of the year are shown in the attached financial statements.

The directors have recommended the following dividends:

	2002	2001
	£	£
Proposed dividends on ordinary shares	7,676	262
Dividends paid on ordinary shares	_	4,800
Proposed dividends on preference shares	3,545	4,640
Dividends paid on preference shares	12,135	14,400
	23,356	24,102
	<del></del>	

## The directors and their interests in shares of the company

The directors who served the company during the year together with their beneficial interests in the shares of the company were as follows:

	At 31 December 2002	At 1 January 2002 or later date of appointment
Raymond Stringer	_	_
Paul Morrison	-	_
	<del></del>	===

Raymond Stringer was appointed as a director on 10 July 2002.

## The Directors' Report (continued)

## Year Ended 31 December 2002

#### Fixed assets

The directors are of the opinion that the market value of land and buildings exceeds its book value.

## 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 at the end of the year and of the profit or loss for the year then ended.

In preparing those financial statements, the directors are required to:

- select suitable accounting policies, as described on pages 9 and 10, and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; 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. The directors 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.

#### **Donations**

During the year the company made the following contributions:

	2002	2001
	£	£
Charitable	20,087	15,123

## Purchase of own shares

During the year the company redeemed 38,400 (of the 172,800 in issue at start of year) 1p preference shares for consideration totalling £38,400. This was in accordance with the terms and conditions detailed upon issue of these shares.

## **Auditors**

A resolution to re-appoint Bishop Fleming as auditors for the ensuing year will be proposed at the annual general meeting in accordance with section 385 of the Companies Act 1985.

Registered office:

Old Convent of Notre Dame

119 Looseleigh Lane

Derriford

Plymouth

PL6 5HH

Signed on behalf of the directors

R.J. String

Mr R Stringer Director

Approved by the directors on 95 Sep 2003

## Independent Auditors' Report to the Shareholders

## Year Ended 31 December 2002

We have audited the financial statements on pages 5 to 22 which have been prepared under the historical cost convention and the accounting policies set out on pages 9 and 10.

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 auditors' 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 directors and the auditors

The directors' responsibilities for preparing the Annual Report and the financial statements in accordance with applicable United Kingdom law and Accounting Standards are set out in the Statement of Directors' Responsibilities on page 3.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

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 if, in our opinion, the Directors' Report is not consistent with the financial statements, if 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 transactions with the company 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. Our responsibilities do not extend to any other information.

#### Basis of audit opinion

We conducted our audit in accordance with United Kingdom 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 December 2002 and of its profit for the year then ended, and have been properly prepared in accordance with the Companies Act 1985.

Bishop Fleming
Chartered Accountant
Registered Auditors

Cobourg House

Mayflower Street

Plymouth

29 October 2003

## **Profit and Loss Account**

## Year Ended 31 December 2002

	Note	2002 £	2001 £
Turnover	2	3,219,188	3,603,867
Cost of sales		2,066,242	2,414,729
Gross profit		1,152,946	1,189,138
Administrative expenses Other operating income	3	1,061,886 —	1,068,302 (3,018)
Operating profit	4	91,060	123,854
Interest payable and similar charges	7	55,428	52,093
Profit on ordinary activities before taxation		35,632	71,761
Tax on profit on ordinary activities	8	10,047	50,607
Profit on ordinary activities after taxation		25,585	21,154
Dividends (including non-equity)	9	23,356	24,102
Retained profit/(loss) for the financial year		2,229	(2,948)

The company has no recognised gains or losses other than the results for the year as set out above.

All of the activities of the company are classed as continuing.

# **Balance Sheet**

## **31 December 2002**

		2002		200	01	
	Note	£	£	£	£	
Fixed assets						
Intangible assets	10		_		_	
Tangible assets	11		1,898,985		1,494,611	
Investments	12		14,259		14,259	
			1,913,244		1,508,870	
Current assets						
Stocks	13	38,642		19,400		
Debtors	14	397,221		443,955		
Cash at bank		413		411		
		437,276		463,766		
Creditors: Amounts falling due		-				
within one year	15	639,703		646,470		
Net current liabilities		<del></del> _	(203,427)		(182,704)	
Total assets less current liabilities			1,709,817		1,326,166	
Creditors: Amounts falling due after						
more than one year	16		679,650		269,875	
			1,030,167		1,056,291	
Provisions for liabilities and charges						
Deferred taxation	19		213,687		203,640	
			816,480		852,651	

## Balance Sheet (continued)

## **31 December 2002**

		2002	2001
	Note	£	£
Capital and reserves			
Called-up share capital	22	17,141	17,525
Share premium account	23	581,380	581,380
Other reserves	23	576	192
Profit and loss account	23	217,383	253,554
		816,480	852,651
Shareholders' funds:	24		
Equity		815,136	850,923
Non-equity		1,344	1,728
		816,480	852,651
		<del>=</del>	052,051

These financial statements were approved by the directors on the \$\frac{9.5}{2003}\$ and are signed on their behalf by:

Mr R Stringer Director

The notes on pages 9 to 22 form part of these financial statements.

## **Cash Flow Statement**

# Year Ended 31 December 2002

		2002		2001	! •
	Note	£	£	£	£
Net cash inflow from operating activities	27		341,276		251,463
Returns on investments and servicing Interest received Interest paid Interest element of hire purchase Non-equity dividends paid	of fin:	(50,950) (4,478) (16,775)		11 (54,334) (1,170) (33,600)	
Net cash outflow from returns on investments and servicing of finance			(72,203)		(89,093)
Taxation			-		(200)
Capital expenditure and financial inv. Payments to acquire tangible fixed asset Receipts from sale of fixed assets		nt (319,066) 663		(100,753)	
Net cash outflow for capital expendituand financial investment	ire		(318,403)		(100,753)
Acquisitions and disposals					
Equity dividends paid			-		(16,430)
Cash (outflow)/inflow before financin	g		(49,330)		44,987
Financing Purchase of own non-equity shares New bank loans Repayment of bank loans Capital element of hire purchase		(38,400) 400,000 (108,500) (24,405)		(19,200) - (93,500) (1,888)	
Net cash inflow/(outflow) from financ	ing	<u> </u>	228,695		(114,588)
Increase/(decrease) in cash	28		179,365		(69,601)

## Notes to the Financial Statements

## Year Ended 31 December 2002

## 1. Accounting policies

## (a) Basis of accounting

The financial statements have been prepared in accordance with applicable accounting standards and under the historical cost convention.

## (b) Consolidation

In the opinion of the directors, the company and its subsidiary undertakings comprise a mediumsized group. The company has therefore taken advantage of the exemption provided by Section 248 of the Companies Act 1985 not to prepare group accounts.

#### (c) Turnovei

The turnover shown in the profit and loss account represents amounts invoiced during the year, exclusive of Value Added Tax.

## (d) Amortisation

Amortisation is calculated so as to write off the cost of an asset over the useful economic life of that asset as follows:

Goodwill

5 years straight line

## (e) Depreciation

Depreciation is calculated so as to write off the cost of an asset over the useful economic life of that asset as follows:

Freehold Buildings

2% straight line

Plant & Machinery

- 25% reducing balance

Fixtures & Fittings

- 25% reducing balance or 50% straight line

## (f) Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

## (g) Work in progress

The attributable profit on long-term contracts is recognised once their outcome can be assessed with reasonable certainty. The profit recognised reflects the proportion of work completed to date on the contract.

Costs associated with long term contracts are included in work in progress to the extent that they cannot be matched with contract work accounted for as turnover. Long-term contract balances included in work in progress are stated at cost, after provision has been made for foreseeable losses and the deduction of applicable payments on account.

Full provision is made for losses on all contracts in the year in which the loss is first foreseen.

## (h) Hire purchase agreements

Assets held under hire purchase agreements are capitalised and disclosed under tangible fixed assets at their fair value. The capital element of the future payments is treated as a liability and the interest is charged to the Profit and Loss Account on a straight line basis.

## Notes to the Financial Statements

## Year Ended 31 December 2002

## 1. Accounting policies (continued)

## (i) Operating lease agreements

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.

## (j) Pension costs

The company operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the company. The annual contributions payable are charged to the Profit and Loss Account.

## (k) Deferred taxation

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date where transactions or events have occurred at that date that will result in an obligation to pay more, or a right to pay less or to receive more, tax, with the following exception:

Deferred tax assets are recognised only to the extent that the directors consider that it is more likely than not that there will be suitable taxable profits from which the future reversal of the underlying timing differences can be deducted.

Deferred tax is measured on an undiscounted basis at the tax rates that are expected to apply in the periods in which timing differences reverse, based on tax rates and laws enacted or substantively enacted at the balance sheet date.

## (l) Foreign currencies

Assets and liabilities in foreign currencies are translated into sterling at the rates of exchange ruling at the balance sheet date. Transactions in foreign currencies are translated into sterling at the rate of exchange ruling at the date of the transaction. Exchange differences are taken into account in arriving at the operating profit.

#### (m) Investments

Investments are included at cost. Profits or losses arising from disposals of fixed asset investments are treated as part of the result from ordinary activities.

#### 2. Turnover

The turnover and profit before tax are attributable to the one principal activity of the company.

An analysis of turnover is given below:

	2002	2001
	£	£
United Kingdom	2,168,397	3,046,242
Other EU Countries	432,951	125,923
United States of America	322,569	59,805
Asia	295,271	371,897
	3,219,188	3,603,867

## Notes to the Financial Statements

## Year Ended 31 December 2002

3.	Other operating income		
		2002	2001
	Rent receivable	£ —	3,018
4.	Operating profit		
	Operating profit is stated after charging:		
		2002	2001
		£	£
	Depreciation of owned assets	88,505	81,232
	Depreciation of assets held under hire purchase		
	agreements	34,933	_
	Loss on disposal of fixed assets	191	_
	Auditors' remuneration		
	- as auditors	7,050	7,050
	Operating lease costs:		
	Plant and equipment	15,198	23,737

# 5. Particulars of employees

The average number of staff employed by the company during the financial year amounted to:

	2002	2001
	No.	No.
Number of employees	76	76
		<del></del>
The aggregate payroll costs of the above we	re:	
	2002	2001
	£	£
Wages and salaries	1,337,209	1,288,838
Social security costs	111,957	96,007
Other pension costs	71,507	70,710
	1,520,673	1,455,555
		<del></del>

# **Notes to the Financial Statements**

# Y

6.	Directors' emoluments		
	The directors' aggregate emoluments in resp	pect of qualifying services were:	
		2002 €	2001 £
	Emoluments and fees receivable Value of company pension contributions to	56,295	93,504
	purchase schemes Compensation for loss of directorship	1,897 —	612 27,977
		58,192	122,093
	The number of directors who are accruin follows:	g benefits under company pension	on schemes was a
		2002 No.	2001 No.
	Money purchase schemes	1	1
7.	Interest payable and similar charges		
		2002 £	2001 £
	Interest payable on bank borrowing Finance charges	50,567 4,478	50,923 1,170
	Other similar charges payable	383	
		55,428	52,093
8.	Tax on profit on ordinary activities		
	(a) Taxation		
		2002 £	2001 £
	Current tax:		
	UK corporation tax (note 8(b)) Irrecoverable ACT written off	_ _	- 34,743
	Total current tax	<del>-</del>	34,743
	Deferred tax:		
	Origination and reversal of timing differences Effect of changed tax rate on opening	·	,439
	balance Total deferred tax (note 19)	10,047	,425 15,864
	Tax on profit on ordinary activities	$\frac{10,047}{10,047}$	$\frac{13,804}{50,607}$

## Notes to the Financial Statements

## Year Ended 31 December 2002

## 8. Tax on profit on ordinary activities (continued)

## (b) Factors affecting current tax charge

The tax assessed on the profit on ordinary activities for the year is lower than the standard rate of corporation tax in the UK of 19%. The differences are explained below:

	2002 £	2001 £
Profit on ordinary activities before taxation	35,632	71,761
Profit/(loss) on ordinary activities multiplied by		
standard rate of corporation tax of 19% (2001:20%)	6,770	14,352
Expenses not deductible for tax purposes	3,277	847
Capital allowances for period in excess of		
depreciation	(67,289)	(15,643)
Increase in tax losses carried forward	58,446	_
Other timing differences	(1,204)	444
T 1 ( ) ( ) ( )		<del></del>
Total current tax (note 8(a))		

## 9. Dividends

The following dividends have been paid or proposed in respect of the year:

	2002	2001
	£	£
Proposed dividend on ordinary shares	7,676	262
Dividend paid on ordinary "C" shares	· <del>-</del>	4,800
Proposed dividend on preference shares	3,545	4,640
Dividend paid on preference shares	12,135	14,400
	23,356	24,102

## 10. Intangible fixed assets

	Goodwill £
Cost	
At 1 January 2002 and 31 December 2002	30,000
Amortisation	
At 1 January 2002 and 31 December 2002	30,000
Net book value	
At 31 December 2002	_
At 31 December 2001	_

## Notes to the Financial Statements

## Year Ended 31 December 2002

## 11. Tangible fixed assets

	Freehold Property £	Plant & Machinery £	Fixtures & Fittings £	Total £
Cost				
At 1 January 2002	1,464,425	228,114	231,836	1,924,375
Additions	183,708	259,173	85,785	528,666
Disposals	-	(9,437)	(2,702)	(12,139)
At 31 December 2002	1,648,133	477,850	314,919	2,440,902
Depreciation				
At 1 January 2002	88,259	172,436	169,069	429,764
Charge for the year	30,740	57,003	35,695	123,438
On disposals	_	(9,437)	(1,848)	(11,285)
At 31 December 2002	118,999	220,002	202,916	541,917
Net book value				
At 31 December 2002	1,529,134	257,848	112,003	1,898,985
At 31 December 2001	1,376,166	55,678	62,767	1,494,611
				=

The gross amount of land and buildings on which depreciation is being provided is £1,398,133 (2001: £1,214,425).

The value of land included within freehold land and buildings is £250,000 (2001: £250,000).

## Hire purchase agreements

Included within the net book value of £1,898,985 is £174,667 (2001 - £Nil) relating to assets held under hire purchase agreements. The depreciation charged to the accounts in the year in respect of such assets amounted to £34,933 (2001 - £Nil).

443,955

# **Phase 1 Clinical Trials Unit Limited**

## Notes to the Financial Statements

## Year Ended 31 December 2002

## 12. Investments

13.

14.

			Un	Shares in Group dertakings £
Cost At 1 January 2002 and 31 December	2002			14,259
Net book value At 31 December 2002				14,259
At 31 December 2001				14,259
The company owns 100% of the issumere registered in England.	ued share capital of t	he companies	listed below bo	oth of which
	2002	2002	2001	2001
	Capital	Loss	Capital	Profit
	and	for the	and	for the
	Reserves	Year	Reserves	Year
Partners in Clinical Research	£	£	£	£
Limited (Clinical Research)	40,482	(41,273)	81,755	50,277
Peninsula Clinical Development	70,702	(41,273)	01,733	50,277
Limited (Clinical Research)	(26)	_	(26)	12,300
Stocks				
		2002		2001
		£		£
Work in progress		28,100		7,075
Consumable stores		10,542		12,325
		38,642		19,400
Debtors				
		2002		2001
		£		£
Trade debtors		281,274		152,076
Amounts owed by group undertaking	gs	64		_
Amounts recoverable on contracts		27,325		191,599
Taxation recoverable		14,772		14,953
Other debtors		45,187		57,187
Prepayments and accrued income		28,599		28,140

397,221

## Notes to the Financial Statements

## Year Ended 31 December 2002

## 15. Creditors: Amounts falling due within one year

	2002	2001
	£	£
Bank loans and overdrafts	104,518	258,881
Payments received on account	137,640	39,729
Trade creditors	66,120	143,206
Amounts owed to group undertakings	43,233	55,203
Taxation and social security	154,353	103,825
Hire purchase agreements	41,920	_
Dividends payable	11,483	4,902
Accruals and deferred income	80,436	40,724
	639,703	646,470

The following liabilities disclosed under creditors falling due within one year are secured by the company (see note 16):

	2002	2001
	£	£
Bank loans and overdrafts	104,518	258,881
Hire purchase agreements	41,920	_
	1.16.100	250.001
	146,438	258,881
		<del></del>

## 16. Creditors: Amounts falling due after more than one year

	2002	2001
	£	£
Bank loans and overdrafts	536,375	269,875
Hire purchase agreements	143,275	_
	679,650	269,875
		<u></u>

The bank loans and overdraft are secured by a fixed charge over the Company's freehold land and buildings and by floating charge over the other assets of the Company. Hire purchase agreements are secured over the assets to which they relate.

The following aggregate liabilities disclosed under creditors falling due after more than one year are due for repayment after more than five years from the balance sheet date:

	2002	2001
	£	£
Bank loans and overdrafts	170,000	15,875

## Notes to the Financial Statements

## Year Ended 31 December 2002

## 17. Creditors - bank loans and overdrafts

Creditors include bank loans and overdrafts which are due for repayment in equal installments as follows:

	2002	2001
	£	£
In one year or less, or on demand	104,518	258,881
Between one and two years	103,500	63,500
Between two and five years	262,875	190,500
In five years or more	170,000	15,875
	640,893	528,756

## 18. Commitments under hire purchase agreements

Future commitments under hire purchase agreements are as follows:

	2002	2001
	£	£
Amounts payable within one year	41,920	_
Amounts payable between one and two years	41,920	_
Amounts payable between two and five years	101,355	_
	185,195	<del>-</del>

## 19. Deferred taxation

The movement in the deferred taxation provision during the year was:

Provision at 1 January 2002	203,640
Profit and loss account movement arising during the	
year	10,047
Provision at 31 December 2002	213,687

The provision for deferred taxation consists of the tax effect of timing differences in respect of:

	2002	2001
	£	£
Excess of taxation allowances over		
depreciation on fixed assets	278,690	211,402
Other timing differences	(65,003)	(7,762)
	213,687	203,640

## **Notes to the Financial Statements**

## Year Ended 31 December 2002

## 20. Commitments under operating leases

At 31 December 2002 the company had annual commitments under non-cancellable operating leases as set out below.

	Assets Other Than Land & Buildings	
	2002	2001
	£	£
Operating leases which expire:		
Within one year	_	19,940
Within two to five years	4,990	2,310
	4,990	22,250

## 21. Related party transactions

Due to the spread of share ownership, there is no one controlling party.

During the year the company purchased goods and services amounting to £341,978 (2001: £647,802) from Partners In Clinical Research Ltd (subsidiary company). At the year end the company owed PICR Ltd £15,133 (2001: £55,086).

Included within amounts owed to group undertakings is £28,100 (2001: £nil) in respect of work done for Phase 1 Clinical Trials Unit Limited by Partners in Clinical Research Limited which was billed after the year end.

At the year-end the company was owed £64 by Peninsular Clinical Development Limited a subsidiary company (2001: creditor of £117).

The following shareholders had transactions with the company:

- 1. Phase Solutions Limited, a company controlled by Dr M Cross (whose family trust holds shares in Phase 1) invoiced £48,250 for marketing consultancy work carried out during the year. In 2001 Phase 0 Limited a company controlled by Dr M Cross, invoiced the company £72,289.
- 2. Additionally Phase 1 carried out work for Phase Solutions amounting to £19,900 (2001:£nil). This amount is outstanding at the year end.
- 3. Dr M Cross owes the company £45,187 (2001: £57,187).
- 4. Dr P Bryson (shareholder) and Mrs D Bryson (wife of shareholder) invoiced the company £nil and £22,850 respectively (2001: Dr P Bryson £8,545 and Mrs D Bryson £8,300).

## Notes to the Financial Statements

## Year Ended 31 December 2002

## 22. Share capital

Authorised sh	are capital:
---------------	--------------

indication of the company				
		2002		2001
		£		£
1,778,000 Ordinary shares of £0.01 each		17,780		17,780
100 Ordinary Class A shares of £1 each		100		100
100 Ordinary Class B shares of £1 each		100		100
100 Ordinary Class C shares of £1 each		100		100
192,000 Preference shares of £0.01 each		1,920		1,920
	=	20,000	_	20,000
Allotted, called up and fully paid:				
	2002		2001	
	No.	£	No.	£
Ordinary shares	1,575,600	15,756	1,575,600	15,756
Ordinary Class A shares	1	1	1	1
Ordinary Class B shares	17	17	17	17
Ordinary Class C shares	23	23	23	23

## **Preference shares**

Preference shares

The fixed cumulative preference shares are non-equity shares which carry an entitlement to a dividend at a rate of 10p per share per annum. They are redeemed at £1 per share biannually following the fifth anniversary of their issue. This year 38,400 shares have been redeemed at £1 per share. Holders of preference shares have no voting rights. Preference shares have the right on a winding up to receive, in priority to any other class of shares, the sum of 1p per share together with any arrears of dividends.

134,400

1,710,041

1,344

17,141

172,800

1,748,441

1,728

17,525

## **Ordinary shares**

These are equity shares with full voting rights.

## Ordinary "A", "B" and "C" shares

These are equity shares with no entitlement to voting rights.

## Notes to the Financial Statements

## Year Ended 31 December 2002

23.	Reserves			
		Share premium account £	Capital redemption reserve £	Profit and loss account
	At 1 January 2002	581,380	192	253,554
	Profit for the year	, <u> </u>	_	25,585
	Dividends	_	_	(23,356)
	Redemption of preference shares	-	384	(38,400)
	Balance carried forward	581,380	<u>576</u>	217,383

## 24. Reconciliation of movements in shareholders' funds

2002	2001
£	£
25,585	21,154
(23,356)	(24,102)
2,229	(2,948)
(38,400)	(19,200)
(36,171)	(22,148)
852,651	874,799
816,480	852,651
	£ 25,585 (23,356) 2,229 (38,400) (36,171) 852,651

## 25. Pensions

The company operates a defined contribution pension scheme for the benefit of employees. The assets of the scheme are administered by trustees in a fund independent from those of the company. The pension cost charge for the year was £71,507 (2001: £70,710).

## 26. Capital Commitments

There were no capital commitments during the year (2001: £310,600).

# Notes to the Financial Statements

## Year Ended 31 December 2002

Y ez	ir Ended 31 December 2002				<u></u>	
27.	Reconciliation of operating profit to Net cash inflow from operating activit	ies				
			2002		2001	
	0		£		£ 122.054	
	Operating profit		91,060		123,854	
	Depreciation Loss on disposal of fixed assets		123,438 191		81,232	
	(Increase)/Decrease in stocks		(19,242)		37,107	
	Decrease in debtors		46,734		326,239	
	Increase/(Decrease) in creditors		99,095		(316,969)	
	Net cash inflow from operating activities	s	341,276		251,463	
28.	Reconciliation of net cash flow to movement in net debt					
		2002	2	2001		
		£	£	£	£	
	Increase/(Decrease) in cash in the period	179,365		(69,601)		
	Net cash (inflow) from/outflow from bank loans Cash outflow in respect of hire	(291,500)		93,500		
	purchase	24,405		1,888		
	Change in net debt resulting from cash flows		(87,730)		25,787	
	New finance leases		(209,600)		_	
	Movement in net debt in the period		(297,330)		25,787	
	Net debt at 1 January 2002		(528,345)		(554,132)	
	Net debt at 31 December 2002		(825,675)		(528,345)	

# Notes to the Financial Statements

# Year Ended 31 December 2002

# 29. Analysis of changes in net debt

	At		Other	At
	1 Jan 2002	Cash flows	changes	31 Dec 2002
	£	£	£	£
Net cash:				
Cash in hand and at bank	411	2	_	413
Overdrafts	(180,381)	179,363	_	(1,018)
	(179,970)	179,365		(605)
Debt:	<del></del>	<del></del>		<del></del>
Debt due within 1 year	(78,500)	(25,000)	_	(103,500)
Debt due after 1 year	(269,875)	(266,500)	_	(536,375)
Hire purchase agreements		24,405	(209,600)	(185,195)
	(348,375)	(267,095)	(209,600)	(825,070)
Net debt	(528,345)	(87,730)	(209,600)	(825,675)