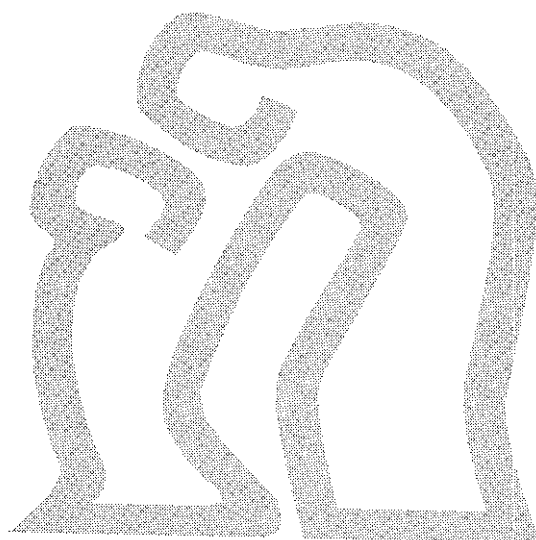




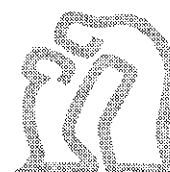
# **TLM Trading Limited**

**The Chairman's Report  
and  
Financial Statements**



**31<sup>st</sup> DECEMBER 2005**

*A wholly owned subsidiary of The Leprosy Mission International - trading for a world without leprosy.*



## **T L M TRADING LIMITED**

### **Financial statements for the year ended 31 December 2005**

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**Officers and professional advisers**

**Board of Directors**

P J Chapman  
A D Gray  
S J Green *(appointed 24th November 2005)*  
S J Hammersley *(appointed 22nd September 2005)*  
W H Lancaster *(appointed 19th January 2006)*  
R A Lee  
D W Parry *(appointed 19th January 2006)*  
D G Selley  
Ms JJ Walmsley  
P F Wright

**Company Secretary and registered office**

K L Nicholson  
c/o The Leprosy Mission  
Goldhay Way  
Orton Goldhay  
Peterborough  
PE2 5GZ

**Registered number**

3045864 (England & Wales)

**Auditors**

Kingston Smith  
Chartered Accountants  
Devonshire House  
60 Goswell Road  
London  
EC1M 7AD

**Bankers**

Barclays Bank Plc  
Peterborough Business Centre  
PO Box 294  
1 Church Street  
Peterborough  
PE1 1EX

## T L M TRADING LIMITED

### CHAIRMAN'S REPORT

It is my privilege to report again this year on behalf of the board of directors, and I am grateful for their support over the year. The board lost the experience of Brian Long at the beginning of the year when he retired; he had been with us since the foundation of the company and was a most valuable and incisive director. We shall miss his involvement. Knowing that we were to lose a director, the board began the process of looking for new people to replace him and to broaden the scope of the board. We have been pleased to appoint Stephen Hammersley, Stuart Green and David Parry, as shown in the accounts, and I look forward to their contribution to our discussions and future planning.

Last year in my report I commented on the plans that were being made for 2005 and our expectations for achieving much better results than in 2004. I am sorry to have to report that while we were able to achieve many improvements, we still were unable to meet our tough expectations, in spite of the best endeavours of the staff. We made a greater and more concentrated marketing effort for our Autumn / Winter catalogue in 2005, and this showed an improved level of sales, up 22% and with an increase of 3% in our margins, but unfortunately not sufficient to cover all the costs that the company was carrying. As a result, at the beginning of 2006, the board called for a full review of the business costs and has taken some appropriate action to deal with the fundamentals of the company. It is anticipated that these actions will result in a saving of some £100,000 in a full year. I record the support of the directors and the understanding and co-operation of all the staff during this difficult time. Despite the performance in 2005 I am pleased to note that the company was able to donate £33,482 to The Leprosy Mission in the year.

At the request of our parent company TLM International, we had the benefit of a review of the company by Les Jones, a consultant with haysmacintyre, the parent company's auditors. His report made 13 very useful and helpful recommendations, which the board has begun to address and, where possible, to implement in 2006. This will continue to be part of the board's agenda for the next year. One of the recommendations that was made concerned the charitable activities that the company carries out, for which it does not receive any benefit. These annual Financial Statements include a £66,000 grant from TLM International in recognition of those charitable activities and the board will be reviewing the position further in 2006.

It is heartening to report that the sales for the first quarter of 2006 are showing a 9% increase over 2005 with an increase in the margin as well. Stock has been controlled well during the year and there is every expectation that more stock will be cleared during the 2006 Summer sale catalogue, which will improve the cash situation during the lull before the Autumn / Winter catalogue comes out.

Finally, and most importantly, I would like to express my thanks and appreciation to Noel Jones the CEO of the company for the past ten years. Noel has left the employment of TLM Trading from the 31<sup>st</sup> March 2006 and on behalf of the whole board I wish him well in his future endeavours. Noel has provided the company with enthusiasm and vision, not just for the trading company, but for the wider role of trading and its employment opportunities for leprosy-affected people. We are pleased to announce that Tim Hunt has accepted the invitation of the Board to become acting CEO.

It has been a difficult year in many ways, but I wish to record my thanks and that of the board of directors to the staff, who worked under a great deal of pressure during the autumn. Also to the many volunteers and helpers who so faithfully give of their time, and encourage us all in the work we seek to do for leprosy-affected people across the world.

  
David G. Selley  
Chairman



**The directors' report for the year ended 31 December 2005**

The directors present their report and the financial statements of the company for the year ended 31 December 2005.

**Principal activity**

The company's main activity is the enhancement of The Leprosy Mission profile by means of mail order catalogues and websites. This supports the purchase and resale of products made by leprosy-affected people as well as from other sources, increases the number of supporters for The Leprosy Mission and provides funds through the catalogue donations and from the profits of the company.

**Review of the business**

A review of the year is given in the Chairman's Report on page 2.

**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 not recommended a dividend.

**Directors**

The directors who served during the year and subsequently were:

P J Chapman	
A D Gray	
S J Green	(appointed 24th November 2005)
S J Hammersley	(appointed 22nd September 2005)
W H Lancaster	(appointed 19th January 2006)
R A Lee	
B W Long MBE	(retired 3rd March 2005)
D W Parry	(appointed 19th January 2006)
D G Selley	
Ms J J Walmsley	
P F Wright	

**Directors' interests in shares**

No director had any beneficial interest in the ordinary shares of the company during the year.

**Directors' responsibilities**

Company law requires the directors to prepare financial statements which give a true and fair view of the state of affairs of the company at the end of its financial year and of the profit or loss of the company for the year then ended. In preparing those financial statements, the directors are required to:

- select suitable accounting policies and 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.

**TLM TRADING LIMITED**

**The directors' report for the year ended 31 December 2005 (contd)**

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

**Auditors**

A resolution to re-appoint Kingston Smith as auditors of the company will be proposed at the forthcoming Annual General Meeting.

Signed by order of the board

A handwritten signature in black ink, appearing to read 'K L Nicholson', with a horizontal line underneath.

**K L NICHOLSON**  
Company secretary

Approved by the directors on 2 May 2006

## **Independent Auditors' Report to the Shareholders of TLM Trading Limited**

We have audited the financial statements of TLM Trading Limited for the year ended 31 December 2005 which comprise the Profit and Loss Account, the Balance Sheet and the related notes. These financial statements have been prepared in accordance with 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 for no purpose other than to draw to the attention of the company's members those matters which we are required to include in an auditor's report addressed to them. To the fullest extent permitted by law, we do not accept or assume responsibility to any party other than the company and 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**

As described in the Statement of Directors' Responsibilities the company's directors are responsible for the preparation of financial statements in accordance with applicable law and United Kingdom Accounting Standards.

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 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 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 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, in accordance with the United Kingdom Generally Accepted Accounting Practice, of the state of the company's affairs as at 31 December 2005 and of its incoming resources and application of resources, including the income and expenditure of the company for the year then ended; and
- have been properly prepared in accordance with the Companies Act 1985.

  
**KINGSTON SMITH LLP**  
Chartered Accountants  
Registered Auditors

LONDON  
3<sup>rd</sup> May 2006

# T L M TRADING LIMITED

## Profit and loss account for the year ended 31 December 2005

	Notes	2005 £	2004 £
Turnover	2	1,959,800	1,595,900
Cost of sales		( 822,468)	( 721,594)
<b>Gross profit</b>		<hr/> 1,137,332	<hr/> 874,306
Distribution costs		( 540,457)	( 388,769)
Administrative expenses		( 681,718)	( 667,599)
<b>Net operating expenses</b>		<hr/> ( 1,222,175)	<hr/> ( 1,056,368)
		<hr/> ( 84,843)	<hr/> ( 182,062)
Other operating income	3	75,905	34,033
<b>Operating (loss) / profit</b>		<hr/> ( 8,938)	<hr/> ( 148,029)
Bank interest receivable		429	361
Interest payable	4	( 17,584)	( 19,154)
<b>(Loss) / Profit on ordinary activities before taxation</b>	5	<hr/> ( 26,093)	<hr/> ( 166,822)
Tax credit/(charge) on profit on ordinary activities	8	8,958	( 1,181)
<b>(Loss) / Profit for the financial year</b>	19	<hr/> £( 17,135) <hr/>	<hr/> £( 168,003) <hr/>

None of the company's activities was acquired or discontinued during the above two financial years.

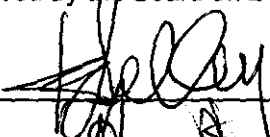
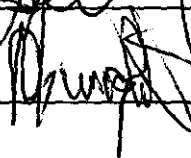
The company has no recognised gains and losses other than those included in the results above and therefore no separate statement of total recognised gains and losses has been presented.

The notes on pages 8 to 14 form part of these financial statements.

**Balance sheet at 31 December 2005**

	Notes	£	2005 £	£	2004 £
<b>Fixed assets</b>					
Tangible assets	9		420,939		473,398
<b>Current assets</b>					
Stocks	10	596,375		558,945	
Debtors	11	128,277		95,685	
Cash at bank and in hand		120,321		7,903	
			<u>844,973</u>	<u>662,533</u>	
<b>Creditors: amounts falling due within one year</b>	12	( 254,028)		( 210,879)	
<b>Net current assets</b>			<u>590,945</u>	<u>451,654</u>	
<b>Total assets less current liabilities</b>			<u>1,011,884</u>	<u>925,052</u>	
<b>Creditors: amounts falling due after more than one year</b>	13	( 205,928)		( 215,738)	
<b>Provisions for liabilities and charges</b>					
Deferred taxation	14		( 807)		( 9,765)
			<u>£805,149</u>	<u>£699,549</u>	
<b>Capital and reserves</b>					
Called up share capital	18		788,655		665,920
Profit and loss account	19		16,494		33,629
<b>Shareholders' funds</b>	20		<u>£805,149</u>	<u>£699,549</u>	

Approved by the Board on 2 May 2006 and signed on its behalf.

  
 \_\_\_\_\_ Chairman  
  
 \_\_\_\_\_ Director

The notes on pages 8 to 14 form part of these financial statements.

## **T L M TRADING LIMITED**

### **Notes to the financial statements for the year ended 31 December 2005**

#### **1. Accounting policies**

##### **a) Basis of accounting**

The financial statements have been prepared under the historical cost basis of accounting.

##### **b) Fixed assets**

All fixed assets are initially recorded at cost.

##### **c) Depreciation of tangible fixed assets**

Depreciation is not charged on leasehold land nor on expenditure on assets not yet in use. Depreciation on other tangible fixed assets is charged so as to write off the cost of an asset over the expected useful economic life of that asset at the following rates:

Long leasehold property	- 2% of cost per annum
Office and computer equipment	- 33 1/3% of cost per annum
Motor vehicles	- 25% of cost per annum
Fixtures and fittings	- 10% of cost per annum

##### **d) Stocks**

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

##### **e) Deferred taxation**

Deferred taxation 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.

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.

##### **f) Pensions**

The company participates in a non-contributory multi-employer pension scheme providing benefits based upon career averaged revalued earnings. The company's pension contributions are determined by a qualified actuary on the basis of triennial valuations. The company is unable to identify its share of the underlying assets and liabilities of the scheme and therefore the pension cost for the year is equal to the contributions paid.

##### **g) Hire purchase and lease transactions**

Assets acquired under hire purchase agreements and finance leases are capitalised in the balance sheet and are depreciated in accordance with the company's normal policy. The outstanding liabilities under such agreements less interest not yet due are included in creditors. Interest on such agreements is charged to the profit and loss account over the term of each agreement and represents a constant proportion of the balance of capital repayments outstanding.

Rentals under operating leases are charged to the profit and loss account as they fall due.

#### **2. Turnover**

Turnover represents the amounts receivable for goods sold during the year, exclusive of Value Added Tax.

**Notes to the financial statements for the year ended 31 December 2005**

<b>3. Other operating income</b>	<b>2005</b>	<b>2004</b>
	£	£
Royalties received	833	740
Grants received	66,000	-
Miscellaneous income	9,072	33,293
	<u>£75,905</u>	<u>£34,033</u>

<b>4. Interest payable</b>	<b>2005</b>	<b>2004</b>
	£	£
On parent company loans	2,178	1,419
On bank borrowings	15,406	14,419
On other borrowings	-	2,836
On obligations under hire purchase agreements	-	480
	<u>£17,584</u>	<u>£19,154</u>

<b>5. (Loss) / Profit on ordinary activities before taxation</b>	<b>2005</b>	<b>2004</b>
This is stated after charging:	£	£
Depreciation	68,553	68,630
Auditors' remuneration	3,526	4,360
Operating lease payments	100	100
- land and buildings	-	-
- other	-	3,582
	<u></u>	<u></u>

**6. Directors' emoluments**

The directors, all of whom are non-executive, did not receive any remuneration during the year.

**7. Employee information**

	<b>2005</b>	<b>2004</b>
a) Staff costs:	£	£
Wages and salaries	378,709	388,872
Social security costs	23,620	23,254
Pension costs	54,320	50,113
	<u>£456,649</u>	<u>£462,239</u>

b) The average number of persons employed during the year was made up as follows

	<b>Number</b>	<b>Number</b>
Administration and selling	20	25
	<u></u>	<u></u>

# T L M TRADING LIMITED

Notes to the financial statements for the year ended 31 December 2005

## 8. Tax on profit on ordinary activities

### (a) Analysis of charge in the year

	2005 £	2004 £
<b>Current tax:</b>		
United Kingdom Corporation Tax based on the profit for the year at 0% (2004 – 0 %)	-	-
Total current tax	-	-
<b>Deferred tax:</b>		
Increase in deferred tax provision (note 14)		
Capital allowances		
Tax on profit on ordinary activities	( 8,958)	1,181
	<u>£( 8,958)</u>	<u>£1,181</u>

### (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% (2004 – 19%)

	2005 £	2004 £
(Loss)/Profit on ordinary activities before taxation	( 26,093)	( 166,822)
Profit on ordinary activities by rate of tax	( 4,958)	( 31,696)
Timing differences	8,958	( 1,181)
Disallowable expenditure	1,064	1,064
Profits not taxable	( 81)	-
Unrelieved losses	( 4,983)	31,811

## 9. Tangible fixed assets

	Long leasehold property £	Office and computer equipment £	Motor vehicle £	Fixtures and fittings £	Total £
<b>Cost</b>					
At 1 January 2005	351,629	198,911	16,071	88,587	655,198
Additions	-	15,642	-	452	16,094
At 31 December 2005	<u>351,629</u>	<u>214,553</u>	<u>16,071</u>	<u>89,039</u>	<u>671,292</u>
<b>Depreciation</b>					
At 1 January 2005	23,601	107,918	13,058	37,223	181,800
Provision for year	5,599	51,056	3,013	8,885	68,553
At 31 December 2005	<u>29,200</u>	<u>158,974</u>	<u>16,071</u>	<u>46,108</u>	<u>250,353</u>
<b>Net book value</b>					
At 31 December 2005	£322,429	£55,579	£0	£42,931	£420,939
At 31 December 2004	£328,028	£90,993	£3,013	£51,364	£473,398

The long leasehold property is held under a 999 year lease dated 25 December 1994. Included within the long leasehold property is leasehold land costing £71,700, which has not been depreciated.



**Notes to the financial statements for the year ended 31 December 2005**

**17. Contingent liability**

The company has a loan facility from The Leprosy Mission International for a maximum of £150,000 bearing interest at 2% above Barclays Bank Plc base rate. This facility is secured by a debenture over the assets of the company. At 31 December 2005 no amounts were outstanding on this loan facility.

**18. Called up share capital**

	2005 Allotted, called up and fully paid	2004 Allotted, called up and fully paid
Authorised	Authorised	
Equity shares: 200,000 ordinary shares of £5 each, of which 157,731 have been allotted	£1,000,000 £788,655	£1,000,000 £665,920

On 31 December 2005, 24,547 ordinary shares of £5 each were issued at par in respect of funds made available by supporters of The Leprosy Mission for that purpose.

**19. Reserves**

**Profit and loss account**

	£
At 1 January 2005	33,629
Loss retained for the year	( 17,135)
At 31 December 2005	16,494

**20. Reconciliation of movement on shareholders' funds**

	2005 £	2004 £
Opening shareholders' funds	699,549	748,492
Share capital issued during the year	122,735	119,060
(Loss) / Profit for the financial year	( 17,135)	( 168,003)
Closing shareholders' funds	£805,149	£699,549

**21. Related party transactions**

The company is a wholly owned subsidiary of The Leprosy Mission International, whose financial statements are publicly available. The company is therefore exempt from the requirement to disclose transactions with group companies under FRS 8. No transactions with other related parties took place during the year.

**22. Ultimate parent company**

The ultimate parent company is The Leprosy Mission International, a company limited by guarantee and a registered charity. The company which is registered in England and Wales is number 3591514 and is a registered charity number 1076356.

The Leprosy Mission International is both the smallest and largest group for which financial statements are prepared. The group financial statements are available to the public and may be obtained from Companies House, Cardiff.

**T L M TRADING LIMITED**

**Notes to the financial statements for the year ended 31 December 2005**

**Detailed trading and profit and loss account for the year ended 31 December 2005**

	2005		2004	
	£	£	£	£
<b>Turnover</b>		1,959,800		1,595,900
<b>Cost of sales</b>				
Opening stock	( 558,945)		( 559,396)	
Purchases	( 859,898)		( 721,143)	
Closing stock	596,375		558,945	
		( 822,468)		( 721,594)
<b>Gross profit</b>	58.03%	1,137,332	54.78%	874,306
<b>Catalogue and distribution costs</b>	( 540,457)		( 388,769)	
<b>Administrative expenses</b>	( 648,236)		( 657,599)	
		( 1,188,693)		( 1,046,368)
		( 51,361)		( 172,062)
Royalties received		833		74
Grants received		66,000		
Miscellaneous income		9,072		33,29
<b>Operating profit / (loss)</b>		24,544		( 138,02)
<b>Interest receivable</b>				
Bank interest received		429		3
<b>Interest payable</b>				
Loan interest paid		( 17,584)		( 18,6
Hire purchase interest		-		( 4
<b>Trading profit / (loss) for the year</b>		7,389		( 156,8
Donation to The Leprosy Mission		( 33,482)		( 10,
<b>Net (loss) / profit before taxation</b>		( 26,093)		( 166
Tax charge		8,958		( 1
<b>(Loss) / Profit for the financial year</b>		( 17,135)		( 168

**Notes to the financial statements for the year ended 31 December 2005**

<b>10. Stocks</b>	<b>2005</b>	<b>2004</b>
	£	£
Goods for resale and expense items	<u>£596,375</u>	<u>£558,945</u>
<b>11. Debtors</b>	<b>2005</b>	<b>2004</b>
	£	£
Trade debtors	48,644	65,049
Amount due from parent company (see note 22)	57,805	-
Other debtors	15,466	8,843
Prepayments and accrued income	6,362	21,793
	<u>£128,277</u>	<u>£95,685</u>
<b>12. Creditors: amounts falling due within one year</b>	<b>2005</b>	<b>2004</b>
	£	£
Bank loans and overdrafts (secured)	8,897	5,567
Hire purchase agreements	-	-
Trade creditors	149,790	69,592
Amount due to parent company (see note 22)	-	14,613
Other taxes and social security costs	77,075	79,523
Other creditors	10,791	1,767
Accruals and deferred income	7,475	39,817
	<u>£254,028</u>	<u>£210,879</u>

Bank borrowings are secured by a legal charge over the long leasehold property.

<b>13. Creditors: amounts falling due after more than one year</b>	<b>2005</b>	<b>2004</b>
Bank loans (secured)	205,928	215,738
Obligations under hire purchase agreements	-	-
	<u>£205,928</u>	<u>£215,738</u>
Analysis of bank loans		
Not wholly repayable within five years	169,450	177,923
Wholly repayable within five years by instalments	45,375	43,382
Total debt	<u>214,825</u>	<u>221,305</u>
Included in current liabilities	( 8,897)	( 5,567)
	<u>£205,928</u>	<u>£215,738</u>

The company has two loans with Barclays Bank Plc. The first loan is repayable in instalments of £619 per month (including interest) and commenced June 2000. Interest is charged at a rate of 2.5% above bank base rate. The second loan is repayable in annual instalments of at least £2,000 and commenced June 2000. Interest is charged at a rate of 2% above bank base rate.

# T L M TRADING LIMITED

## Notes to the financial statements for the year ended 31 December 2005

### 13. Creditors: amounts falling due after more than one year (contd)

	2005	2004
The maturity of total debt may be analysed as follows:	£	£
Within one year	8,897	5,561
Between one and two years	9,250	8,891
Between two and five years	27,228	28,911
Over five years	169,450	177,921
	<u>£214,825</u>	<u>£221,301</u>

### 14. Deferred taxation

	2005 Amount provided	2004 Amount provided
Accelerated capital allowances	£807	£9,765
Movement during the year:		
At 1 January 2005	9,765	8,581
Charge for year	( 8,958)	1,181
At 31 December 2005	<u>£807</u>	<u>£9,765</u>

### 15. Pension contributions

The company participates in a non-contributory multi-employer pension scheme providing benefits based upon career averaged revalued earnings. The company's pension contributions are determined by a qualified actuary on the basis of triennial valuations. The company is unable to identify its share of the underlying assets and liabilities of the scheme and therefore the pension cost for the year is equal to the contributions paid. The most recent actuarial valuation was made as at 31 December 2003 using the projected unit valuation method when the market value of the assets represented 96% of the market value of the liabilities.

The company's pension cost for the year amounted to £54,320 (2004 - £50,113). After taking into account the scheme's funding position, the company has agreed to make contributions at the rate of 19.8% (2004 - 18%) of pensionable salaries, until the results of the next triennial valuation, due to be carried out as at 31 December 2006 are known. Also The Leprosy Mission International will be making additional annual contributions of £100,000 until that time.

### 16. Operating leases

The company's commitments for rental payments under operating leases payable during the year to 31 December 2005 are as follows:

	Land and buildings £	Other operating leases £
Leases expiring:		
Within one year	-	-
Over five years	100	-
	<u>£100</u>	<u>-</u>

**Schedule of catalogue and distribution costs and administrative expenses  
for the year ended 31 December 2005**

	<b>2005</b>	<b>2004</b>
	<b>£</b>	<b>£</b>
<b>Catalogue and distribution costs</b>		
Pre press, catalogue printing and postage	317,546	232,957
Product review and planning costs	5,587	-
Samples	606	243
Postage for outgoing orders	182,121	128,595
Travel expenses	4,289	9,490
Packaging materials	22,436	15,629
Advertising	7,872	1,855
	<hr/> 540,457	<hr/> 388,769
<b>Administrative expenses</b>		
Wages and salaries	378,709	388,872
Employer's NI contributions	23,620	23,254
Pension costs	54,320	50,113
Management charges	9,000	6,000
Commissions payable	9,900	16,728
Rent and rates	19,020	16,712
Insurance	9,808	9,505
Light and heat	4,549	4,012
Repairs and maintenance	24,704	15,836
Telephone and office expenses	18,841	22,065
Audit and accountancy	3,526	4,360
Legal and professional fees	-	750
Bank charges	20,147	15,106
Bad debts written off	213	-
Sundry expenses	2,854	6,107
Staff recruitment & training	472	9,549
Depreciation:		
Office and computer equipment	51,056	50,155
Motor vehicle	3,013	4,018
Fixtures and fittings	8,885	8,859
Leasehold buildings	5,599	5,598
	<hr/> 648,236	<hr/> 657,599